

WEBB CONSOLIDATED INDEPENDENT
SCHOOL DISTRICT

EMPLOYEE HANDBOOK
2018-2019

Approved by Webb CISD Board of Trustees
Date: May 8, 2018

<p style="text-align: center;">WEBB CONSOLIDATED INDEPENDENT SCHOOL DISTRICT EMPLOYEE HANDBOOK 2018-2019</p>
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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 the Office of the Superintendent of Schools.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. Employees will be held responsible for the information in this handbook, including changes and revisions. 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.webbcisd.org.

Employee Handbook Receipt 2018-2019

Name_____

Employee ID#_____

Campus/department_____

I hereby acknowledge that I have been advised that the Webb Consolidated ISD 2018-2019 Employee Handbook can be accessed online at www.webbcisd.org/humanresource. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

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

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

I understand that I have an obligation to inform my supervisor/business office of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Chief Financial Officer at (361) 747-5415 if I have any questions, concerns, or need further explanation.

Signature

Date

NOTE: You have been given two copies of this form along with a reference guide to Employee Standards of Conduct DH (Local) to keep for your records. Please sign and date one and keep it. Sign and date the other copy and return to your immediate supervisor.

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**WEBB CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES**

Robert Marshall
President

Adriana Rivera
Vice President

Rebecca “Nieto” Gutierrez
Secretary

Julie Cantu
Treasurer

Jocelyn Gomez
Member

Amy Marshall
Member

Santiago “Chago” Salinas
Member

**WEBB CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
ADMINISTRATION**

Mr. Beto D. Gonzalez
Superintendent

Jenette Black
Chief Financial Officer

Sandra Castillo
High School/Middle School Principal

Frances Ramirez
Elementary Principal

Webb Consolidated I.S.D. Central Office
619 Avenue F
Bruni, Texas 78344
Tel. # 361-747-5415
Fax # 361-747-5202
Office Hours 7:30am – 4:00pm

July 1, 2018

Dear Webb Consolidated Independent School District Employee:

On behalf of the Webb C.I.S.D. Board of Trustees, we would like to welcome you to the 2018-2019 school year. Our focus will be to cultivate academic excellence in an environment of high expectations for all students. The collaboration of all stakeholders will bring about the success we envision for our students.

Thank you for your commitment to the students of the quad city area. We are excited about the future of our School District and your commitment to our mission of achieving academic excellence. We are looking forward to working with you to prepare our students for the challenges that await them in an increasingly competitive global community. We take pride in our district and in the people who staff our campuses and departments. The fellow workers, principals and teachers with who you will work with are ready to assist you.

Please take a few minutes to review your Employee Handbook. It is the easiest way to become familiarized with specific policies and your responsibilities as a Webb C.I.S.D. employee. The handbook reflects current Webb C.I.S.D. School Board policies as well as the Texas School Law Bulletin. If you have questions that cannot be answered by this handbook, please contact your supervisor/campus principal. In addition, you may also refer to the District's Board Policies which can be accessed on the District's web page at www.webbcisd.org and/or at the end of this handbook.

In closing, please remember that your employment is the result of a carefully designed selection process. All of us who serve the children of Webb C.I.S.D. have a unique opportunity to impact young minds.

Sincerely,

Mr. Beto D. Gonzalez
Superintendent of Schools

- I. Webb Consolidated Independent School District will continue to promote the success of all stakeholders in an ethical manner with utmost integrity and fairness to become thoughtful, active citizens.
- II. By the year 2016, Webb Consolidated Independent School District will increase student attendance, achievement, and academic success by strengthening educational programs and developmental opportunities for all students with the aim of meeting or exceeding all state standards.
- III. Webb Consolidated Independent School District will continually and actively recruit, develop, and retain fully certified, highly qualified, and effective personnel.
- IV. By the year 2018, Webb Consolidated Independent School District will effectively provide, upgrade, and maintain its facilities, support services, and classroom technology to achieve maximum educational success for all students in a safe and drug-free environment.
- V. By the year 2016, Webb Consolidated Independent School District will be recognized for its partnerships with community institutions, business entities, and parent groups that combine to support student achievement.
- VI. By the year 2016, Webb Consolidated Independent School District will strive to motivate the entire student body towards 100% participation in extracurricular activities.
- VII. Webb Consolidated Independent School District will continually ensure that the financial integrity of the district is maintained by providing sound budgeting practices and sustaining an acceptable fund balance towards the support of student and staff programs as well as its facilities.

Approved on: May 8, 2018

WEBB C. I. S. D. Belief Statement

We Believe That

- * A team approach that includes school, students, home and community has a shared responsibility for student success.
- * All stakeholders (parents, teachers, students, community members, business members, board of trustees) are accountable for providing opportunities for success.
- * A nurturing, family oriented school environment that meets the Individual needs of all students, is necessary for success.
- * An environment that promotes motivation, high expectations, positive attitudes and mutual respect builds self-esteem which is the foundation for student success.
- * Input and involvement from students and parents lead to greater success.
- * Ongoing evaluation is necessary for measuring over progress and setting goals.
- * All students can succeed through assuming responsibility, dedication, and determination.
- * Communication, trust, and cooperation among the school, community and home are the keys that yield success.
- * The district is responsible for diverse, advanced, and continuing educational opportunities for all students and community.
- * Teaching students to enjoy learning is fundamental to life-long learning and success.

BOARD OF TRUSTEES

Policies BA, BB, 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 curriculum, school taxes, annual budget, and 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. Board members from seven single-member districts are elected on a staggered basis and serve four-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current Board Members include:

- Robert Marshall, President
- Adriana Rivera -Vice-President
- Rebecca "Nieto" Gutierrez - Secretary
- Julia Cantu, Treasurer
- Jocelyn Gomez
- Amy Marshall - Member
- Santiago "Chago" Salinas – Member

The Board of Trustees usually meets at 6:30 p.m. on the second Tuesday of every month.

Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Central Office building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held within a two-hour notice.

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

Board Meeting Schedule for 2018-2019

July 10, 2018
August 14, 2018
September 11, 2018
October 9, 2018
November 13, 2018
December 11, 2018
January 8, 2019
February 12, 2019
March 12, 2019
April 9, 2019
May 14, 2019
June 11, 2019

District Administration

Beto D. Gonzalez, Superintendent of Schools
Sandra Castillo, High School/Middle School Principal
Frances Ramirez, Oilton Elementary School Principal
Odell James, Athletic Director
Chief Financial Officer, Jenette Black
Business Manager, Martha Gonzalez
Director for Special Education, Sandra Castillo

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.

Webb CISD Phone: 361-747-5415

Extensions:
Superintendent 1001
Chief Financial Officer: 1002
Business Manager: 1003
Chief of Police: 1059
Special Education Director: 1051

EMPLOYEE CONDUCT AND WELFARE

EMPLOYEE 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. All 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. An employee working in a position that requires use of the District's automated online and/or telephonic absence reporting system must use the system to report all absences. Additionally, any employee who is absent three or more consecutive days must make personal phone contact with his or her immediate supervisor by the third day of absence.
- Know and comply with department and district procedures and policies.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Express concerns, complaints, or criticism through appropriate channels.
- Use district time, funds, and property for authorized district business and activities only.
- Employees are required to notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest, or guilty plea or any adjudication of any felony. See also Employee Arrests and Convictions, page 23, for more information.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards as stated in DH (EXHIBIT). 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 calendar day the superintendent first learns of the incident. See *Termination, Resignation and Non-Renewal* section on page 34 and *Reports to the Texas Education Agency*, page 36 for additional information. The Educators' Code of Ethics, adopted by the State Board for Educator Certification, which all district employees must adhere to, are the following:

EDUCATORS' CODE OF ETHICS

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

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

Standard 1.7. The educator shall comply with state regulations, written local Board

policies, and other state and federal laws.

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

Standard 1.9. The educator shall not make threats of violence against District employees, Board members, students, or parents of students.

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

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

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

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

2. Ethical Conduct Toward Professional Colleagues

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

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

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

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

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

Standard 2.6. The educator shall not use coercive means or promise of special

treatment in order to influence professional decisions or colleagues.

