



TOGETHER WE BUILD TOMORROW



CLINT INDEPENDENT SCHOOL DISTRICT

**2010-2011
EMPLOYEE HANDBOOK**

14521 Horizon Blvd.
El Paso, TX 79928
(915) 926-4000
www.clintweb.net

Dr. Edward L. Gabaldon
Superintendent of Schools

Welcome to Clint ISD

Welcome to the finest District in the state of Texas! This past year was filled with many successes and accomplishments. Our District not only earned a “Recognized” rating according to the Texas Education Agency, but every one of our schools met and exceeded all federal accountability standards! I am positive that your commitment to excellence will ensure continued success.

This handbook is designed to familiarize you to our District and to ensure that you are an educated, knowledgeable, and successful employee. There is lots of valuable information in the handbook so please take a few moments to read it and become well informed of our policies and procedures.

This year promises to be one of the most exciting ever in Clint ISD. I have no doubt that each and every one of you will have a tremendous impact on our students. Thank you for choosing our District and welcome to our family!

Dr. Edward L. Gabaldon
Superintendent

Public Notification of Nondiscrimination

It is the policy of the District not to discriminate on the basis of race, color, national origin, gender, religion, disability or age in its employment practices 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.

For information about your rights or grievance procedures, contact the District’s Title IX Coordinator Esther O. McCarthy at 14521 Horizon Boulevard, El Paso, Texas, 79928, (915) 926-4061 and/or Section 504 Coordinator, Julia Truax at 14521 Horizon Boulevard, El Paso, Texas, 79928, (915)926-4041.

Notificación Pública de Prácticas No-Discriminatorias

Es la póliza del Distrito no discriminar por motivos de raza, color, origen nacional, género, religión, incapacidad o edad en sus prácticas de empleo tal como lo requiere el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Para información sobre sus derechos o procedimientos para quejas, comuníquese con el Coordinador del Título IX, Esther O. McCarthy, en 14521 Horizon Boulevard, El Paso, Texas, 79928, (915)926-4061 y/o el Coordinador de la Sección 504, Julia Truax en 14521 Horizon Boulevard, El Paso, Texas, 79928, (915)926-4041.

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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 Personnel Services, 14521 Horizon Blvd. El Paso, Texas, 79928.

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

<http://www.tasb.org/policy/pol/private/071901/>.

Employee handbook receipt

I hereby acknowledge receipt of a personal copy of the Clint ISD Employee Handbook (“handbook”). I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. I understand I have the option of receiving the handbook in electronic format or hard copy. I understand I must acknowledge receipt of the handbook every year or at the time of employment and must submit a signed receipt to Personnel Services. Acceptance of the District Employee Handbook equates to acceptance of the District’s Agreement for Acceptable Use e-forms in CQ(R). Employees with questions about computer use and data management can contact Technology Services Department at 926-4101.

For an electronic format go to: www.clintweb.net. To obtain a hard copy please call Personnel Services at (915) 926-4061.

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 handbook. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook. **I further understand, and agree, that the Clint Independent School District has chosen to use compensatory time as the primary basis for overtime for hourly employees.**

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

District information

Description of the District

The fast-growing District encompasses a diverse, geographically large area (379.9 square miles) within the Upper Rio Grande border Region, 25 miles east of El Paso. The Far East El Paso area is one of the fastest developing areas in the county.

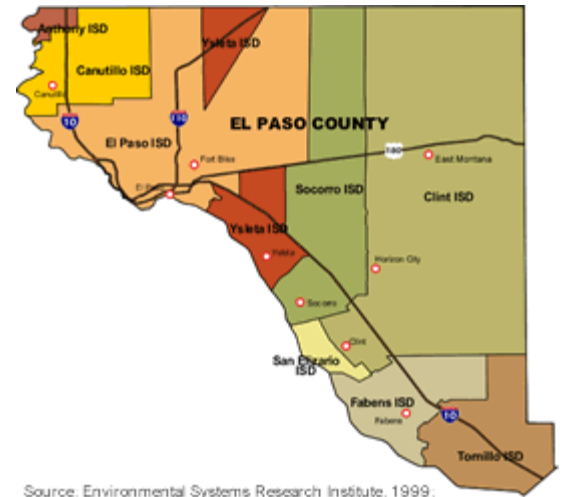
The District encompasses three major, separate and distinct communities – the Town of Clint, farming and ranching area; the town of Horizon City; and the unincorporated area known as East Montana. All together, the District has thirteen campuses – three high schools, two middle schools, two junior high schools, and six elementary campuses.

The town of Clint is located in the fertile valley area on State Highway 20, approximately 18 miles southeast of El Paso. Horizon City and the East Montana areas are situated in the high desert to the north. The East Montana area flanks State Highways 62 and 180, about 24 miles to the north of Clint. Horizon City is also on the high desert at the midpoint of the District.

Of the nine school districts in El Paso County, Clint is the largest in square miles and has great potential for growth. Percentages also indicate that it is one of the fastest growing districts in Texas. The District has an estimated student population of 11,594.

Hours of Operation

The District is open from 8:00 AM to 4:30 PM Monday through Friday. Summer hours will be determined by the Superintendent.



Source: Environmental Systems Research Institute, 1999; Texas Legislative Council 1998

District map

District map is available at: <http://www.clintweb.net/index.cfm?go=maps>

Mission statement, goals and objectives

[*Policy AE*](#)

Mission Statement

The mission of the Clint Independent School District is to prepare all students to be successful citizens. The District will work in partnership with the community and the family to create opportunities for *the student* to maximize personal potential.

La misión del Distrito Escolar Independiente de Clint es de preparar a todos los estudiantes para que sean ciudadanos exitosos. El Distrito trabajara en conjunto con la comunidad y con la familia para crear oportunidades para que *el estudiante* desarrolle su potencial personal.

2010-2011 Annual Goals

1. The District will be a model of high standards for student academic excellence.
2. The District will ensure a safe well-disciplined positive learning environment for all students.
3. The District will operate efficiently being fiscally responsible.
4. The District will become the employer of choice in order to seek and retain effective personnel.
5. The District will include parents, community, and business members in the education of all students.

GRADUATE PROFILE

A DISTRICT GRADUATE WILL BE A RESPONSIBLE CITIZEN...

A District graduate is a community contributor able to demonstrate honesty, integrity, self discipline and responsibility; is able to demonstrate a sense of civic duty; is able to demonstrate an appreciation of aesthetics; is able to demonstrate a value for personal well being and a healthy lifestyle.

A DISTRICT GRADUATE WILL BE A PRODUCTIVE CITIZEN...

A District graduate is able to listen critically and speak correctly and clearly; is able to collaborate and contribute by working with others in a variety of settings and under a variety of conditions; is able to resolve conflicts in acceptable ways; is able to understand and appreciate diverse cultures as well as the individuals who comprise them; is able to exercise leadership qualities.

A District graduate is able to identify, assess, infer, integrate, and utilize information and resources necessary to make decisions and resolve conflicts.

A District graduate is a self-directed and life-long learner who creates a vision and plans for the future; is able to use a wide range of strategies for managing complex issues; is able to determine and locate appropriate resources, especially technological resources, and apply them appropriately.

A DISTRICT GRADUATE WILL BE AN INFORMED CITIZEN...

A District graduate is able to read critically; is able to write correctly and clearly; and is able to perform mathematical operations.

A District graduate is able to apply technology to solve problems; is able to apply technology to the appropriate work settings and personal life; and is able to demonstrate competencies in the use of technological tools and instruments.

Board of Trustees

Policies BA, BB Series, and BE Series

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

The Board is elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children.

