

Gatesville ISD

2018–2019 Employee Handbook

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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 Assistant Supt. of Admin Services.

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 online at <http://pol.tasb.org/Home/Index/345> .

District Information

Description of the District

Gatesville ISD contains an area of 501 square miles in Coryell County. The District encompasses the City of Gatesville, county seat and principal commercial center of Coryell County. The 2015 population estimate for the District is 15,724 , which includes approximately 8,000 Prison and State Jail Inmates.

The district is fully accredited by the Accreditation Division of the Texas Education Agency on a Pre-K through 12 basis. Presently, one primary, one elementary, one intermediate, one junior high and one high school serve the District. The District's personnel totals 411 of which 237 are certified and 174 are non-certified support personnel. The students are instructed by 205 professional faculty members, of which thirteen percent (16%) hold master's degrees. One hundred percent (100%) of administration hold master's degrees.

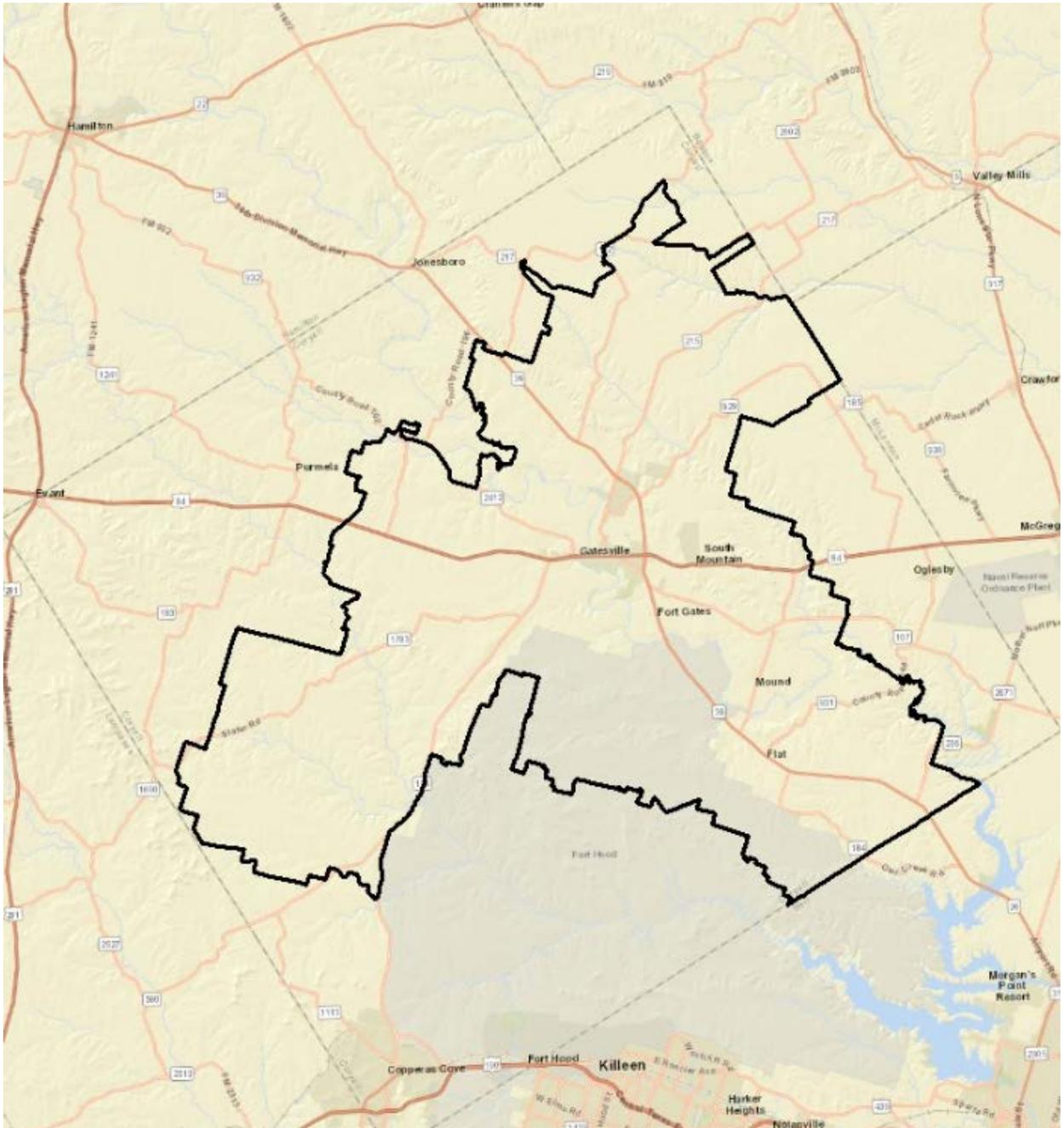
PRESENT SCHOOL PLANTS

School	Capacity	Grades	Enrollment	Professional	Others(*)	Para-professional	Administrators
Gatesville High School	900	9-12	823	70	16	24	3
Gatesville Junior High	600	7-8	421	31	9	7	2
Gatesville Intermediate	850	4-6	654	46	12	12	3
Gatesville Elementary	800	1-3	611	47	11	17	2
Gatesville Primary	550	PreK-K	270	23	6	10	1
Total	3,475		2779	217	54	70	11

(*) custodial and cafeteria personnel.