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

3. Ethical Conduct Toward Students

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

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

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

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

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

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

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

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

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

- a. The nature, purpose, timing, and amount of the communication;
- b. The subject matter of the communication;
- c. Whether the communication was made openly or the educator attempted to conceal the communication;
- d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- e. Whether the communication was sexually explicit; and
- f. Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

DRESS AND GROOMING / EMPLOYEE DRESS CODE

Policy DH (Local)

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

Employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene. The following shall apply:

1. Cleanliness and neatness are expected of all staff at all times.
2. Outer garments shall fit properly and be of an acceptable length (no shorter than three inches above the knee).
3. Blouses and shirts must have sleeves and must cover the midriff and lower back (this includes when reaching or bending). Halters, bare backs, tank tops, spaghetti straps, muscle shirts, see through garments, revealing/provocative necklines shall not be permitted. In addition, clothing with symbols, inappropriate language, phrases or slogans advertising tobacco, alcohol products, controlled substances or political advertisements are unacceptable.
4. No hats, caps, or other head coverings shall be worn inside the building except as required by specific assignments/specific events.

5. Hair shall be clean and well groomed.
6. Footwear will exclude flip flops, slippers, shower shoes, and house shoes.
7. Shorts, leggings warm-ups, wind suits, spandex, or similar tight pants, exercise clothes or any garment that may appear to be an undergarment are unacceptable.
8. Denim pants, skorts may only be worn on teacher workdays or on days designated by the Principal/supervisor (e.g. campus field trip day), as approved by the Superintendent or designee. When denims are designated, they must be clean and neat (no holes, no extremely faded or worn-out jeans/denims) and worn with a school spirit shirt. Low-rise pants are unacceptable.
9. Jewelry shall not be worn in a visible pierced area other than the ear.
10. Tattoos shall be covered at all times.

The following exceptions apply to these guidelines:

1. Physical education and other employees assigned to specialized courses must wear appropriate attire during the specific instructional period(s).
2. Staff in early childhood classes (PK-K) or nurse may wear scrubs.
3. Teachers in shop/mechanic courses, culinary arts, early childhood classes, may wear aprons, smocks, or coveralls during the instructional period.
4. Employees in maintenance, custodial, transportation, food service, and positions requiring uniforms are exempted from the general guidelines, but shall comply with dress and grooming guidelines specified by their supervisors.
5. Employees in maintenance, custodial, transportation, food service, and positions requiring uniforms MUST use shoes that are closed toe and closed heel, be flat or low healed, and be securely held onto your foot.
6. Employees working outdoors may wear headgear for protection.
7. Exceptions to these general guidelines are to be made as necessary to allow staff to observe religious customs or beliefs and as necessary to accommodate medical needs.

Administrators shall serve as role models and have the discretion to determine the appropriateness of attire and grooming and may make special exceptions for teachers in certain grades/subjects as approved by the Superintendent or designee.

You must be ready to work once you have clocked in. All personal business such as parking your car, changing shoes, or eating breakfast is strictly prohibited.

FRAUD AND FINANCIAL ETHICS IMPROPRIETY

Policy CAA LOCAL

All Trustees, employees, vendors, contractors, consultants, volunteers, and any other parties who are involved in the District's financial transactions shall act with integrity and diligence in duties involving the District's financial resources.

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Trustees, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a relationship with the District.

Fraud and financial impropriety shall include but not be limited to:

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

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.

VISITORS IN THE WORKPLACE

Policy GKC, DH

Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

All visitors are expected to enter any district facility through the main entrance and 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's premises should immediately direct him or her to the building office or contact the administrator in charge.

An employee shall not bring his or her own child or another person's child to school for the purpose of child care or babysitting. Personnel are employed to perform District functions while on duty and shall not bring or care for a child who is not enrolled on the campus at that time to the building to remain during work hours of the regular school day or summer school or after school hours if the employee is still performing work-related duties. In instances where an employee has been allowed to enroll their child at their campus, the Principal may allow for the student to be cared for by their parent after school/work hours.

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 but not limited to fax, telephone, computer, copier) for political activities is prohibited at all times. Use of work time for political activities is also prohibited.

EMPLOYEE RIGHTS AND PRIVILEGES

Policy DGA

An employee's participation in community, political, or employee organization activities shall be entirely voluntary and shall not:

1. Interfere with the employee's performance of assigned duties and responsibilities.
2. Result in any political or social pressure being placed on students, parents, or staff.
3. Involve trading on the employee's position or title with the District.

COPYRIGHTED MATERIALS

Policy CY

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

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 non-school interest,
- Any other obligation or relationship, or
- Non-school employment.

Gifts and Favors

Policy DBD Local

Employees may not accept gifts or favors that could influence or be construed to influence the employee's discharge of assigned duties.

Textbooks

Policy DBD (Legal)

The acceptance of a gift, favor, or service by an administrator or a teacher that might reasonably tend to influence the selection of textbook, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets that convey information to students or contribute to the learning process.

REPORTING SUSPECTED CHILD ABUSE

Policy DF, DG, DH, FFG, GRA

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

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material

impairment in the student's or minor's development, learning, or psychological functioning;

- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

Reports to Child Protective Services can be made by calling **1-800-252-5400**. 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 abuse or neglect of a child that the person has cause to believe has adversely impacted the child's physical or mental health or welfare may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

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

The District's policies regarding child abuse reporting can be found in Board Policy FFG accessible through the District's website at www.webbcisd.org or at the end of this handbook.

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 substantial charge of harassment will result in disciplinary action.

Employees who believe they have been discriminated or retaliated or harassed are encouraged to promptly report such incidents to the campus principal or supervisor, or appropriate district official. If the campus principal, supervisor or district official is the subject of a complaint, the employee shall report the complaint directly to the Superintendent at (361) 747-5415. A complaint against the Superintendent may be made directly to the board. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse or neglect must also report his or her knowledge or suspicion to the appropriated authorities, as required by law.

Harassment of Students

Policies DF, DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees, whether welcome or unwelcome, 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. The school district's Title IX coordinator is: **Mr. Beto Gonzalez**, 619 Avenue F, Bruni, TX, 78344, (361) 747-5415. An employee who knows of or suspects child abuse or neglect must report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 23 and *Bullying*, page 76 for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students can be found in Board Policy FFH accessible through the District's website at www.webbcisd.org or at the end of this handbook.

SEXUAL HARASSMENT

Policies DF, DH, FFG, FFH

EMPLOYEE TO EMPLOYEE

Sexual harassment is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

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

Employees who believe that they have been subjected to sexual harassment by another employee are encouraged to come forward with complaints and should inform their principal, supervisor, or Superintendent at (361) 747-5415. Employees must follow the procedures outlined in this handbook for filing a complaint except when it would require presenting a complaint to the alleged harasser (see Complaints and Grievances, page 29). The district will promptly investigate all allegations of sexual harassment and will take prompt, appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of other employees.

EMPLOYEE TO STUDENT

Sexual and other harassment of students by employees is prohibited by law. Romantic or inappropriate social relationships between students and district employees, whether welcome or unwelcome, are prohibited. It is a 2nd degree felony for an employee of a public or private primary or secondary school to engage in sexual contact, sexual intercourse, or deviate sexual intercourse with a student who is enrolled in the school, regardless of age, in which the person works and is not the person's spouse.

It is a 2nd degree felony for an employee who holds a certificate or permit issued as provided by Chapter 21 of the Texas Education Code, or is required to be licensed by a state agency as provided by Section 21.003(b) of the Texas Education Code, and engages in sexual conduct, sexual intercourse, or deviate sexual intercourse with a person the employee knows is enrolled in a public primary or secondary school in the same school district as the school at which the employee works or is a student participant in an educational activity that is sponsored by a school district or a public or private primary or secondary school if students enrolled in a public or private primary or secondary school are the primary participants in the activity and the employee provided education services to those participants.

It is a felony offense for an employee of a public or private primary or secondary school to engage in online solicitation of a student who is enrolled in the school, regardless of age, in which the person works and is not the person's spouse. Online solicitation is a criminal offense when a person with the intent to arouse or gratify the sexual desire of any person, the person, over the Internet, by electronic mail or text messages or other electronic message service or system, or through a commercial online service, intentionally communicates in a sexually explicit manner with a minor; or distributes sexually explicitly material to a minor. Online solicitation is also a criminal offense, when a person, over the Internet, by electronic mail or text message or other electronic message service or system, or through a commercial online service, knowingly solicits a minor to meet another person, including the actor, with the intent that the minor will engage in sexual contact, sexual intercourse, or deviate sexual intercourse with the actor or another person. It is not a defense to prosecution that the meeting did not occur, that the actor did not intend for the meeting to occur, or that the actor was engaged in fantasy at the time of commission of the offense.

Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships and/or flirting between district employees and students are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification
- Telephoning students at home or elsewhere and engaging in inappropriate social relationships
- Engaging in physical contact that would reasonably be construed as sexual in nature
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits.

In most instances, sexual abuse of a student by an employee violates a student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the campus principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse or neglect must also be reported to the appropriate authorities, as required by law. You can contact Child Protective Services at 1-800-252-5400. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact their immediate supervisor, and **Mr. Beto Gonzalez** who serves as the Title IX Coordinator, at 619 Avenue F., Bruni, TX 78344 (361-747-5415).

STUDENT TO STUDENT

Employees should be aware that sexual harassment of one student by another is a form of discrimination prohibited by law. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other oral, physical or visual conduct of a sexual nature that creates a hostile or intimidating educational and learning environment. School and district employees have affirmative duty to remedy student to student sexual harassment when they become aware of it. As such, employees should notify their supervisor or the Title IX Coordinator, **Mr. Beto Gonzalez**, 619 Avenue F., Bruni, TX 78344 (361-747-5415).

See *Reporting suspected child abuse* on page 23 for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is found in Board policy FFH accessible through the District's website at www.webbcisd.org or at the end of this handbook.

POSSESSION OF FIREARMS AND WEAPONS

Policies FNCG, GKA

Employees, visitors, and students, including those with a license to carry a concealed handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their supervisors or call the Webb CISD Police Department at 361-747-5415 immediately.

CRIMINAL HISTORY BACKGROUND CHECKS

Policy DBAA

The District shall obtain criminal history record information on final candidates for employment. All District positions have the potential for contact with students. The District shall disqualify from employment a person whose criminal history indicates that the person poses a threat to students or employees. Consistent with business necessity, the District shall also disqualify from employment a person whose criminal history is otherwise inconsistent with the job duties of the position for which the person is being considered.

EMPLOYEE ARRESTS AND CONVICTIONS

Policy DH

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

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

Moral turpitude includes, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and safety Code
- Acts constituting abuse or neglect under SBEC rules and/or Texas Family Code
- Felonies involving driving while intoxicated (DWI) or driving under the influence (DUI) of drugs or alcohol
- Acts constituting public intoxication: Operating a motor vehicle while under the influence of alcohol or disorderly conduct, if any two or more acts are committed within any twelve-month period.

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

COMPLAINTS AND GRIEVANCES

Policy DGBA

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

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.

No employee is required to report a grievance against a supervisor that alleges the supervisor's violation of the law in the workplace or the supervisor's unlawful harassment of the employee to a supervisor against whom the employee intends to report the grievance.

Policy

EMPLOYMENT PROCESS

EQUAL EMPLOYMENT OPPORTUNITY

Policies DAA /DIA

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

Employees with questions or concerns relating to discrimination should contact the Central Office at (361) 747-5415. Employees with questions or concerns relating to discrimination on the basis of a disability should contact the Title IX Coordinator, **Mr. Beto Gonzalez**, 619 Avenue F., Bruni, TX 78344 (361-747-5415).

JOB VACANCY ANNOUNCEMENTS

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the district's Web site.

EMPLOYMENT AFTER RETIREMENT

Tex. Educ. Code § 824.602

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

If you are receiving or have received retirement benefits through the Teacher Retirement System of Texas (TRS) or any other retirement program (Retirement Benefits), you acknowledge the following:

1. The District cannot and does not make any guarantees regarding your continued right to receive the Retirement Benefits.

2. You are relying on your own investigation and understanding of the law and upon the guidelines, rules, and regulations regarding employment after retirement of the program(s) under which you retired. You are not relying on any statements made by the District regarding the effect of District employment on your Retirement Benefits.
3. You agree not to sue or otherwise bring any claim against the District, its Board of Trustees, its Superintendent, or any other employee or agent of the District for any loss or reduction in the value of your Retirement Benefits.
4. If you retired under the TRS, the District must report your employment to the TRS. You agree not to sue or otherwise bring any claim against the District, its Board of Trustees, its Superintendent, or any other employee or agent of the District based on such reports.
5. You acknowledge that, because of your retiree status, the district will incur expenses over and above those associated with hiring a non-retiree in a similar position with similar years of experience. You agree that the District may reduce your pay to offset these expenses, provided that your salary does not fall below the state minimum, if applicable.

CONTRACT AND NON-CONTRACT EMPLOYMENT

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

State law requires the district to employ all full-time professional and administrative employees in positions requiring a certificate from State Board of 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 non-renewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

PROBATIONARY CONTRACTS

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

TERM AND CONTINUING CONTRACTS

Full-time professionals employed in positions requiring a contract will be employed by term or continuing contracts after they have successfully completed the probationary period. Campus principals and Central Office administrators are employed under probationary or term contracts as well. 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.

NON-CERTIFIED AND NON-INSTRUCTIONAL ADMINISTRATIVE CONTRACTS

Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by a one-year contract that is not subject to the procedures for non-renewal or termination under the Texas Education Code.

PARAPROFESSIONAL AND AUXILIARY EMPLOYEES

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

REASSIGNMENTS / TRANSFERS / WORKLOAD

REASSIGNMENTS AND TRANSFERS

Policy DK

All personnel are subject to assignment and reassignment by the Superintendent or designee when the Superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department or facility that does not necessitate a change in the employment contract. 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 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. Teachers requesting a transfer to another campus before the school year begins must submit their request by the due date. 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 Superintendent of Schools and must be approved by the receiving supervisor. Review district policy DK and DC for details regarding transfer requests.

WORKLOAD AND SCHEDULES

Policies DEA, DL, DK

PROFESSIONAL EMPLOYEES

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

Teachers shall be on duty at least seven hours and 45 minutes each day as determined by the school principal. A principal may require additional duty time for in-service training, and/or staff meetings, and/or "parent/teacher nights" with as much notice as possible to the teachers, unless urgent circumstances arise that demand immediate attention.

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

The District shall have the right to assign or reassign the Employee to positions, duties, or additional duties and to make changes in responsibilities, work, transfers, or classification at any time during the contract term. Employee is, further, subject to the assigned duties and/or directives given to Employee by supervisory personnel. Assigned duties include, but shall not be limited to, attendance at workshops, in-service training and/or staff meetings as may be reasonably required by Employee's supervisor(s), upon reasonable notice to Employee, as well as institutes and meetings called or designated which, in the opinion of the Superintendent, will support sound public school operations; provided, however, that attendance at such meetings shall not exceed the contractually authorized term of service. Employee shall have no property right to any particular position, assignment, campus, duty or title.

PARAPROFESSIONAL / 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. With the exception of Transportation and safety personnel, paraprofessional and auxiliary/classified personnel shall be on duty seven to eight hours each day as determined by their individual job assignments and by the principal or department supervisor.

OTHER PROFESSIONAL/SUPPORT PERSONNEL

All other professional/support personnel shall be on duty a minimum of eight hours each day. Additional duty time shall be expected when necessary to accomplish individual jobs in a satisfactory and professional manner as determined by the principal or department supervisor.

EVALUATIONS

PERFORMANCE EVALUATIONS

Policies DN, DNA, DNB

ALL EMPLOYEES

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

TEACHERS

Teachers shall be appraised annually. A teacher may be appraised less frequently if the teacher agrees in writing; is on a continuing or term contract; has been employed with the district for at least three years; has been rated at least proficient in every domain of his/her evaluation for the last two years and has never been placed on a teacher in need of assistance plan; and the teacher is SBEC certified in the subject he/she is teaching. A teacher who is appraised less frequently than annually must be appraised at least once every other year. Either the teacher or the principal may require that an appraisal be conducted during a school year when an evaluation is not scheduled by providing written notice to the other party.

TERMINATION, RESIGNATION & NON-RENEWAL

RESIGNATION – CONTRACT AND NON-CONTRACT EMPLOYEES

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 calendar days before the first day of instruction of the following school year. A written notice of resignation (Separation of Employment form) shall be submitted to the Superintendent. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing. Contract employees may resign at any other time only with the approval of the Superintendent or designee. Approval shall be granted in accordance with Board policy and regulations. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC). If the resignation is not accepted, the Superintendent or designee shall submit the matter to the Board in order to pursue sanctions as allowed by law. Once submitted and accepted, the resignation of a contract employee cannot be withdrawn without consent of the Board of Trustees.

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 Texas Education Agency on page 29*.