The District's Trustees shall be elected at-large to serve staggered four-year terms. Elections are held at four-year intervals in November of even numbered years. Trustees serve without compensation, they are eligible to be a candidate if they are U.S Citizens, registered voters, and reside in Texas and in the District.

Board meeting schedule for 2010-2011

Month	Day	Year	Meetings take place at the Administration Building Board Room at 5:30 PM
July	21	2010	
August	18	2010	
September	15	2010	
October	20	2010	
November	17	2010	
December	15	2010	
January	19	2011	
February	16	2011	
March	23	2011	
April	20	2011	
May	18	2011	
June	15	2011	

Board of Trustees

President



James B. Pendell
P.O. Box 318
Clint, Texas 79836
(915) 851-5001

**1st Vice
President**



Mary Macias
P.O. Box 994
Clint, Texas 79836
(915) 851-1546

Member



Fred Martinez
P.O. Box 805
Clint, Texas 79836
(915) 851-3060

**2nd Vice
President**



Pat Randleel
14743 Bombay Court
El Paso, Texas 79928
(915) 852-3848

Member



Alfred P. Gonzalez
13490 Virrey Road
Clint, Texas 79386
(915) 494-1807

Secretary



Janice Armstrong
P.O. Box 345
Clint, Texas 79836
(915) 851-2383

Member



Robert Lara
P.O. Box 1588
Clint, Texas 79836
(915) 851-4401

The Board regularly meets on the third Wednesday at 5:30 pm of each month at the Administration Building located on 14521 Horizon Blvd., El Paso, Texas, 79928. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at each campus and central office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the Board to go into a closed session from which the public and others are excluded. Closed session discussion may occur for such things as Texas Government Code Section, 551.071: Consultation with Attorney, 551.072: Deliberation Regarding Real Property, 551.073: Deliberation Regarding Prospective Gifts, 551.074: Personnel Matters, and 551.076: Deliberation Regarding Security Devices.

Central Office Administration

Office of the Superintendent	
Superintendent	Dr. Edward Gabaldon
Director of Public Relations	Laura Cade
Operational Services Department	
Assistant Superintendent	Mr. Morris Aldridge
Coordinator, Child Nutrition Services	Andie Uy
Coordinator, Transportation Services	Pedro Flores
Supervisor, Security Services	Antonio Aguilar
Director, Facilities & Construction	Sandra Odenborg
Food Services Manager, Child Nutrition Services	Julia Delgado
Manager, Maintenance & School Services	Tom Cooper
Manager, Energy Management	Tommy Garcia
Personnel Services Department	
Assistant Superintendent	Ms. Esther O. McCarthy
Director, Personnel Services	Rene Chavez
Coordinator, Benefits	Valerie Martinez
Instructional Services Department	
Assistant Superintendent	Mr. James Littlejohn
Director, Federal Programs	Ignacio Solis
Director, Special Education	Barbara Peña
Director, Technology & Information Services	John McNicol
Director, Elementary Education	Leticia Salas
Director, Secondary Education	Holly Garza
Coordinator, Secondary Math/Science	Kimberly Williams
Coordinator, Elementary Math/Science	Norma Estrada
Coordinator, English/Language-Arts Elementary	Elizabeth Lopez
Coordinator, English/Language Arts-Secondary	Chris Gee
Coordinator, Bilingual/Fine Arts	Margarita Flores
Coordinator, Career & Technology	Kanequa Chancellor
Coordinator, Social Studies/Health	Jonathan Powel
Coordinator, Special Projects	Bessie LeRoy
Coordinator, Instructional Technology	Yvonne Reyes
Coordinator, ESL	Julia Truax
Coordinator, Special Education	Betty Nelson
Business Services Department	
Executive Director	Ms. Donna Cline
Assistant Director	Leticia Maes
Manager – Purchasing & Fixed Assets	Justin Hill
Administrative Services Department	
Assistant Superintendent	Ms. Josie Perez
Director, Athletic Services	Rene Aguilar
Director, Student Services	Ruben Gonzales

Campus Administrators

Clint High School

Mark Ayala, Principal

Lorena Sandoval, Assistant Principal
Garrett Ritchie, Assistant Principal
12625 Alameda
Clint, Texas 79836
(915) 926-8000

Horizon High School

Ramon Lozano, Principal

Asandra Cabezuela, Assistant. Principal
David Gonzalez, Assistant Principal
Annette Loomis, Assistant Principal
14651 Horizon Blvd.
El Paso, Texas 79928
(915) 926-4200

Clint Junior High School

David Morales, Principal

April Marioni, Assistant Principal
13000 Alameda
Clint, Texas 79836
(915) 926-8100

Carroll T. Welch Intermediate School

Connie Loya, Principal

Carlos Martínez, Assistant Principal
14510 McMahon Drive
El Paso, Texas 79928
(915) 926-4400

Red Sands Elementary School

Michael Mackeben, Principal

Gabriela Soto, Assistant Principal
4250 O'Shea Road
El Paso, Texas 79938
(915) 926-5400

Montana Vista Elementary School

Irene Ortega, Principal

Rosa Kahoe, Assistant Principal
Cain Castillo, Assistant Principal
3550 Mark Jason Drive
El Paso, Texas 79938
(915) 926-5300

Mountain View High School

Edmond Martínez, Principal

Naomi Byrne, Assistant Principal
Carlos Contreras, Assistant Principal
Dago Gonzalez, Assistant Principal
4964 Greg Drive,
El Paso, Texas 79938
(915) 926-5000

Horizon Middle School

Cathy Macias, Principal

Terri Mena, Assistant Principal
Dave Snook, Assistant Principal
400 North Kenazo Drive
El Paso, Texas 79928
(915) 926-4700

East Montana Middle School

Josephine Angerstein, Principal

Maggie Araujo, Assistant Principal
John Marin, Assistant Principal
3490 Ascencion Street
El Paso, Texas 79938
(915) 926-5200

William D. Surratt Elementary School

Robert Flores, Principal

Vacant, Assistant Principal
12650 Alameda
Clint, Texas 79836
(915) 926-8200

Desert Hills Elementary School

Robert Bowermaster, Principal

Carlos Garza, Assistant Principal
300 North Kenazo Drive
El Paso, Texas 79928
(915) 926-4500

Frank Macias Elementary School

Emigdio Gonzalez , Principal

William Patti, Assistant Principal
Eusebio Bretado, Assistant Principal
14400 Golden Eagle Drive
El Paso, TX 79928
(915) 926-4600

Ricardo Estrada Jr. High School
Robert Mendoza, Principal
Janet Meza, Assistant Principal
Hilda Dominguez, Assistant Principal
851 South Darrington Road
El Paso, Texas 79928
(915) 926-4800

CLINT INDEPENDENT SCHOOL DISTRICT
2010 - 2011 SCHOOL CALENDAR
EMPLOYEE / STUDENT CALENDAR

JULY 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- July 5-9 Independence Day Holiday
- Aug. 9-12 New Teacher Training
- Aug.16-20 Teacher Staff Development
- Aug. 23 First Day of School

JANUARY 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 2010						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Sept. 6 Labor Day Holiday
- Oct. 8 Teacher Staff Development (full day)
- Nov. 22-26 Thanksgiving Holidays
- Dec. 17 End of 1st Semester
- Dec. 20-31 Christmas/New Year Holiday

FEBRUARY 2011						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

SEPTEMBER 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- Jan. 3 Teacher Staff Development
- Jan. 4 Start of 2nd Semester
- Jan. 17 Martin L. King Holiday
- Feb. 25 Teacher Staff Development (full day)

MARCH 2011						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER 2010						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- Mar. 14-18 Spring Break
- Apr. 22 Easter Holiday
- May 30 Memorial Day Holiday
- Jun. 3 End of 2nd Semester
- Jun. 4 Teacher Workday

APRIL 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

NOVEMBER 2010						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Jan. 17/Apr. 22 Inclement Weather Make-up Days
- Instructional Days: 178 (78/100)
- Staff Development Days: 9

MAY 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2010						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Holidays
- Staff Development/Student Holiday
- New Teacher In-service
- First/Last Day of Semester
- First/Last Day of Six Weeks
- Waiver Days
- District Closed
- Open House
- State Assessment Days - (TAKS/LAT)
- Paydays

JUNE 2011						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Approved 02/17/10

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. Call (915) 926-4000 for department numbers and extensions.