These are approximate figures as of May 26, 2017.

District Map



Mission Statement, Goals, and Objectives

Policy AE

Board of Trustees

Policies BA, BB series, BD series, and BE series

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

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

Current board members include:

- Joe Nolte, President
- Mary Anne Leib, Vice President
- Michelle Edwards, Secretary
- Rob Erwin
- David Fincher
- Cheyenne Kizer
- John Westbrook

The board usually meets 6:30 p.m., the third Monday of the month, at Gatesville ISD Administration Building, 311 S. Lovers Lane. In the event that large attendance is anticipated, the board may meet at the Gatesville High School Auditorium. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and the Gatesville ISD Administration Building, 311 S. Lovers Lane 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 may occur

for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

Board Meeting Schedule

August 20, 2018	February 18, 2019
September 17, 2018	March 25, 2019
October 22, 2018	April 15, 2019
November 15, 2018	May 20, 2019
December 17, 2018	June 17, 2019
January 22, 2019	July 15, 2019

Administration

Eric Penrod, Superintendent, 1131

Marsha Worthington, Asst, Superintendent of Administration, 1123

Dr. Barrett Pollard, Assistant Superintendent of Academics, 7015

Shane Webb, Executive Director of CTE, Secondary Curriculum 7016

Regina Pruitt, Executive Director of Student Support Services, 6636

Darrell Frazier, Chief Financial Officer 1136

Michele (Shelly) Harper, Technology Director 7009

Scott Harper, Executive Director of Operations, 1126

Toby Williams, Maintenance Director 7002

Marty Williams, Transportation Director 7001

Gail Shelton, Child Nutrition/Food Service Director, 6627

School Calendar

Gatesville Independent School District 2018-2019 School Calendar

AUGUST							New to District (Teachers only) Staff Development Aug 6-8	FEBRUARY						
S	M	T	W	T	F	S		S	M	T	W	T	F	S
			1	2	3	4						1	2	
5	6	7	8	9	10	11		3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16	
19	<20+	21	22	23	24	25	17	18+	19	20	21	22	23	
26	27	28	29	30	31		24	25	26	27	28			
SEPTEMBER							Staff Development (No Students) Aug 9-17 Oct 15 & 16 Dec 21 Feb 18 & 19 May 28	MARCH						
S	M	T	W	T	F	S		S	M	T	W	T	F	S
						1						1	2	
2	3	4	5	6	7	8	3	4	5	6	7	8+	9	
9	10	11	12	13	14	15	10	11	12	13	14	15	16	
16	17+	18	19	20	21	22	17	<18	19	20	21	22	23	
23	24	25	26	27	28	29	24	25+	26	27	28	29	30	
30							31							
OCTOBER							Comp Days (No Students) Nov 19 & 20 Jan 21	APRIL						
S	M	T	W	T	F	S		S	M	T	W	T	F	S
	1	2	3	4	5	6		1	2	3	4	5	6	
7	8	9	10	11	12+	13	7	8	9	10	11	12	13	
14	15	16	<17	18	19	20	14	15+	16	17	18	19	20	
21	22+	23	24	25	26	27	21	22	23	24	25	26	27	
28	29	30	31				28	29	30					
NOVEMBER							Staff & Student Holidays Sept 3 (Labor Day) Nov 21-23 (Thanksgiving) Dec 24-Jan 4 (Christmas Break) Jan 11 (Coryell County Youth Fair) Mar 11-15 (Spring Break) Apr 19 (Good Friday/Easter) May 27 (Memorial Day)	MAY						
S	M	T	W	T	F	S		S	M	T	W	T	F	S
				1	2	3			1	2	3	4		
4	5	6	7	8	9	10	5	6	7	8	9	10	11	
11	12	13	14	15+	16	17	12	13	14	15	16	17	18	
18	19	20	21	22	23	24	19	20+	21	22	23	24+	25	
25	26	27	28	29	30		26	27	28	29	30	31		
DECEMBER							Student Early Release Days Sep 28, Nov 2, Dec 20, May 24	JUNE						
S	M	T	W	T	F	S		S	M	T	W	T	F	S
						1							1	
2	3	4	5	6	7	8	2	3	4	5	6	7	8	
9	10	11	12	13	14	15	9	10	11	12	13	14	15	
16	17+	18	19	20+	21	22	16	17+	18	19	20	21	22	
23	24	25	26	27	28	29	23	24	25	26	27	28	29	
30	31						30							
JANUARY							MAY 24 - GRADUATION 	JULY						
S	M	T	W	T	F	S		S	M	T	W	T	F	S
		1	2	3	4	5		1	2	3	4	5	6	
6	<7	8	9	10	11	12	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	14	15	16	17	18	19	20	
20	21	22+	23	24	25	26	21	22+	23	24	25	26	27	
27	28	29	30	31			28	29	30	31				
First Semester - 81 days 1st Reporting Period (08/20-10/12): 39 days 2nd Reporting Period (10/17-12/20): 42 days							Second Semester - 90 days 3rd Reporting Period (01/07-03/08): 41 days 4th Reporting Period (03/18-05/24): 49 days							
TOTAL SCHOOL DAYS: 171														