NON-CONTRACT EMPLOYEES

Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the immediate supervisor and the Human Resources Department office at least two weeks prior to the effective date. Employees shall include the reasons for resigning in the letter of resignation.

DISMISSAL OR NON-RENEWAL OF CONTRACT EMPLOYEES

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

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

the timelines and procedures can be found in the DF series of policies that are provided to employees or in the board policy manuals located accessible on-line through the District's website.

However, if an employee fails to hold or fulfill the appropriate requirements for a necessary certificate or permit, the contract is void. The employee may be terminated, suspended with or without pay; or retained as an at-will employee at the same or reduced pay in a position other than classroom teachers. This decision cannot be appealed and no notice or hearing is required. The provision does not apply to teachers who are reassigned to positions for which they are not certified.

DISMISSAL OF NON-CONTRACT EMPLOYEES

Policy DCD

Non-contract employees are employed at-will and may be dismissed at any time 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, age, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. Non-contract employees also have the right to a review of the termination with the Superintendent/Superintendent's designee and may be heard by the Board of Trustees in accordance with board policy. To present a grievance, the employee must follow the district process outlined in this handbook and in District policy. (See Complaints and Grievances)

EXIT INTERVIEWS AND PROCEDURES

Policies DC and CY

A Notice of Separation from Employment form must be filled out and approved by the principal/administrator. 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 that 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 their employment experience. **(Exit Interview Form found at the end of handbook)**

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

REPORTS TO TEXAS EDUCATION AGENCY

Policy DF

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

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

The Superintendent is also required to notify TEA when a certified employee resigns and reasonable evidence exists that would support a recommendation by the Superintendent to terminate employment because of conduct listed above. Before an employee's resignation is accepted in such a circumstance, the Superintendent shall inform the employee in writing that a report will be made to the State Board for Educator Certification that may result in sanctions against the employee's certificate. The Superintendent shall notify the Board of Trustees prior to filing a report of a resignation with the State Board for Educator Certification.

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

REPORTS CONCERNING COURT-ORDERED WITHHOLDINGS

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.

CERTIFICATION

NOTIFICATION TO PARENTS REGARDING CERTIFICATION STATUS

Policies DBA,

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

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

Employees who have questions about their certification status can call the Central Office at (361) 747-5415.

HEALTH SAFETY TRAINING

Policies DBA, DMA

Coaches, trainers, and sponsors of extracurricular athletic activities and directors of the marching band must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED) and extra-curricular athletic safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their immediate supervisor.

EMPLOYEE INVOLVEMENT, STAFF DEVELOPMENT AND OUTSIDE EMPLOYMENT

EMPLOYEE INVOLVEMENT

Policies BQA, BQB

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

STAFF DEVELOPMENT-PROFESSIONAL DEVELOPMENT

Policy DMA

Professional development activities are organized to meet the needs of employees and the district. Professional development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, and addressed in the campus improvement plan, which is approved by a campus-level advisory committee. Professional development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development. Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours to maintaining appropriate documentation.

OUTSIDE EMPLOYMENT AND TUTORING

Policy DBD

At the beginning of each school year, 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. Supervisors will notify the superintendent in writing of the determination.

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 and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek.

All employees will receive written notice of their pay and work schedules during 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 Mrs. Jenette Black, Chief Financial Officer at (361) 747-5415 ext. 1002 for more information about the district's pay schedules or their own salary.

PAYCHECKS

All professional employees are paid monthly. Personnel will be paid on the 15th of each month unless otherwise specified. Auxiliary employees are paid on a monthly basis. 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 breaks, paychecks will be mailed directly to the employee's residence and/or may be picked up at the Business Office. It is the employee's responsibility to maintain a current address on file with the District.—An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

AUTOMATIC PAYROLL DEPOSIT

The District will offer employees automatic payroll deposit. Employees will be able to have their paychecks electronically deposited into a designated account. A notification period of thirty days is necessary to activate this service. Contact Martha Gonzalez, Business Manager, at the Business Office at (361) 747-5415 ext. 1003, 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 in this district after a certain date.
- Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, vision insurance; annuities, and other options offered through payroll deduction. Employees may also 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 Fair Labor Standards Act. 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 WRITTEN approval from their supervisor. The written approval should have been submitted and approved by Chief Financial Officer PRIOR to working overtime.

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 physically work more than 40 total hours in a week to earn overtime compensation.

For the purpose of calculating overtime, a workweek begins at 12:00 a.m. Monday and ends at 11:59 p.m. Sunday. Employees may be compensated for overtime at time and a half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees.

- Employees may not accumulate beyond a maximum of 60 hours of compensatory time per year.
- Compensatory time must be used in the duty year that it is earned.

- Compensatory time earned must be used according to a schedule that is mutually agreeable to the employee and supervisor.
- An employee must use comp time before using any other available paid leave (e.g. sick, personal, vacation)

TRAVEL EXPENSE REIMBURSEMENT

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to Board policy and the state travel allowance guide. Employees must submit receipts to be reimbursed for expenses as outlined in Board Policy.

All employees shall be required to submit travel-related expense receipts within five (5) business days or their return from a District-related trip. An employee who fails to turn in their receipts for any travel-related expenses on one (1) separate occasion in a school/work year shall not be advanced any travel monies by the district on a subsequent District-related business trip and shall be required to submit a request for reimbursement of their travel-related expenses upon their return from the District-related business trip.

BENEFITS

EMPLOYEE BENEFITS - INSURANCE

Webb Consolidated I.S.D. realizes that employees produce their best results when allowed to concentrate fully on the tasks at hand. Personal family concerns, especially in the areas of health or personal welfare, have a tendency to distract an employee from their main objection. Toward this end, WCISD provides employees with a comprehensive benefits package designed to address some of the more common situations that most of us face at one time or another. Group insurance plans available through WCISD include health insurance, dental insurance, supplemental life insurance, disability, and vision care. Employees must sign up for these insurance plans within the first 30 days of employment. Employees enrolling after 30 days are subject to outright denial of health and other testing requirements which can also lead to denial of coverage for both the employee and his/her family. Information on these benefits is available from the Central Office at (361) 747-5415.

HEALTH, DENTAL, AND LIFE INSURANCE

Policy CRD

Group health insurance coverage is available to all regular full-time 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. Additional information is available through the Webb CISD Business Office.

New employees must complete enrollment forms within the first 30 days of employment. Current employees can make changes in their insurance coverage only during the district annual enrollment which is usually held in the months of July or August. Employees should contact the Risk Management Department at (361) 747-5415 for more information.

CAFETERIA PLAN BENEFITS (SECTION 125)

Policy CFEA

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 injury/illness while on their job. Benefits help pay for medical treatment and make up for part of the income lost while recovering from their injury. Specific benefits are prescribed by law depending on the circumstances of each case. All work-related accidents or injuries should be reported immediately to the campus nurse/supervisor and to the Central Office at (361) 747-5415. Employees who are unable to work due to a work-related injury/ illness will be notified of their rights and responsibilities under the Texas Labor Code.

An employee absent because of a job-related injury or illness shall be assigned to family and medical leave, if applicable. The employee shall inform Risk Management whether he or she chooses to use available paid leave. Any paid leave used shall be offset against Workers' Compensation wage benefits. [See CRE] Local.

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 Martha Gonzalez, Business Manager.

TEACHER RETIREMENT

All personnel employed on a regular basis for at least four and one-half months are members of the Texas Teacher Retirement System (TRS). Substitute's not receiving TRS service retirement benefits that 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 the Central Office as soon as possible at (361) 747-5415. Information on the application procedures for TRS benefits is available through the Risk Management Department. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, Texas 78701-2698 or call 1-800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us).

OTHER BENEFIT PROGRAMS – COMPENSATION & BENEFITS

Policy FDB

Full time employees may request that their children be transferred to Webb CISD. Such requests shall be approved provided that space is available.

Transfers are granted through the highest grade at a school as long as space remains available or until a transfer is revoked. This benefit shall become void upon termination of employment, and students shall be returned to their designated home campus or District.

LEAVES AND ABSENCES

LEAVES AND ABSENCES - GENERAL

Policy DEC

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should call the Human Resources Department for counseling about leave options, continuation of benefits, and proper notification to the district.

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. The District's contribution toward health care benefits for employees on leave authorized under the Family and Medical Leave Act will continue to be paid by the district, during the authorized leave. Otherwise, the district does not make benefit contributions for employees who are on unpaid leave.