School directory

District phone directory at: <http://www.clintweb.net/index.cfm?go=directory>

Employment

Equal employment opportunity

Policy DAA, DIA

It is the policy of District not to discriminate on the basis of race, color, national origin, gender, religion, handicap, genetic information or age in its employment practices 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. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination based on sex, including sexual harassment should the District's Title IX coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact Ms. Esther O. McCarthy, the District ADA/Section 504 Coordinator at 14521 Horizon Boulevard, El Paso, Texas 79928, (915) 926-4000. Questions or concerns relating to discrimination, or any other reason, should be directed to the Superintendent.

Job vacancy announcements

Policy DC

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

Employment after retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment 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 in the TRS Web Site (www.trs.state.tx.us).

Contract and Noncontract Employment

Policies DC Series

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

Probationary Contracts. Nurses and full-time professional employees new to the District and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after 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 school years (i.e., three one-year contracts) with an optional fourth school year if the Board determines it is unclear whether a term or continuing contract should be given.

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

Noncertified Professional and Administrative Employees. The Board may employ by written contract personnel not eligible for a contract under Chapter 21 of the Education Code. Such contracts shall not be governed by the provisions of Chapter 21 of the Education Code ([DCE Local](#)). Educator term contract (governed by the provisions of Chapter 21 of the Education Code) shall be provided for which neither SBEC nor the District required current SBEC certification: the executive director for business services, the director of technology services, the director of public relations, the director of federal programs, the director special education, and the director of personnel services. (DCB Local). Individuals hired into these positions after June 1, 2010 shall not receive educator term contracts.

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

Searches and alcohol and drug testing

Policy DHE

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

Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving. Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

Any employee who is required to have a CDL or who otherwise is 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 Personnel Services at (915)926-4066.

Health safety training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the District proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their immediate supervisor and to Personnel Services Department by October 1, 2010.

Reassignments and transfers

Policy DK

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

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by April of 2010. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Personnel Services Department and must be approved by the receiving supervisor.

Workload and work schedules

Policies DEA, DL

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

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

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

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

Texas law also 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) or individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status can call Personnel Services at 926-4066.

Outside Employment and Tutoring

Policy DBD

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

Performance Evaluation

Policies DN, DNA, DNB

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

**CLINT INDEPENDENT SCHOOL DISTRICT
PDAS APPRAISAL CALENDAR 2010-2011**

Appraisal Period: August 16, 2010 – June 3, 2011	Teacher Self Report:	
	Section I	Section II and III
Observation Period: September 13, 2010 – June 2, 2011	<p>The Teacher Self-Report Form shall be presented to the principal:</p> <ul style="list-style-type: none"> a. Within the first three weeks from the day of completion of the PDAS orientation; b. Within the first three weeks from the day of completion of the PDAS orientation, for teachers new to the PDAS; or c. Within the first three weeks of instruction in the school year when the PDAS orientation is not required. 	
No Formal Observation: August 23, 2010- September 7, 2010 October 19, 2010 – October 22, 2010 November 19, 2010 – November 29, 2010 December 17, 2010 – January 4, 2011 January 14, 2011 – January 18, 2011 February 23, 2011 – February 25, 2011 March 1, 2011 – March 4, 2011 March 11, 2011 – March 21, 2011 April 4, 2011 – April 7, 2011 April 21, 2011 – April 29, 2011 May 16, 2011 – May 20, 2011 <i>Days scheduled for end-of-semester, end-of-year examinations, other examinations or holidays</i> <i>Days scheduled for TAKS or other standardized assessments</i>		
Summative Report:	A written summative annual appraisal report shall be shared with the teacher no later than five working days before the summative conference and no later than 15 working days before the last day of instruction for students. The written summative annual appraisal report shall be placed in the teacher’s personnel file by the end of the appraisal period.	
Summative Conference: No later than May 16, 2011	Unless waived in writing by the teacher, a summative conference shall be held within a time frame specified on the District calendar and no later than 15 working days before the last day of instruction for students. The summative conference shall focus on the written summative report and related data sources. If the appraiser is not an administrator on the teacher’s campus, the principal, assistant principal, or another supervisory staff member designated as an administrator on the campus will participate in the summative annual conference.	
Teacher Self Report: Part II & III	April 28, 2011	

Professional Development and Appraisal System (PDAS) remains in place as the State’s approved instrument for appraising its teachers and identifying areas that would benefit from staff development. Cornerstones of the process include a minimum of one 45-minute observation and completion of the Teacher Self-Report form. PDAS includes 51 criteria within eight domains reflecting the Proficiencies for Learner-centered Instruction adopted in 1967 by the State Board for Educator Certification (SBEC).

The domains are:

1. Active, Successful Student Participation in the Learning Process
2. Learner-centered Instruction
3. Evaluation and feedback on Student Progress
4. Management of Student Discipline, Instructional Strategies, Time/Materials
5. Professional Communication
6. Professional Development
7. Compliance with Policies, Operating Procedures and Requirements
8. Improvement of All Students’ Academic Performance

Employee Involvement

Policies BOA, BOB

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

Staff development

Policy DMA

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

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

Compensation and benefits

Salaries, wages, and stipends

Policies DEA, DEAA

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

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

Employees should contact Business Services for more information about the District's pay schedules or their own pay at (915)926-4085.

Annualized compensation

Policy DEA

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

Paychecks

All District employees are paid monthly in accordance with the annual District calendar. This may be adjusted for holidays. Paychecks will not be released to any person other than the District employee named on the check without the employee's written authorization.

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

The schedule of pay dates for the 2010-2011 school year is as follows:

July 23, 2010	January 21, 2011
August 20, 2010	February 18, 2011
September 17, 2010	March 25, 2011
October 15, 2010	April 15, 2011
November 19, 2010	May 20, 2011
December 17, 2010	June 17, 2011

Automatic payroll deposit

Employees will have their paychecks electronically deposited into a designated account. A notification is required by the payroll "cut-off" date each month. With automatic deposit, an employee's pay is immediately available on the pay date. Contact the Business Services Department at 926-4081 for more information about the automatic payroll deposit service.

Payroll deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) or alternative Social Security employee contributions
- Federal income tax
- Medicare tax (applicable only to employees hired after March 31, 1986)

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans. Employees also may request payroll deduction for payment of fitness programs and membership dues to professional organizations with the exception of PAC (Political Action Committee) voluntary donations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime compensation

Policy DEA

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

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. The workweek for District employees shall be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay. However, Clint Independent School District has chosen to use compensatory time as the primary basis for overtime, with the exception of Manual Trades. The following applies to all nonexempt employees:

- Employees may accrue up to 240 hours of compensatory time. (160 hours of actual overtime worked)
- Comp time must be used in the duty year that it is earned.
- Comp time must be understood and agreed to before the work is performed.
- Use of comp time may be at the employee's request with supervisor approval as workload permits, or at the supervisor's direction.
- An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel expense reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and the appropriate central office administrator must give approval. Once approved all travel arrangements must be made by the Districts travel clerk. Any travel arrangements made by the employee will not be reimbursed and the employee will be responsible for the entire cost of the trip. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must

clear trips, providing detailed receipts, no later than 10 working days after their return. Employees not clearing trips within the allotted time will have the entire amount of the trip deducted from their next paycheck. For more information on District Travel procedures please refer to Policy DEE Legal, DEE Local, FMG Local, Administrative Regulation DEE R, FMG R, or call the District travel clerk at 915-926-4090.