Homecoming-October 5 vs. Glen Rose

+Proposed Board Meeting Dates
\$Pay Dates

Approved by Board 3/26/2018

Helpful Contacts

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

Location	Name	Responsibility	Email	Extension
Admin	Penrod, Eric	Superintendent	epenrod@gatesvilleisd.org	1131
Admin	Worthington, Marsha	Asst. Supt.- Testing, Workshop/conf registration, Hotel reservation, Federal programs, HR	mworthington@gatesvilleisd.org	1123
Prim-Curriculum	Pollard, Barrett	Curriculum, instructional needs, G/T, ESL, RTI	bpollard@gatesvilleisd.org	7015
Prim-Curriculum	Webb, Shane	CTE, Secondary	swebb@gatesvilleisd.org	7016
Admin	Harper, Scott	Students- Discipline, Safety, Nurses, SHAC, Transportation, Maintenance, Facilities, Attendance, Parental Involvement	sharper@gatesvilleisd.org	1126
Prim-Special programs	Williams, Pam	Spec Ed, Special programs	pwilliams@gatesvilleisd.org	6636
Admin	Frazier, Darrell	Chief Financial Officer, Budget, Finance	dfrazier@gatesvilleisd.org	1136
Shop	Williams, Toby	Maintenance Director, use Eduphoria for	twilliams@gatesvilleisd.org	1121

		maintenance requests		
Shop	Williams, Marty	Transportation Director, use form on website to request school vehicle	mwilliams@gatesvilleisd.org	7001
Shop	Haney, Kris	Transportation Mechanic	khaney@gatesvilleisd.org	7001
Prim	Shelton, Gail	Child Nutrition	gshelton@gatesvilleisd.org	6627
Tech Office (across from HS)	Harper, Shelly	Technology Director, Do technology work orders on Eduphoria	sharper1@gatesvilleisd.org	7009
Tech Office	Shoaf, Dustin	Network Manager	dshoaf@gatesvilleisd.org	7011
Tech Office	Pancake, Margaret	Technology Asst.	mpancake@gatesvilleisd.org	7010
Admin	Toombs, Pat	Receptionist, Requisition processing/coding	ptoombs@gatesvilleisd.org	1121
Admin	Gamez, Maria	Payroll, Leave, accounting clerk, bilingual	mgamez@gatesvilleisd.org	1141
Admin	Blanchard, Joyce	Accountant, Lunch forms	joyce.blanchard@gatesvilleisd.org	1134
Admin	Haines, Lisa	PEIMS, TSDS, Impact Aid	lhaines@gatesvilleisd.org	1128

Admin	Byrd, Stephanie	Accounts Payable- Orders, Requisition	sbyrd@gatesvilleisd.org	1135
Admin	Walters, Dana	Payroll, time clock, leave	dwalters@gatesvilleisd.org	1124
Admin	Latham, Marcie	Supt. Admin Assistant	mlatham@gatesvilleisd.org	1130
Admin	Newman, McKenzie	HR Specialist, Workmens' Comp, Benefits	mnewman@gatesvilleisd.org	1127

School Directory

Gatesville High School
205 S. Lovers Lane
865-8281

Dr. Yancey Sanderson, Principal

Gatesville Junior High School
307 S. Lovers Lane
865-8271

Cindy Venable, Principal

Gatesville Intermediate School
311 Hornet Way
865-5264

Nickolas Smith, Principal

Gatesville Elementary School
2537 E. Main Street
865-7262

Pam Bone, Principal

Gatesville Primary School
308 Hornet Way
865-7264

Bridget Register, Principal

Employment

Equal Employment Opportunity

Policies DAA, DIA

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

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Eric Penrod, Superintendent.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the district's website, GISD Admin Office, and at campus offices. Throughout the year, the HR department sends out openings via a personnel spreadsheet.