Employees must follow district and department or campus procedures to report or request any leave of absences and complete the appropriate leave request form. Any employee who is absent more than 5 days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specified dates of the illness, the reason for the illness, and in the case of personal illness the employee's fitness to return to work. Certification may also be requested if an employee has a questionable pattern of absences or when deemed necessary by a supervisor or the Superintendent. Absences in excess of five days are subject to verification by the District's Department of Human Resources.

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

Earned leave is available for an employee's use beginning in September. However, personal and sick leave are actually earned on a monthly basis. If an employee leaves the district before the end of the work year, the cost of any unearned leave days shall be deducted from the employee's final paycheck.

PERSONAL LEAVE

Policy DEC

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of $\frac{1}{2}$ day for every 18 days worked. A day of earned personal leave is equivalent to an assigned workday. State personal leave accumulates without limit and is transferable to other Texas school districts and is generally transferable to education service centers. There are two types of personal leave: non-discretionary and discretionary.

NON-DISCRETIONARY LEAVE

Policy DEC

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

DISCRETIONARY LEAVE

Policy DEC

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 her principal/supervisor 3 days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor and will be subject to the following limitations:

- A maximum of 5 percent of campus employees in each job category may be permitted to take discretionary personal leave at the same time.
- Discretionary leave may not last more than 2 consecutive workdays, except with special approval for extenuating circumstances.
- Discretionary personal leave may not be taken on the following key days:
 - the first week of a new semester,
 - the day before or after a school holiday,
 - days scheduled for end-of-semester or end-of-year exams,
 - days scheduled for state-mandated assessments or District scheduled assessments, or
 - professional or staff development days.

Employees requesting to attend a religious observance on a scheduled school day may use their discretionary leave.

SICK LEAVE

Policy DEC

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. Sick leave can be used only in 5-day increments except when coordinated with family and medical leave, workers' compensation benefits, or temporary disability leave. If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck.

Sick leave may be used for the following reasons only:

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

Unless an employee requests a different order for purposes of personal illness, illness in the immediate family, family emergency, or death in the family, available leave shall be used in the following order:

1. Compensatory leave (if applicable)
2. Local leave
3. State personal leave
4. State sick leave accumulated
5. Non-contract days, and
6. Sick Leave Bank (if applicable)
7. Catastrophic leave (if applicable)

LOCAL LEAVE

Policy DEC

Additional days of local leave shall be earned by employees in positions normally requiring ten, eleven, or twelve months of service in accordance with Board Policy DEC (LOCAL)

When an employee has used more state and local sick leave than has been earned, the unearned sick leave shall result in a deduction of the daily rate of pay for each day absent from his/her next paycheck. The only exception is if the employee is over more than 5 days, then only five (5) days for that month will be deducted. The balance will be deducted from the following month's paycheck.

Local personal leave shall be earned concurrently with state personal leave.

Local sick leave does not transfer between districts and is forfeited upon resignation or termination from the District.

PREGNANCY

Policy DEC

Disabilities caused or contributed to by pregnancy or childbirth, for all job-related purposes, shall be treated the same as disabilities caused or contributed to by other medical conditions, under any health or disability insurance or sick leave plan available in connection with employment. For purposes of temporary disability leave, pregnancy is considered a temporary disability.

SICK LEAVE BANK

Policy DEC

All interested employees may choose to contribute to the sick leave bank and become eligible to receive up to 30 days per year of local and state accrued days. The Sick Leave Bank is not available to employees who are receiving indemnity from Workers Compensation.

The District provides these additional sick leave days to members of the bank in the event of an unexpected extended critical illness, surgery, or a disability due to an injury. Days may be requested from the bank only after the member has exhausted all noncontract term days and accumulated state and local sick leave days. The Superintendent shall set guidelines, which also require Board approval.

Please contact the Human Resources Department and request the form to enlist in the sick leave bank program.

You must contribute a minimum of two days in order to qualify for eligibility to use the bank at a later date if necessary. The enrollment period for current employees and new employees hired prior to the opening of the school year shall be July 1st through August 6th.

EXTENDED LEAVE

Extended leave shall be available to all employees who have exhausted all paid leave for any FMLA protected illness/injury; an employee shall have at least one leave day available to qualify. Under these circumstances, an employee may be granted a maximum of 15 days of extended leave per year with reductions to the daily rate of pay made in accordance with administrative regulations. Employee must request extended leave from Business Office.

CATASTROPHIC LEAVE

Policy DEC

Any employee who has exhausted all state leave, local leave, and (if applicable) W.C.I.S.D. sick leave bank days for a catastrophic illness of the employee or an immediate family member's catastrophic illness, can receive up to a maximum of 30 days per fiscal year (September through August) of local and state accrued days from other employees as per administrative regulations.

Contact the Central Office at (361) 747-5415 for more information.

An eligible employee may draw from the pool until he or she has used up to 30 days.

TEMPORARY DISABILITY LEAVE

Policy DEC

Full-time employees may be eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time employees who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a redacted schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability. 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 maximum length of temporary disability leave is no longer than 180 calendar days.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the Board of Trustees. The employee may protest the action and present additional evidence of fitness to work. See policy DEC for additional information regarding Temporary Disability Leave.

REINSTATEMENT/REASSIGNMENT FOLLOWING LEAVE

Policy DEC

Employees not certified by the State Board for Educator Certification returning from unpaid personal illness of 60 calendar days or less shall be returned to the same position. Unless otherwise prescribed by law or State Board rules, employees returning from unpaid personal illness leave in excess of 60 calendar days shall be given priority for assignment to a comparable position as determined by the Superintendent or designee based on the needs of the district.

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

All provisions regarding reinstatement for employees, who are on leave under the Family and Medical Leave Act, will be followed.

FAMILY AND MEDICAL LEAVE (FMLA)

Policy DEC

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

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26

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

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

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

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

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

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a 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

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

Combined leave for spouses. A husband and wife who are both employed by the district are limited to a combined total of 12 weeks of 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 or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Employees that require FMLA leave or have questions should contact the Department of Human Resources for details on eligibility, requirements, and limitations.

The 12 month entitlement period will be measured backward from the date that the employee uses the FMLA leave. All FMLA leave will be taken in accordance with Board Policy DEC (LEGAL) and (LOCAL). The District shall require employees to use family and medical leave concurrently with any paid leave and with temporary disability leave if applicable.

FITNESS FOR DUTY CERTIFICATION

Prior to returning to work from a medical leave of absence of more than (5) five consecutive work days duration, all employees will be required to provide certification from the employee's health care provider that the employee is able to return to work. The cost, if any, of fitness-for-duty certification shall be borne by the employee. Failure to provide the required return to work certification may result in a delay of job restoration until the certification is provided.

WORKERS' COMPENSATION BENEFITS

Policy DEC

An employee receiving workers' compensation wage benefits for a job-related injury/illness will be placed under the Family Medical Leave Act if applicable. The employee shall inform the appropriate administrator whether he or she chooses to use available paid leave. While on leave the employee may receive partial wages lost as determined by state law while they recover from their illness/injury.

ASSAULT LEAVE

Policy DEC

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

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee the district will immediately assign the employee to assault leave.

Days of leave granted under the Assault Leave provision will not be deducted from accrued personal leave, and must be coordinated with Workers' Compensation benefits.

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

Policy DEC

WORKING WHILE ON LEAVE

With the exception of non-contract and/or paid vacation leave, while on any type of leave status with the District, the employee may not perform work in any capacity except as approved by the Superintendent or designee as part of an approved return-to-work or transitional duty assignment at the District.

Working during a leave of absence shall be considered a violation of the District's leave policy and may be grounds for immediate termination of at-will employees or recommendation of termination for contract employees.

JURY DUTY

Policy DEC

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

OTHER COURT APPEARANCES

Policy DEC

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use paid leave. Employees may be required to submit documentation of their need for leave for court appearances. If the court appearance is related to the employee's personal business, the leave must either be taken as leave without pay or deducted from the employee's leave balance.

MILITARY LEAVE

Policy DEC

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 a time of active military service.

All employees of the District who are granted a leave of absence from work due to a voluntary or involuntary enlistment in the military to serve the country at war shall receive "differential pay" by the District for a period of twelve (12) calendar months. For purposes of this military leave provision, "differential pay" shall mean the normal daily wage earned by the employee for the position held prior to enlistment minus the employee's earned daily wage from the U.S. Government for serving the country at war.