Health, dental, and life insurance

Policy CRD

Group health insurance coverage is provided through TRS Active Care, the statewide public school health program. The District's contribution to employee insurance premiums is determined annually by the Board of Trustees. Employees eligible for health insurance coverage include the following:

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

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

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each spring. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Benefits Department at (915) 926-4073 for more information.

Supplemental insurance benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for dental, vision, and disability. Premiums for these programs can be paid by payroll deduction. Employees should contact Benefits Department at (915) 926-4073 for more information.

Cafeteria plan benefits (Section 125)

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

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 during open enrollment.

Workers' compensation insurance

Policy CRE

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

All work-related accidents or injuries should be reported immediately to immediate supervisor and the Benefits Coordinator at (915) 926-4073. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

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 Benefits Department at (915) 926-4073.

Teacher retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits. Employees who plan to retire under TRS should notify TRS as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web www.trs.state.tx.us

Leaves and absences

Policy DEC, DECA, DECB

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five (5) days should call their immediate supervisor and call the Benefits Coordinator at (915) 926-4073 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the District.

Use of leave is available for the employee's use at the beginning on the first duty day of the school year. However, state personal and local leave is earned at a rate of one-half a workday for each eighteen (18) workdays of employment.

If an employee leaves the District before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

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

- Local
- State

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any employee who is absent more than three (3) days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and - in the case of personal illness- the employee's fitness to return to work.

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

Personal leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of one-half a workday for each eighteen (18) workdays of employment. A day of earned personal leave is equivalent to an assigned workday. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. There are two types of personal leave: nondiscretionary and discretionary. Arrival at work later than one (1) hour constitutes a half-day absence and leaving work earlier than one (1) hour before the end of the workday or dismissal constitutes a half-day deduction from the employee's available leave.

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

Discretionary.

Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a written request to his or her principal or supervisor two (2) 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.

No more than five (5) discretionary leave days may be taken consecutively. Discretionary leave days may not be taken under the following circumstances:

1. Days scheduled for state-mandated assessments or end-of course examinations.
2. Days scheduled for professional or staff development that is applicable to the individual employee.

The use of discretionary days by an employee in a manner that negatively impacts the students or the mission of the District may be addressed through the District's disciplinary procedures. If there is evidence of abuse of leave policies, use of personal leave days may be investigated and/or denied by the Superintendent, or designee. Documentation may be required for any absence at the discretion of the superintendent or designee.

State Sick leave

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in three (3) days increments, except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

State sick leave may be used for the following reasons only:

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

Local leave

All employees shall earn an additional five (5), six (6), or seven (7) equivalent workdays of **local leave** per school year, concurrently with state personal leave according to the following schedule:

		District Identification Name	
10-month positions	-	Five workdays	Local 1
11-month positions	-	Six workdays	Local 4
12-month positions	-	Seven workdays	Local 3

Local leave shall accumulate without limit and shall be taken with no loss in pay. This is considered Discretionary Leave, to be taken at the individual employee's discretion, subject to certain limitations. For these limitations refer to Policy [DEC Legal](#) and [DEC Local](#) and also the District's Employee Handbook.

Sick Leave Bank (or Pool)

If fifty (50) percent or more of eligible personnel chose to join, a local sick leave bank may be established in order to provide additional sick leave days to members of the sick leave bank. Days from the sick leave bank shall be available only in the event of unexpected acute or critical illness, surgery, or other disability that render the employee incapable of performing required duties and necessitates an absence from work for at least five (5) or more consecutive days.

Eligible personnel are defined as full-time employees of the District who work a minimum of thirty (30) hours per week as well as teacher and paraprofessional personnel who work at least fifty (50) percent of the normal school day. An employee may receive a maximum of thirty (30) days from the pool. A governing board, which shall be called the Sick Leave Bank Board of Directors, shall approve or disapprove all requests for days from the sick leave bank. Information regarding the Sick Leave Bank is available in Policy [DEC \(Local\)](#) and may be downloaded from the web.

Granting Days

The following shall apply to the granting of days from the sick leave bank:

1. Days may be requested from the sick leave bank only after a member has exhausted all accumulated state leave and local leave days.
2. Days from the bank are not available for uncomplicated pregnancy or childbirth. A pregnant employee who is suffering complications of pregnancy or childbirth may be granted days from the bank to the same extent that a non-pregnant employee who would be granted days.
3. A member may apply for days from the bank only after being absent from work for the number of days requested (a minimum of five (5) days); days shall not be granted in advance. The maximum number of days that may be granted during the year shall be thirty (30) days.
4. A member who has received fewer than thirty (30) days from the sick leave bank and returns to work, but is again ill with the same or a different illness may apply to the bank for additional days needed, up to the maximum of thirty (30) days in a school year. Each separate illness must meet the initial eligibility criteria.
5. Days from the bank may be used only for the member's personal illness or injury and may not be used to assist a member of the immediate family.

In order to apply for sick leave bank days, the member shall:

1. Sign a statement attesting to the fact that the condition that necessitated the request for sick leave bank days from the governing committee was unknown to the employee at the time he or she became a member of the bank.
2. Submit a completed attending physician's statement that includes:
 - a. Identification of the nature of the illness and/or extent of injury.
 - b. Date of initial onset of this particular condition.
 - c. Anticipated date eligible to return to work on full-or part-time basis.
3. If a member is critically ill and unable to file an application for days, the principal, immediate supervisor, or department head may initiate the application form at the request of the family.

4. The Board of Directors may require the employee to obtain a second opinion from a physician of the Board of Directors' choice at any time. In such case, the District shall pay the cost of the examination.

Termination of Membership

A member shall lose the right to use benefits of the bank only by:

1. Termination of employment with the District.
2. Cancellation of participation by the member at any time, in writing
3. Being on an approved leave of absence other than family and medical leave or temporary disability leave.

Final Decision

Any question concerning membership, regulations, or application for sick leave bank days that may arise after adoption of this policy and not specifically covered herein, shall be submitted to the Board of Directors, who will make a recommendation to the Superintendent. An employee who is not satisfied with the decision of the Superintendent may appeal to the Board beginning with Level Three, [DGBA \(LOCAL\)](#).

Amendments

Sick leave bank guidelines may be amended upon recommendation of the Board of Directors followed by approval of the Superintendent. Any substantial change in the program shall be approved by the Board.

Temporary disability

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

Employees must request approval for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than one hundred and eighty (180) days ([DEC Local](#)). If disability leave is not approved, the employee must return to work or be subject to termination procedures.

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

When an employee is ready to return to work, the Benefits Department at (915)926-4073 should be notified at least thirty (30) days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties.

Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

Family and Medical Leave (FML) - general provisions

The following text is from the federal notice, *Employee Rights and Responsibilities under the Family and Medical Leave Act of 1993*. Specific information that the District has adopted to implement the FMLA follows this general notice.