In order to receive differential pay, all employees must submit verification of their U.S. military earnings to the Department of Human Resources. If an employee receives a higher daily wage from the U.S. Government than the employee receives from the District, the employee shall not be entitled to differential pay. Employees on military service are entitled to use their leave days while serving.

RE-EMPLOYMENT AFTER MILITARY LEAVE

Employees who leave the district to enter into the United States uniformed services or who are ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged or released within five years with some exceptions. Employees who wish to return to the district will be re-employed in the same position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they can be qualified to perform the required duties.

To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release and submit an application for reemployment to the Human Resources Department within 90 days of discharge or separation.

Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Human Resources Department for details on eligibility, requirements, and limitations.

UNAUTHORIZED LEAVE

Policy DEC

An employee may be terminated when he or she is:

- 1) Released by a doctor to return to work but fails to contact the District's Department of Human Resources to pursue a work assignment; or
- 2) Unable to report to work and fails to request or extend a leave of absence; or
- 3) Unable to report to work and has no earned paid leave available and, if eligible to apply for leave of absence does not request a leave.

The uniform enforcement of a reasonable absence-control policy is not retaliatory discharge.

FREQUENT OR PROLONGED ABSENCE/TARDINESS

Policy DEC

All absences in excess of ten (10) days during a semester shall be investigated by the immediate supervisor who shall take appropriate action as required by District guidelines. The supervisor shall report absences for individuals in excess of 20 days in a school year to the Superintendent or designee who shall take whatever action is deemed appropriate.

Such action may result in disciplinary action including termination of employment. Documentation may be required for any absence at the discretion of the Superintendent or designee.

All employees are expected to arrive at work at the time designated by their Supervisor. Unexcused or excessive tardiness may result in disciplinary action, including termination of employment.

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.

Recognition and appreciation activities also include the awarding of service pins and other activities aimed at honoring WCISD employees for longevity and hard work.

DISTRICT COMMUNICATIONS

Throughout the school year, the Superintendent's 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.

ALCOHOL/DRUGS / DIETARY SUPPLEMENTS

ALCOHOL AND DRUG ABUSE PREVENTION

Policies DH, DI

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

Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

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.

SEARCHES AND ALCOHOL AND DRUG TESTING

Policy DHE

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

Employees required to have a commercial driver's license

Any employee whose duties require a commercial driver's license (CDL) is subject to routine random 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, bus drivers, maintenance workers, heads of extracurricular activities, bus driver aides, and mechanics are subject to random drug testing when their duties include driving a commercial motor vehicle.

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

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

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact Central Office at (361) 747-5415.

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 students.

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 not prohibited from discussing any aspect of a student's behavior with a parent or other District employee; however, 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.

NOTICE TO EMPLOYEES REGARDING SAFE AND DRUG-FREE SCHOOLS

The Webb Consolidated Independent School District as well as “Employee Standards of Conduct,” and Board Policies prohibit the unlawful distribution, possession or use of illicit drugs, alcohol and tobacco on school premises or as part of any of the District’s activities. Compliance with these requirements and prohibitions is mandatory.

District policies DH (LEGAL), DH (LOCAL), DI (EXHIBIT), DI (LOCAL), and Employee Standards of Conduct provide a range of requirements and prohibitions relating to alcohol and drug-related offenses. Disciplinary sanctions can be imposed as set out in the District’s policy concerning Safe and Drug-Free Schools DH (LOCAL) and DBBA (LEGAL).

Depending on the nature and severity of a drug, alcohol or tobacco related offense; an employee may be required to complete an appropriate rehabilitation program either in lieu of or in addition to other District disciplinary sanctions. Your campus principal or counselor, as well as your immediate supervisor, can provide you with information about rehabilitation and reentry programs that are available in our community or within reasonable access of your community.

This packet of information is distributed annually to all district employees as mandated by PL 101-226 and as stated in the Federal Register Part IV, 34 CFR Part 86, RIN- 1810-AA54, Drug-Free Schools and Campuses,

Subpart C.

TECHNOLOGY

Technology Resources

Policy CQ (LOCAL)

The district's technology resources, including its network access to the Internet, are to be used primarily for administrative and instructional purposes and in accordance with administrative regulations. Limited personal use is permissible in accordance with board policy and administrative regulations: the use imposes no tangible cost on the District, does not unduly burden the technological resources of the District, and has no adverse affect on an employee's job performance or on a student's academic performance. Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time without prior notice or warning to ensure appropriate use.

Employees who are authorized to use the systems are required to abide by the provisions of the district's acceptable use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. For employees, inappropriate use of the districts network systems may lead to serious disciplinary action and/or including termination. Employees with questions about computer use and data management can contact Central Office at (361) 747-5415.

CELLULAR AND CAMERA PHONE USE BY W.C.I.S.D. EMPLOYEES

Policy DH

Webb CISD believes that the school district was created for the primary purpose of teaching and learning. The District further believes that to accomplish this mission, it is imperative that classroom instructional time be protected. Therefore, any activity that distracts the teacher from his/her ability to utilize the entire period for instructional purposes is prohibited. Specifically prohibited is the use of cell phones by teacher or other instructional personnel during class time.

Cell phones may be used by administrators/staff for transacting school business and for school issues ONLY.

Professional Employees-Teachers

- Cell phones are not to be used during instructional times; cell phones must be on silent or vibrate during these times. Cell phones may be used during lunch (outside of the school cafeteria) or conference times.

Paraprofessional and Support Staff

- Cell phones are not to be used during working hours. Cell phones are to be on silent or vibrate during these times. Cell phones may be used during lunch times (outside of the school cafeteria).

Bus Drivers

- Drivers of buses or other school vehicles are not to use cell phones while driving. Drivers may use cell phones in an emergency situation with the bus or vehicle stopped, parked, key removed from ignition and the driver out of the vehicle. Cell phones are to be on silent or vibrate throughout the day.

Violations of the policy for bus drivers

- First offense
 - Written reprimand
- Second offense
 - Grounds for dismissal

Violations of the policy for paraprofessional and support staff

- First offense
 - Verbal reprimand
- Second offense
 - Written reprimand
- Third offense and subsequent
 - Suspension without pay

Personal Use of Electronic Media:

Policies CQ, DH

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

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

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

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

USE OF ELECTRONIC MEDIA WITH STUDENTS

POLICY DH

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

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is a child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

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

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

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

- The employee may only use the following forms of electronic media: text messaging, official district authorized email communication, official district authorized social network site. Only a teacher, trainer, or other employee designated in writing by the campus Principal who has extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility and only to the extent absolutely necessary. In addition to texting the student, the teacher, trainer, or other employee shall also send the same text message to the parent/guardian, unless the parent/guardian does not have a cell

phone. If other professional forms of communication are possible (i.e., written note or memorandum), the employee shall use such method of communication.

- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from communicating with students through a personal social network page other than the official district authorized social network site.
- The employee shall not communicate directly with any student between the hours of 9:00 p.m. and 7:00 a.m. unless exigent circumstances require otherwise and in which case the employee shall inform his supervisor. The employee does not have a right to privacy with respect to communication with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including;
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
- Upon request from administration, an employee will provide the phone number(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

Failure to follow administrative directives may result in disciplinary action.

NETWORK ETIQUETTE

System users of e-mail or other communication messaging systems are expected to observe the network etiquette listed below.

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.

2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is considered inappropriate.
4. Transmitting obscene messages or pictures is prohibited.
5. Revealing personal addresses or phone numbers of the user or others is prohibited.
6. Be considerate when sending attachments with e-mail by considering whether a file may be too large to be accommodated by the recipient's system or may be in a format unreadable by the recipient.
7. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations below, that violate the rules of network etiquette, or that hamper the integrity or security of this or any networks connected to the Network/Internet. Please refer to the "Consequences of Violation" section of this document.

Commercial Use: Use for commercial purposes, income-generating or "for-profit" activities, product advertisement, or political lobbying is prohibited. Sending unsolicited junk mail, or chain letters, is prohibited.

Vandalism/Mischief: Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, hardware, peripherals, the district network and Internet, or any networks that are connected to the district network. This includes, but is not limited to, the creation or propagation of computer viruses. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is prohibited.

Playing Games and Downloading Music or Video Files or Game Files: These activities are prohibited unless approved for educational purposes.

Electronic Mail Violations: Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users, without permission, is prohibited.

File/Data Violations: Deleting, examining, copying, or modifying files and/or data belonging to, or created by other users, without permission, is prohibited.