Basic leave entitlement. The FML requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for the following reasons:

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

Military Family Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active military duty and deployed to a foreign country may use their twelve (12) week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

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

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

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

Eligibility requirements. Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous twelve (12) months, and if at least fifty (50) employees are employed by the employer within seventy-five (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 three (3) consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

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

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

Employee responsibilities. Employees must provide thirty (30) days advance notice of the need to take FML when the need is foreseeable. When thirty (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 FML protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FML was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. Covered employers must inform employees requesting leave whether they are eligible under FML. 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 FML and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FML, the employer must notify the employee.

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

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

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

The FML 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.

FML section 109 (29 U.S.C. § 2619) required FML 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

Family and Medical Leave

Local provisions

Eligible employees can take up to twelve (12) weeks of unpaid leave in the twelve (12)-month period

- beginning on the first duty day of the school year

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

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

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

District contact. Employees that require FML or have questions should contact the Benefits Coordinator at (915) 926-4073 for details on eligibility, requirements, and limitations.

Workers' compensation benefits

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

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

compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or injury wage.

Assault leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person 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 (2) years) to recover from the physical injuries he or she sustained. At the request of an employee, the District will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation, the District may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Bereavement leave (funeral)

Use of state leave and/or local leave for death in the immediate family shall not exceed five (5) workdays per occurrence, subject to the approval of the District. (DEC Local)

Jury duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present Jury Certification documentation of the service upon return to work.

Other court appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Employees may be required to submit documentation of their need for leave for court appearances. Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay.

Military leave

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, or reserve component of the United States Armed Forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed fifteen (15) days each federal fiscal year (October 1–September 30). In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after military leave. Employees who leave the District to enter into the United States uniformed services or who are ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the District will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an online application for reemployment to Clint I.S.D.. In most cases the length of military service cannot exceed five (5) years and the employee must apply for re-employment within the period of time specified in law.

Continuation of health insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed twenty-four (24) months. Employees should contact the Benefits Coordinator at (915) 926-4073 for details on eligibility, requirements, and limitations.

Employee relations and communications

Employee recognition and appreciation

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

District communications

Throughout the school year, the 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. They include the following:

Clint Connections – Employee News Letter
(www.clintweb.net) - Clint ISD Press Room
The Clint Communicator – Parent Community News Letter

Complaints and grievances

[Policy DGBA](#)

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

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

Board. For ease of reference, the District's policy concerning the process of bringing concerns and complaints is reprinted as follows:

Guiding principles (DGBA)

The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Definitions

Days For purposes of this policy, "days" shall mean District business days. Grievances may be dismissed if filed late. The employee may appeal the dismissal at the same level, but the appeal is limited to the issue of timeliness.

Arbitrator An independent arbitrator (not an employee of the District) shall be appointed by the Superintendent as his or her designee to coordinate the complaint/grievance process.

Mediator A cadre of mediators shall be selected as follows:

1. Five staff members elected by the staff (one each from food service, transportation, security, maintenance, and paraprofessionals).
2. Six teachers elected by the faculty as follows: two high school teachers, two middle school teachers, two elementary teachers.
3. One counselor elected by the counselors.
4. Two site-based administrators appointed by the assistant superintendent for planning and instruction.

Complaint	<p>A concern regarding one or more of the following:</p> <ol style="list-style-type: none">1. Wages, hours, or conditions of work.2. Alleged violation(s) of Board policy or administrative regulation(s).3. Alleged violation(s) of employee's exercise of constitutional rights.4. Alleged arbitrary, malicious, or capricious treatment.5. Alleged unlawful discrimination in employment on the basis of sex, race, religion, national origin, or handicap.6. Alleged harassment (excluding sexual harassment).7. Alleged violation of the Code of Ethics and Standard Practices for Professional Educators. <p>The complaint must establish the individual harm suffered.</p>
Grievance	<p>An unresolved complaint. Complaint and grievance shall have the same meaning.</p>
Complainant	<p>Individual or organization who files a written complaint.</p>
Grievant	<p>Individual or organization who files a written grievance.</p>
Respondent	<p>Individual against whom a complaint or grievance is filed.</p>
Representative	<p>A person designated by the employee to act as representative. If a representative is designated shortly before a scheduled conference or hearing, the District may reschedule in order to include its own attorney.</p>
Teacher	<p>Classroom teachers, counselors, librarians, and nurses.</p>
Staff Member	<p>District employees other than teachers, site-based administrators, and supervisors.</p>
Site-based administrator	<p>Principals and assistant principals.</p>

Other review process

Some topics are governed by other review processes and are not subject to this policy. An employee's dismissal or nonrenewal may be the subject of a grievance under this policy only if the District does not otherwise provide for a review of the matter.

The following are governed by other review processes and are not subject to this policy:

1. Grievances regarding suspension without pay of a contractual employee: [DF](#) series
2. Grievances regarding instructional materials: [EFA](#)
3. Grievances regarding sexual harassment: [DIA](#)

Freedom from retaliation

Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a complaint or grievance under this policy. [See DG]

Notice to employees

The principal of each campus and other supervisory personnel shall ensure that employees under their supervision are informed of this policy. Employees shall be provided a copy of the policy at the time of employment and whenever it is revised.

Whistleblower complaints

Employees who allege unlawful discrimination in retaliation for reporting a violation of law to an appropriate authority shall invoke this policy no later than ninety (90) days after the date the alleged violation occurred or was discovered by the employee through the use of reasonable diligence. The complaint shall be filed with the Director of Personnel Services. If the complaint is not resolved at that level, the Superintendent shall ensure that the matter reaches the Board expeditiously. Time lines for the employee and the District set out in this policy may be shortened to ensure that the Board's final decision is made within sixty (60) days of the initiation of the complaint.

Consolidation

When the Superintendent or designee determines that two or more individual complaints or grievances are sufficiently similar in nature and remedy to permit their resolution through one proceeding, he or she may consolidate the complaints.

Informal conference

Before initiating the formal complaint process and prior to the fifteen (15) business day deadline under this policy, attempts should be made to resolve concerns at the lowest level through an informal conference process. A conference form shall be completed with both the complainant's and administrator's signature to document the conference.

Formal process

If the complaint is unresolved at the informal conference of the parties, the complainant may file a grievance within fifteen (15) business days with the arbitrator by completing and submitting the complaint form to that affect. Complainant shall attach a copy of the conference form to the complaint form.

The arbitrator shall send a copy of the grievance to the respondent within two (2) District business days.

The respondent shall respond in writing to the grievance. The response shall be sent to the arbitrator within five (5) District business days.

The response shall be sent by the arbitrator to the grievant on the day the response is received.

A mediator shall be appointed by the arbitrator within two (2) District business days after the deadline for a response. A copy of the grievance and the response shall be forwarded to the mediator. No new information may be added or provided at this level that has not been previously provided.

The grievant and respondent shall be notified of the selection of a mediator at the time the mediator is appointed.

The mediator shall schedule a meeting between the grievant and respondent within five (5) District business days.

The mediator shall submit a report to the arbitrator, grievant, and respondent within two (2) District business days after the mediation process is complete.

Arbitration time line

If the mediation effort fails, the grievant may request a hearing before the arbitrator within five (5) District business days after receiving the mediation report.

The administrative hearing shall be scheduled within five (5) District business days of the request for arbitration.

The ruling of the arbitrator shall be sent to the Superintendent, grievant, and respondent within five (5) District business days after the hearing.

If the employee wishes to appeal the arbitrator's decision, the request shall be made in writing to the Superintendent within five (5) District business days after receipt of the arbitrator's decision.

The hearing before the Board shall be scheduled no later than the next regularly scheduled Board meeting.

This procedure does not prohibit an employee from addressing the Board in open forum, nor does it prohibit an employee from appealing to the Commissioner of Education. Time lines may be extended by mutual agreement of the parties.