System Interference/Alteration: Deliberate attempts to exceed, evade or change resource

quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

Unauthorized Disclosure: Unauthorized disclosure, use and dissemination of personal information regarding students and employees are prohibited.

Security

Reporting Security Problems

If a user identifies or has knowledge of a security problem on the Network/Internet, such as filtering software not working, the user should immediately notify a teacher, administrator or the Technology Administrator. The security problem should not be shared with others.

Impersonation

Attempts to log on to the Network/Internet impersonating a system administrator or district employee will result in revocation of the user's access to Network/Internet.

Other Security Risks

Any user identified as having had access privileges revoked or denied on another computer system may be denied access to the district's Network/Internet.

Violations of Law

Transmission of any material in violation of any US or state law is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, or obscene material; or material protected by trade secret. Any attempt to break the law through the use of a district Network/Internet account may result in litigation against the offender by the proper authorities. If such an event should occur, the district will fully comply with the authorities to provide any information necessary for the litigation process.

Consequences of Violations

Any attempt to violate the provisions of these guidelines may result in revocation of the user's access to the Network/Internet, regardless of the success or failure of the attempt. In addition, disciplinary action consistent with the district discipline policy and/or appropriate legal action, which may include restitution, may be taken. District administrators will make the final determination as to what constitutes inappropriate use. With just cause, the Technology Administrator, may deny, revoke, or suspend Network/Internet access as required, pending the outcome of an investigation.

DISCLAIMER

These guidelines apply to stand-alone computers as well as computers connected to the Network/Internet. The district makes no warranties of any kind, whether expressed or implied,

for the services it is providing and is not responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its negligence or user errors or omissions. The district is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the Network/Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the district. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the district's electronic communications system.

WEBB CISD E-MAIL USAGE GUIDELINES

1. Webb CISD Board Policy CQ (LOCAL), CQ (Regulation) and Exhibit A of the Student Handbook regulate the use of e-mail.
2. Student Handbook regulates the use of e-mail. E-mail is a district service provided by public funds. E-mail is for instructional, administrative, and limited personal use. Sending jokes, chain letters, etc. via e-mail is considered an inappropriate use of district equipment.
3. E-mail is viewed as a public document and can become part of a legal process. Care should be given to the tone of the e-mail. Also, grammar and spelling (consider using the Spell Check feature of the district's e-mail system) should be checked before an e-mail is sent. As stated in Board policy, e-mail shall not be considered confidential and may be monitored. Remember that e-mail can be sent to others without one's knowledge.
4. School personnel should service their e-mail at appropriate times. For example, teachers should service their e-mail before and after school, during their lunch breaks, and during conference periods.
5. Building administrators should approve an e-mail distributed to an entire campus staff. School employees should follow district and school guidelines when distributing an e-mail to the entire school staff.
6. E-mail should be positive or informative and not negative in content.
7. Use proper e-mail etiquette as described in "Webb CISD Netiquette."
8. Revealing personal addresses or phone numbers of others is discouraged
9. E-mail should be professional in nature, to the point and signed correctly. See

examples in “Webb CISD Netiquette.”

10. Use good judgment in forwarding any e-mail. Ensure that privacy considerations are taken into account. See “Webb CISD Netiquette.”

11. If you will be unable to receive your e-mail for an extended period of time (e.g., two or more days), please use the “Out of Office Alert” feature in the district’s e-mail system. Training will be provided as necessary.

12. Consider using a “signature file” at the end of your e-mail in order to adequately identify yourself and to eliminate the need for you to enter the information each time you send an email. Training will be provided as necessary.

School Personnel to Parent E-mail Usage Guidelines

Any time school personnel use e-mail to communicate with parents, whether at school or at home, they are representing themselves as district employees and should adhere to the district’s General E-mail Usage Guidelines as well as the School Personnel to Parent E-mail Usage Guidelines listed below. This does not mean that all school personnel must use e-mail to communicate with parents; however, if a school employee chooses to use e-mail as a form of parent communication, Webb CISD has established the following guidelines.

1. E-mail should be used after face to face parent contact has been established and authentication of the parent’s e-mail address is verified.
2. Using e-mail as a form of parent communication should follow campus personnel-to-parent communication guidelines. E-mail should be returned in a timely fashion just as any other communication with parents (e.g., 24 hour rule on returning a parent telephone call).
3. Before sending a class/course group e-mail, school personnel should secure written parent permission. This precaution should be taken because the e-mail could reveal the e-mail addresses of the group list.
4. If an e-mail is received that causes concern, a school administrator should be alerted.
5. Use good judgment in forwarding any e-mail. Ensure that privacy considerations are taken into account. (e.g., FERPA (Family Educational Rights to Privacy Act) prohibits sharing information about a child with anyone other than the child’s parent or legal guardian.)

Appropriate information to share with parents via e-mail:

1. Upcoming events specific to a teacher's classroom (e.g., units of study, field days, community service projects, concerts, performances, etc.);
2. Six-weeks assignments (book reports, projects, tests, etc.);
3. Deadlines for various school activities (fundraisers, permission slips, field trips, testing dates for SAT, etc.);
4. Scheduling of parent conference requests;
5. Specific requests for grades by a parent (If more explanation is needed, request a face to face parent conference.);
6. Positive social interactions with classmates as long as other students' names are not mentioned.

District Guidelines strongly discourages school personnel from communicating the following information with parents via e-mail:

1. Discipline situations, (e.g., rude behavior, use of inappropriate language, fighting, etc.);
2. Student behavior (sleeping in class, not prepared for class, tardiness, attitude, etc.);
3. Any information related to another student because of FERPA (Family Educational Rights to Privacy Act) guidelines.

E-mail cannot be accepted in the following situations which would normally require a parent signature, such as:

- __absence from school excuses;
- __medication administration permission;
- __permission to stay for after school tutorials
- __early release from school; or,
- __field trip permission slips.

Webb CISD Netiquette

What is Netiquette?

Netiquette is short for "network etiquette." It refers to proper user behavior on electronic networks.

Your Responsibility to Others

- Think About Your Audience
- When you post an article or send a message, think about the people you are trying to reach. Never forget that the person on the other end is human. Because your interaction with the network is through a computer, it is easy to forget that there are people "out there." Remember that people who may not know you well are reading your words. Try not to say anything to others you would not say to them in person in a room full of people.

Keep Your Mail Messages and Postings Brief but Clear

Express your thoughts succinctly and they will have greater impact. Make sure that the article or message is easy to read and understand. Try to balance brevity with enough details to be understood when read "cold" by someone not as totally involved with the topic as you may be.

Use Descriptive Titles

The subject line of an article or a mail message tells people what the article is about before they read it and is there to enable a person to quickly decide whether or not to read your article.

Keep your subjects short and to the point.

Do Not Lobby or Advertise

Lobbying and advertising are not appropriate on the Webb CISD network. Such activities violate the Webb CISD Acceptable Use Policy."

Be Cautious With Confidences When Forwarding E-mail

Mail is addressed to the person or persons that the originator intended to read the message.

Forwarding that message to others or including portions of it in responses to others is a violation of confidence between the originator and the original addressee. Be careful that messages you receive don't have other messages below the one you received that were not intended for others. In writing a message that you specifically do not want to be forwarded, you should state that in your message.

Identify Yourself Appropriately

Signatures should tell something about you, but need not be lengthy. The main purpose of a signature is to help others locate/place you. Every signature should include at least your complete e-mail address and preferably your location in six lines or less.

Appropriate Use of a Signature File

Two styles of "signature files" would be appropriate:

1. Formal

2. Informal

1) A Formal style could/should be used with parents/guardians. It should include one's name, title, association/organization, etc.

Beto D. Gonzalez, Superintendent of Schools
Webb Consolidated Independent School District
619 Avenue F
Bruni, Texas 78344
Phone: (361) 747-5415 x1001
Fax: (361) 747-5202

2) An Informal style should have at least one's name and location at a minimum. It should say the city or organization to let the receiver/reader put the person in perspective. It should be used when corresponding with those who may not remember just who/where you are:

Beto D. Gonzalez, Superintendent of Schools
Webb Consolidated Independent School District
Bruni, Texas 78344
Phone: (361) 747-5415 x1001

Your Mail Box Responsibility

The content and maintenance of a user's electronic mail box is the user's responsibility. Check e-mail daily/often; delete unwanted messages immediately since they take up disk storage.

Electronic Communications

- Keep paragraphs and messages short and to the point.
- Focus on one subject per message.
- Be professional and circumspect when writing about others. E-mail is easily forwarded.
- Follow chain of command procedures for corresponding with superiors. For example, don't send a complaint via e-mail directly to the "top" just because you can.
- Don't use the Webb CISD network for commercial work.
- Include your appropriate signature at the bottom of e-mail messages as necessary.
- Capitalize words only to highlight an important point or to distinguish a title or heading.
- *Asterisks * surrounding a word also can be used to make a stronger point.
- Using all caps means you are shouting.
- Do not use sarcasm and humor. Without face to face communications, your joke may be viewed as criticism.
- Respect and adhere to copyright and license agreements.

"Avoid "Flames"

"Flames" are messages or replies that express anger or might anger the reader. Expressing anger, being critical or criticizing others, or humiliating someone else is a flame or will cause flames. Correcting the spelling or grammar of others is not appropriate.

CAMPUS TELEPHONE COMMUNICATIONS ADMINISTRATIVE GUIDELINES

WCISD has implemented telephones in the offices and some of the classrooms in order to enhance campus staff communication with all stakeholders. In order to maximize the effective and efficient use of the telephones every staff member must adhere to the guidelines listed below.

1. Telephones must only be used to conduct school business. Failure to comply with this will result in disciplinary action.
2. Use of the telephone system will be monitored by the Information Technology Department utilizing the call accounting software.
3. Teacher-Parent Communication will be conducted during a teacher's planning period/before/after school.
Exceptions extenuating circumstances:
 - Medical Emergency
 - Student Disciplinary Emergency (BIP-Behavior Intervention Plan)
 - Assuring Student Safety
4. Teachers are responsible for every call made from his/her designated classroom. Therefore, they must ensure that students, staff members, and parent volunteers do not place unauthorized calls.
5. Teacher Substitutes will adhere to the same guidelines as professional employees.
6. In the case of telephones in the classroom, they will not ring. All telephone calls will be transferred to a teacher's voice message. The teacher is expected to return parent calls

within 24 hours. Messages are to be checked before school, after school, and during planning periods.

7. All teachers must communicate his/her school phone number to all parents within the first week of student enrollment.
8. Teachers will not be allowed to make long distance phone calls. Teachers must inform the School Principal In the event a long distance call needs to be made.
9. Teachers will record major projects/assessment due dates as a message for parents on a weekly basis.

EMPLOYEE INFORMATION AND RECORDS

NAME AND ADDRESS CHANGES

It is important that employment records be kept up to date. Employee's must notify their immediate supervisor and the Central Office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary.

PERSONNEL RECORDS

Policy GBA

Most district records, including personnel records, are public information and must be released upon request. A limited amount of personal information may be withheld. Employees may choose not to allow public access to and may restrict having the following information included in a staff directory by submitting a written request to the Human Resources Department office not later than 14 days after employment with the district begins or ends: home address, telephone number, information that reveals whether the employee has family members. Employees also may request that open access to this information be closed at any time; however, any outstanding requests for information which exist prior to such an election must be honored.

STUDENT/PARENT ISSUES

EQUAL EDUCATIONAL OPPORTUNITIES

Policy FB, FFH

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

Questions or concerns about discrimination of students on the basis of race, religion, sex, disability, national origin, or age should be directed to the campus principal and/or **Mr. Beto Gonzalez** Title IX Coordinator, 619 Avenue F., Bruni, TX 78344 or by phone at (361) 747-5415.

STUDENT RECORDS AND OTHER STUDENT ISSUES

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 ones who have general access to a student's records:

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

PARENT / 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 formal complaint.

Parents are encouraged to discuss problems or complaints informally with teachers or the

appropriate administrator at any time. Parents and students with complaints that cannot be resolved informally 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 authorized employees, after receiving a written request to administer the medication from a parent, legal guardian, or other person having legal control over the student, may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication and medication for anaphylaxis (e.g., EpiPen®) if : (1) the medicine has been prescribed for that student as indicated by the prescription label on the medicine; (2) the student has demonstrated to the student's physician or other licensed health care provider and the school nurse, if available, the skill level necessary to self-administer the prescription medication, including the use of any device required to administer the medication; (3) the self-administration is in compliance with the prescription or written instructions from the student's physician or other licensed health care provider ; and (4) a parent of the student provides to the school: (a) written authorization, signed by the parent, for the student to self-administer the prescription medicine while on school property or at a school-related event or activity; and (b) a written statement, signed by the student's physician or other licensed health care provider, that states: (1) that the student has asthma or anaphylaxis and is capable of self-administering the medicine; (2) the name and purpose of the medicine; (3) the prescribed dosage for the medicine; (4) the times at which or circumstances under which the medicine may be administered; and (5) the period for which the medicine is provided.

A student who must take any other medication during the school day must bring a written request from his or her parent, and doctor and the medicine, in its original, properly labeled container. Contact the principal or school district nurse for information on procedures that must be followed when administering medication to students.

STUDENT DISCIPLINE

Policies FN, FO

Students are expected to follow the campus rules, classroom rules, and rules listed in the Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the

district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

VIOLATIONS OF STUDENT CODE OF CONDUCT

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

Please contact the Campus Principal or the Superintendent for handling student discipline problems.

Bullying, Harassment, Hit Lists

Policy FFI

All employees are required to report student complaints of bullying to the Campus Principal. The district's policy that includes definitions and procedures for reporting and investigating bullying of students is found is reprinted below:

Webb Consolidated ISD ensures that district employees will enforce all prohibitions against bullying, harassment, and making hit lists. A student who is enrolled in a special education program under Subchapter A, Chapter 29, may not be disciplined for bullying, harassment, or making hit lists until an admission, review, and dismissal committee meeting has been held to review the conduct.

Bullying: engaging in written or verbal expression or physical conduct that a school district board of trustees or the board's designee determines: (1) will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Cyber-Bullying – abusive behavior including, but not limited to, tormenting, threatening, taunting, stalking, intimidating, harassing, humiliating, and/or coercing by one or more individuals against other students or employees using Internet websites (i.e. Facebook, personal Web sites, etc.) and/or any other communication technologies (i.e. email, mobile phones, text messaging, instant messaging, etc.) which materially and substantially disrupts the educational process and/or endangers the general health, safety and welfare of District

students and/or employees regardless of where the communication originates.

Harassment: means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student's physical or emotional health or safety.

Hit list: a list of people targeted to be harmed, using: a firearm, as defined by Section 46.01(3), Penal Code; a knife, as defined by Section 46.01(7), Penal Code; or any other object to be used with intent to cause bodily harm.

STUDENT ATTENDANCE

Policy FEB

Teachers and staff should be familiar with the district's policy and procedures for attendance accounting. These procedures require students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

HAZING

Policy FNCC

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.

GENERAL PROCEDURES

BAD WEATHER CLOSING

The district may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late or to release students early, global connect will be notified by school officials.

EMERGENCIES

DISTRICT EMERGENCY PROCEDURES

Should road and/or weather conditions be such that school operations are threatened, the following procedures shall be followed:

- Between 3:30-5:00 a.m., district personnel shall drive all areas of the district to evaluate road and bridge conditions.
- The district consults with the Emergency Management Service and monitors forecasts from the National Weather Bureau and surrounding radio and television stations.
- Transportation employees monitor road conditions and a report is given to the assistant superintendent and superintendent.
- Superintendent confers with superintendents of surrounding school districts.
- After evaluating all information, the superintendent will make a decision by 5:30 a.m.
- Automated calls will be placed to student and employee home phone numbers beginning at 6:00 a.m. using the districts global connect system if conditions warrant the closing of schools.

Policy CKC

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

PURCHASING PROCEDURES

Policy CH

All requests for purchases must be submitted to the Purchasing department through the campus principal on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Central Office at (361) 747-5415 for additional information on purchasing procedures.

FACILITIES

BUILDING USE

Policy DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. Campus principals are responsible for scheduling the use of facilities after school hours for non-school use. Contact your principal/supervisor to request the use of district facilities. The principal/supervisor will then contact the Central Office at (361) 747-5415 to submit requests for building use and to obtain information on the fees charged.

ASBESTOS MANAGEMENT PLAN

Policy CKA

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

PEST CONTROL TREATMENT

Policies CLB, DI

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

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

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It is the policy of Webb Consolidated I.S.D. not to discriminate on the basis of race, color, national origin, sex, or handicap in its programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.