Open forum, hearing, and executive session

Hearing

Employees who are granted a hearing shall be afforded that hearing either with the Board at a meeting that includes the hearing as an item in the posted agenda or with the Board's designee.

If the Board conducts the hearing, it shall make and communicate its decision at any time up to and including the next regularly scheduled Board meeting. If the Board does not communicate a decision, the arbitrator's decision is upheld.

If the Board's designee conducts the formal hearing, he or she shall make a recommendation to the Board at the first regular meeting following the conclusion of the hearing that affords adequate time to prepare a written recommendation. The employee shall be provided a copy of the recommendation before the meeting and shall be given an opportunity at the meeting to respond to the recommendation, either orally or in writing. The Board shall then make and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

The Superintendent or designee shall provide the Board with copies of the complaint form, all responses; all appeal notices, and all documents previously submitted by the employee or the administration. The Board shall consider only those issues and documents presented at the preceding levels and identified in the appeal notice.

Executive session

The District shall determine whether the complaint shall be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law on a case-by-case basis.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

Employee conduct and welfare

Standards of conduct

[Policy DH](#)

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.

- Know and comply with department and District policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use District time, funds, and property for authorized District business and activities only.

All District employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to TEA not later than the seventh (7th) day after the superintendent first learns of the incident. See *Reports to the State Board for Educator Certification*, www.sbec.state.tx.us for additional information.

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

Code of Ethics and Standard Practices for Texas Educators

Statement of Purpose

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

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

- Standard 1.1** The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.
- Standard 1.2** The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
- Standard 1.3** The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

- Standard 1.4** The educator shall not use institutional or professional privileges for personal or partisan advantage.
- Standard 1.5** The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.
- Standard 1.6** The educator shall not falsify records, or direct or coerce others to do so.
- Standard 1.7** The educator shall comply with state regulations, written local school board policies, and other applicable state and federal laws.
- Standard 1.8** The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

2. Ethical Conduct toward Professional Colleagues

- Standard 2.1** The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
- Standard 2.2** The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- Standard 2.3** The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
- Standard 2.4** The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
- Standard 2.5** The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.
- Standard 2.6** The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
- Standard 2.7** The educator shall not retaliate against any individual who has filed a complaint with the TEA under this chapter.

3. Ethical Conduct toward Students

- Standard 3.1** The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- Standard 3.2** The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.
- Standard 3.3** The educator shall not deliberately or knowingly misrepresent facts regarding a student.

- Standard 3.4** The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, or family status.
- Standard 3.5** The educator shall not engage in physical mistreatment of a student.
- Standard 3.6** The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.
- Standard 3.7** The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Discrimination, Harassment, and Retaliation

[Policies DH, DIA](#)

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

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

The District's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

Employee welfare freedom from harassment

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

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, religion, or age.

Employees shall not tolerate harassment of others and shall make reports as required at reporting procedures, below.

Sexual harassment

Sexual harassment of an employee is defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples

Examples of sexual harassment may include, but are not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

Other prohibited harassment

Harassment of a District employee on the basis of the employee's race, color, gender, national origin, disability, religion, or age includes physical, verbal, or nonverbal conduct related to these characteristics when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's employment opportunities.

Examples

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property.

Reporting procedures

An employee who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to an appropriate person designated below.

Any District employee with supervisory authority who receives notice that another employee has or may have experienced prohibited harassment is required to immediately report the alleged acts and take whatever other steps are required by this policy.

Any other person who knows or believes that a District employee has experienced harassment should immediately report the alleged acts to the appropriate person designated by this policy.

Timely reporting

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

A District employee may report harassment to his or her supervisor or campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

District officials

1. For sexual harassment, the Title IX coordinator. [See [DAA\(LOCAL\)](#)]
2. For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

Notification report

Upon receipt of a report of harassment, a supervisor or principal shall immediately notify the appropriate District official listed above.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Investigation of the report

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

Concluding the investigation

Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District action

If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

Appeal

A complainant who is dissatisfied with the outcome of the investigation may appeal through [DGBA \(LOCAL\)](#), beginning at the appropriate level.

The complainant shall be informed of his or her right to file a complaint with the Texas Workforce Commission Civil Rights Division, the Equal Employment Opportunity Commission, or the United States Department of Education Office for Civil Rights.

Retaliation prohibited

Retaliation against an employee alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

Records retention

Retention of records shall be in accordance with [DAA \(LOCAL\)](#).

Access to policy

This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

Harassment of students

[Policies DH, FFG, FFH, DF](#)

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

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

Student Welfare

Student freedom from harassment

[Policy FFH](#)

Note: This policy addresses harassment of District students. For provisions regarding harassment of District employees, see [DIA](#). For reporting requirements related to child abuse and neglect, see [FFG](#).

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, or religion.

Employees shall not tolerate harassment of students and shall make reports as required at REPORTING PROCEDURES, below.

Sexual harassment by an employee

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct;

2. The conduct is so severe, or persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. See DF

Sexual harassment by others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples of sexual harassment

Examples of sexual harassment of a student may include, but are not limited to, sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

Other prohibited harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, gender, national origin, disability, or religion that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

Examples of prohibited harassment

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Reporting procedures

Any student who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Any District employee who receives notice that a student has or may have experienced prohibited harassment is required to immediately report the alleged acts to an appropriate person designated below. Any other person who knows or believes that a student has experienced prohibited harassment should immediately report the alleged acts to the appropriate person designated below.

Reports of known or suspected child abuse or neglect shall be made as required by law. [[See FFG](#)]

Timely reporting

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

Oral or written reports of prohibited harassment shall normally be made to the campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

District officials

1. For sexual harassment, the Title IX coordinator. [[See FB\(LOCAL\)](#)]
2. For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

Notification of report

Upon receipt of a report of harassment, a principal shall immediately notify the appropriate District official listed above.

Notice to parents

The principal or District official shall promptly notify the parents of any student alleged to have experienced prohibited harassment by a District employee or another adult associated with the District. In cases of student-to-student harassment, the District shall promptly notify the parents of any student alleged to have experienced harassment when the allegations presented, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Investigation of the report

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

Concluding the investigation

Absent extenuating circumstances, the investigation should be completed within ten (10) business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District action

If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

Appeal

A student, including a complainant, may appeal through [FNG \(LOCAL\)](#), beginning at the appropriate level. A complainant shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Retaliation prohibited

Retaliation against a student alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

Records retention

Retention of records shall be in accordance with [FB \(LOCAL\)](#).

Access to policy

Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

Alcohol- and drug-abuse prevention

Policies [DH](#), [DI](#)

Clint ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The District's policy regarding employee drug use follows:

All District employees shall perform their duties in accordance with state and federal law, District policy, and ethical standards. [[See DH \(EXHIBIT\)](#)]

Alcohol and drugs

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 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.

Exemptions

An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee's personal use shall not be considered to have violated this policy.

Notice

Each employee shall be given a copy of the District's notice regarding drug-free schools. [See [DI \(EXHIBIT\)](#)]

A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

Dress and grooming

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. Personnel are expected to dress in a manner that projects a professional image for the employee, District, and the community. The style of

clothing for males and females shall always reflect a professional and business-like atmosphere. The following shall apply:

1. Cleanliness and neatness are expected of all staff at all times.
2. Clothing for classes such as physical education, agriculture, auto mechanics, pre-K Kindergarten, SPED self contained classes and the like shall be appropriate for the class. While clothing for these classes may not fall under the outlined requirements of this policy, clothing should be appropriate for each specific class taught by an instructor while in the instructional setting.
3. Mustaches, beards no longer than one and a half inches from the skin, and sideburns no longer than the bottom of the ear lobe, shall be kept neat and trimmed. Hair length for male employees shall be no longer than the top of a standard shirt collar. Hair must be of a natural hair color. No mohawk styles.
4. Employees may wear jeans only on Fridays and on days of special events, activities, as designated by the immediate supervisor and approved by the Superintendent. Jeans of any color are not allowed Monday through Thursday. When jeans are allowed, they must be clean, neat, and pressed (no holes, no extremely faded or worn-out jeans) and worn with a school spirit shirt. Jeans are not allowed during professional development inside/outside the District. Jeans are not allowed for central office staff under any circumstance unless approved by the Superintendent.
5. Female employees' dress and skirt length should be no shorter than two inches above the knee. Pant length should be mid-calf or lower. No spaghetti straps.
6. Shorts, spandex clothing, sweats, jogging suits of any kind, skorts and cargo pants are not acceptable attire for the classroom.
7. Shower shoes, rubber/plastic flip flops and slippers are not allowed at any time. Clean and neat athletic tennis shoes are allowed at any time.
8. Offensive or inappropriate tattoos must be covered at all times. Piercings are allowed for women only and shall be limited to the ear. No gauges.

Final decisions regarding the appropriateness of employee attire for any given situation shall be at the discretion of the immediate supervisor.

Drug-free workplace requirements

DI (EXHIBIT)

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. [41 U.S.C. 702\(a\)\(1\)\(A\)](#); 28 TAC 169.2

The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the district's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse

programs and the penalties that may be imposed upon employees for drug abuse violations. [41 U.S.C. 702\(a\) \(1\) \(B\)](#); 28 TAC 169.2

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. [See policies at [DH](#) and [DHE](#)] [41 U.S.C. 702\(a\) \(1\) \(A\)](#); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Within ten (10) days of receiving such notice from the employee or any other source-the District shall notify the granting agency of the conviction. [41 U.S.C. 702\(a\) \(1\) \(D\)](#), [\(EXHIBIT\)](#)

Within thirty (30) calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. [41 U.S.C. 703](#)

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

Reporting suspected child abuse

Policies [DF](#), [DG](#), [DH](#), [FFG](#), [GRA](#)

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

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

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may

result in disciplinary procedures by SBEC for a violation of the Code of Ethics and Standard Practices for Texas Educators.

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

Child Sexual Abuse

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

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

Fraud and financial impropriety

Policy, [CAA](#)

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

- Forgery or unauthorized alteration of any document or account belonging to the District
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of District information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district

- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the District

Fraud/Waste/Abuse Reporting

Accountability is a top priority for the Clint Independent School District. Our Policies formalize the expectations of personal honesty and integrity required of all employees. Preventing losses due to waste, fraud, or abuse is a critical challenge. As employees and community members, we share a responsibility in facing this challenge. Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement. If this is not feasible, the District has provided a fraud/abuse hotline, 915-926-4160, or web form at www.clintweb.net under the Employee/ Community tab, as reporting options. The hotline and web form are not intended for grievances or other personal issues. Reporting must be made in good faith. Employees who knowingly make false allegations shall be subject to administrative action. [CAA \(Local\)](#), [CAA \(R\)](#)

Conflict of interest

Policy [DBD](#)

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

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

Gifts and favors

Policy [DBD](#)

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

Associations and political activities

Policy [DGA](#)

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

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

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

Safety

Policy [CK Series](#)

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

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

Employees with questions or concerns relating to safety programs and issues can contact the District Department of Safety at 269-8572.

Criminal background checks

Policy [DBAA](#)

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

Employee arrests and convictions

Policy [DH](#)

An employee must notify his or her principal or immediate supervisor within three (3) calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, any offense involving moral turpitude, and any of the other offenses listed below:

- Crimes involving school property or funds

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

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Drug- or alcohol-related offenses
- Acts constituting abuse or neglect under the Texas Family Code

Possession of firearms and weapons

Policies [FNCG](#), [GKA](#)

Employees, visitors, and students are prohibited from bringing firearms, 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 911 immediately.

Visitors in the workplace

Policy [GKC](#)

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

Copyrighted materials

Policy [EFE](#)

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

Computer use and data management

Policy [CQ](#), [CQ\(R\)](#)

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

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

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

Employees who are authorized to use the systems are required to abide by the provisions of the District's communications systems policy and administrative procedures, see [CQ\(R\)](#). Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Acceptance of the District Employee Handbook equates to acceptance of the District's Agreement for Acceptable Use e-forms in [CQ\(R\)](#). Employees with questions about computer use and data management can contact Technology Services Department at 926-4101.

Personal Use of Electronic Media

Policy [DH](#)

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas

Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

- Confidentiality of student records. (see Policy FL)
- Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. (See Policy DH (EXHIBIT))
- Confidentiality of district records, including educator evaluations and private e-mail addresses. (See Policy GBA)
- Copyright law (See Policy EFE)
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. (See Policy DH (EXHIBIT))

Asbestos management plan

Policy [CKA](#)

The District is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the District's management plan is kept in the Operational Services 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.

Notices of planned pest control treatment will be posted in a District building forty-eight (48) hours before the treatment begins. Pest control information sheets are available from campus principals or facility managers upon request.

General procedures

Bad weather closing

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

*KHEY-Y 96
KAMA – Spanish Station
SUNNY – 99.9*

KROD 6000

Emergencies

Policy [CKC](#)

All employees should be familiar with the safety procedures for responding to a medical emergency and evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all District buildings. Employees should know the location of these devices and procedures for their use.

Purchasing procedures

Policy [CH](#)

No purchases, charges, or commitments to procure goods or services for the District can be made without an approved purchase order. The District will not reimburse employees or assume responsibility for any purchases made without an approved purchase order. Any employee who makes a purchase or commitment to purchase without following District procedures will be personally liable for said purchase. Employees are not permitted, unless otherwise notified by the Purchasing Department in writing, to purchase supplies or equipment for personal use through the District's business office. For more information on Purchasing Procedures please reference Policy CH Local, Administrative Regulation CHD R or contact the Purchasing Department at 915-926-4081.

Name and address changes

It is important that employment records be kept up to date. Employees must notify Personnel Services at (915) 926-4070 if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from Personnel Services.

Personnel records

Policy [GBA](#)

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

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

The choice to not allow public access to this information may be made at any time by submitting a written request to Ms. Esther O. McCarthy, Assistant Superintendent for Personnel Services. New or terminating employees have fourteen (14) days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

Non-Duty Days

For the 2010-2011 school year, the following categories of staff have the indicated number of Non-Duty Days:

226 days employee – 7 days

238 days employee – 5 days

246 days employee – 16 days

Non-Duty Days are non-paid days that are in excess of the staff member's required number of work days, as per the District calendar. The number of non duty days can vary each year as they are determined by the annually adopted District calendar.

Building use

Policies [DGA](#), [GKD](#)

Employees who wish to use District facilities after school hours must follow established procedures. Operational Services is responsible for scheduling the use of facilities after school hours. Contact (915) 926-4051 to request to use school facilities and to obtain information on the fees charged.

Termination of employment

Resignations

Policy [DFE](#)

Contract employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received forty-five (45) days before the first day of instruction of the following school year. A written notice of resignation should be submitted to Personnel Services. Contract employees may resign at any other time only with the approval of the Superintendent or the Board of Trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC) through TEA.

Noncontract employees. Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to Personnel Services at least two (2) weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

Dismissal or nonrenewal of contract employees

Policies [DFAA](#), [DFAB](#), [DFBA](#), [DFBB](#), [DFCA](#), [DFD](#), [DFE](#)

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them,

and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided to a written notice that is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the time lines and procedures can be found in the DF series policies that are provided to employees [or](#) available on-line.

Dismissal of Noncontract Employees

Policy [DCD](#)

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

Exit interviews and procedures

Policy [DC](#)

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

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

Reports to Texas Education Agency- State Board for Educator Certification

Policy [DF](#)

The dismissal or resignation of a certified employee will be reported to the SBEC when the superintendent first learns about an alleged incident of conduct that involves the following:

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

- Committing a crime on school property or at a school-sponsored event
- Violating assessment instrument security procedures

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

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

Student issues

Equal educational opportunities

Policies [FB](#), [FFH](#)

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Ms. Esther O. McCarthy, the District's Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to Julia Truax at (915) 926-4000 the district ADA/Section 504 coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Student records

Policy [FL](#)

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

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student (if 18 or older or emancipated by a court)
- School officials with legitimate educational interests

The District shall make a student's records available to the student's parents, as permitted by law. The Superintendent or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy.

These dates and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.

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

Parent and student complaints

Policy [FNG](#)

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

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

Administering medication to students

Policy [FFAC](#)

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. A student who must take prescription medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary supplements

Policies [DH](#), [FFAC](#)

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

Psychotropic drugs

Policy [FFAC](#)

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

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

- Recommending that a student use a psychotropic drug

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

Student Conduct & Discipline

Policies [FN](#) and [FO](#)

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

Student attendance

Policy [FEB](#)

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

Bullying

Policy [FFI](#)

All employees are required to report student complaints of bullying to their immediate supervisor. The District's policy that includes definitions and procedures for reporting and investigating bullying of students is found at:

[http://www.tasb.org/policy/pol/private/071901/redirect.cfm?policy=FFI\(LOCAL\).pdf](http://www.tasb.org/policy/pol/private/071901/redirect.cfm?policy=FFI(LOCAL).pdf)

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

Appendix

Auxiliary and Support Staff Evaluation

Policy [DN \(LOCAL\)](#)

General principles

All District employees shall be periodically appraised in the performance of their duties. The District's employee evaluation and appraisal system shall be administered consistent with the general principles set out below. [See also DNA and DNB]

Criteria

The employee's performance of assigned duties and other job-related criteria shall provide the basis for the employee's evaluation and appraisal. Employees shall be informed of the criteria on which they will be evaluated.

Performance review

Evaluation and appraisal ratings shall be based on the evaluation instrument and cumulative performance data gathered by supervisors throughout the year. Each employee shall have at least one evaluative conference annually to discuss the written evaluation and may have as many conferences about performance of duties as the supervisor deems necessary.

Documentation and records

Appraisal records and forms, reports, correspondence, and memoranda may be placed in each employee's personnel records to document performance. All records that support appraisal ratings shall be maintained for at least two years. Official appraisal records shall be maintained throughout a person's employment with the District and for two years after an employee ceases to be employed with the District.

Employee copy

All employees shall receive a copy of their annual written evaluation.

Complaints

Employees may present complaints regarding the evaluation and appraisal process in accordance with the District's complaint policy for employees. [See DGBA]

CLINT INDEPENDENT SCHOOL DISTRICT
Employee Handbook 2010-2011

Name:		Exceptional Performance	Outstanding Performance	Effective Performance	Needs Improvement	Not Applicable	School:	
Assignment:							Department:	
Please rate each item below and include comments in the space provided.							Date:	
PERSONAL QUALITIES							Evaluator Comments	
1.	PERSONAL APPEARANCE: Shows care in personal appearance and grooming.							
2.	ENTHUSIASM: Demonstrates a high degree of genuine interest in the job.							
3.	JUDGEMENT: Has ability to arrive at sound, logical conclusions based on facts and circumstances involved.							
4.	TACT: Knows what to do and say at the right time; maintains working relationships without arousing resentment.							
5.	ABILITY TO MEET PEOPLE: Is courteous, friendly and at ease in meeting individuals or groups; works successfully with colleagues, parents or other community members, gaining their support and cooperation.							
6.	RELATIONSHIP WITH OTHER STAFF MEMBERS: Works well with principals, teachers, managers, and/or staff; shares ideas; and is open to suggestions.							
7.	INITIATIVE: Accepts responsibility and works well with a minimum amount of supervision.							
8.	PUNCTUALITY: Is prompt in arriving at work and other functions and is considerate of the time schedule of others.							
9.	DEPENDABILITY: Listens carefully, follows instructions, willingly accepts and carries out responsibilities.							
10.	ATTENDANCE: Works with a minimum number of absences. Follows absence reporting procedures.							
11.	WORK HABITS: Keeps workspace clean and neat. This includes the overall appearance of the school/department.							
12.	WORK COMMITMENT: Works to support and understand school/department personnel and programs.							
13.	MASTERY OF JOB: Demonstrates a sound, up-to-date, functioning knowledge of job requirements as described on job description.							
14.	JOB TECHNIQUES: Uses effective and varied ideas, methods, and tools to meet the requirements of the job description.							

CLINT INDEPENDENT SCHOOL DISTRICT
Employee Handbook 2010-2011

Name:		Exceptional Performance	Outstanding Performance	Effective Performance	Needs Improvement	Not Applicable	School:	
Assignment:							Department:	
Please rate each item below and include comments in the space provided.							Date:	
POSITION COMPETENCE							Evaluator Comments	
15.	PREPARATION: Makes well defined and long- and short-range plans in relation to duties as described on the job description.							
16.	ORGANIZATION: Plans activities and assignments that are clear and appropriate. Organization is evident to meet job description requirements.							
17.	SKILL IN GUIDING THE LEARNING PROCESS: Gives student and/or staff member an opportunity to think and learn independently, critically, and creatively.							
18.	ATTENTION TO INDIVIDUAL DIFFERENCES: Is skillful in recognizing, respecting, and providing for individual needs of students and/or staff members, helps each student and/or staff member to experience success. Is sensitive to the individual differences of others.							
19.	APPEARANCE OF FACILITIES: Maintains or help maintain attractive surroundings that help the learning /working environment.							
PROFESSIONAL QUALITIES								
20.	COOPERATION: Gives evidence, with words and actions, of being a good team worker.							
21.	GROWTH: Is continuously growing through study, experimentation, and participation in training activities.							
22.	ETHICS: Adheres to accepted ethical standards of the position and complies with all policies, administrative procedures, and/or regulations.							
23.	COMMITMENT: Demonstrates a positive attitude toward the position. Commitment is evident as demonstrated by words and actions.							
ADDITIONAL COMMENTS:								

Following our discussion, these are the things we have agreed to be done to help you improve:	
1.	
2.	
3.	
4.	
Since your last evaluation, these things have been done to help you improve.	
1.	
2.	
3.	
4.	

Evaluation by: _____ Date: _____ Recommended for Continued Employment Yes No
Print Name: _____

I have received a copy of this evaluation. I understand that my signature does not necessarily indicate agreement and that a copy will be placed in my personnel file in the Office of Personnel Services. I understand that I may attach a written response to this for, which will become a permanent part of the evaluation.

Signature of Employee: _____ Date: _____
Print Name: _____

Self-Report Form

CLINT INDEPENDENT SCHOOL DISTRICT
Employee Handbook 2009-2010

Name _____ Performance period _____

Position _____ Department/campus _____

1. What do you consider to be your most significant contributions and/or accomplishments during the last school year?

2. What factors, if any, have limited your accomplishments during the last school year?

3. What do you feel your priority job performance goals should be for the next year?

Employee Signature: _____

Date: _____

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