Employment after Retirement

Policy DC

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

Contract and Noncontract Employment

Policy 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 a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed 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 doubtful 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 online or copies will be provided upon request.

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

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

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to McKenzie Newman, HR Specialist, in a timely manner.

A certified employee's contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact

Marsha Worthington, Asst. Supt, if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy DC

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact McKenzie Newman if you have any questions regarding reverification of employment authorization.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

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

Employees Required to Have a Commercial Driver's License. Any employee 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 if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be

conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

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

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact Scott Harper, Exec. Director of Operations.

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), concussion, 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 Dr. Barrett Pollard by September 1, 2018.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. 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 supplemental 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. Transfers are allowed between school years and when the transfer is a significant advancement. Transfers are not allowed after the second week of June unless extenuating circumstances exist. Beginning in December or January, a job posting spreadsheet will be sent out to employees with available positions for the coming school year.

Transfers will be addressed through Gatesville ISD's online application process through Talent Ed Recruit & Hire. The Talent Ed shortcut is located on the website under Staff.

Some jobs will be posted only internally and others will be posted both internally and externally. Please talk to your campus principal before applying for a new position.

Confirmation of campus principal notifications is required on the posting. The district will set a transfer deadline in June of each school year. After this deadline, admin reassignments may be done if they are in the best interest of the district.

Directions for employees on how to apply for one of their district's "Internal Job Postings":

Internal applicants can follow the steps provided below.

1. On your district's TalentEd "Four Products. One Login." Page (Under Staff), click on the CAREERS HOMEPAGE link at the bottom. This will take you to the Candidate Portal where you can search for job postings in your organization. At this point you do not need an account.
2. Search through the job postings by clicking the blue link on each posting. When you have found one you would like to apply to, either click APPLY next to that posting or the APPLY FOR THIS POSITION button if you're in the posting description.
3. Either choice above will send you to the account page.

-If you have ever applied through this organization's TalentEd account, you will need to login with your username and password.

-If you have information in another organization's TalentEd account, you may choose to transfer that account information to this account.

1. After you have created/logged into an account, you will need to go to the ACCOUNT SETTINGS link at the top left of the page.
2. Locate the account type section on the far right of the page. It should say INTERNAL, if it doesn't, you will need to click on the I AM A CURRENT EMPLOYEE link. Click YES.

Follow the instructions on the screen. Every organization has this configured to meet their own security needs. If don't have the information needed to complete this page, you will need to contact the HR Specialist or the Asst. Supt of Admin Services.

After you have completed the page, you will be set up as an internal applicant, and your application process will potentially be quicker than if you were an external applicant. All transfer requests will be coordinated by the Gatesville ISD Administration Office and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, 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 start and end dates 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 must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation on page ___ for additional information.

Breaks for Expression of Breast Milk

Policies DEAB, DG

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

Notification to Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Marsha Worthington, ext. 1123.

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.

An employee may not tutor any of their own students for pay during/outside of the scheduled school day or use school purchased materials for tutoring/testing out of district students, or conduct private tutoring on a GISD campus.

Performance Evaluation

Policy DN series

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.

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Gatesville ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or

campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from Eric Penrod, Supt.

Staff Development

Policy DMA

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

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

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

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 an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 23.)

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

Employees should contact Marsha Worthington for more information about the district's pay schedules or their own pay.

Stipends

All stipends, with the exception of those associated with Academic UIL, will be added into your annual salary and divided by 12. All Academic UIL, OAP, and Academic UIL coordinator stipends will be paid at the end of the semester after the events.

Paychecks

All employees are paid monthly. If elected, paychecks can be picked up at the administration office. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

The schedule of pay dates for the 2018-19 school year follows:

GATESVILLE ISD

Pay Calendar 2018 – 2019

Each regular employee of the GISD shall be paid once each month.
Checks will be issued on the dates listed below.

MONTH	PAY PERIOD END	PAY DATE
<u>September</u>	<u>08/24/18</u>	<u>09/14/18</u>
<u>October</u>	<u>09/28/18</u>	<u>10/15/18</u>
<u>November</u>	<u>10/26/18</u>	<u>11/15/18</u>
<u>December</u>	<u>11/23/18</u>	<u>12/14/18</u>
<u>January</u>	<u>12/14/18</u>	<u>01/15/19</u>
<u>February</u>	<u>01/25/19</u>	<u>02/15/19</u>
<u>March</u>	<u>02/22/19</u>	<u>03/08/19</u>
<u>April</u>	<u>03/29/19</u>	<u>04/15/19</u>
<u>May</u>	<u>04/26/19</u>	<u>05/15/19</u>
<u>June</u>	<u>05/24/19</u>	<u>06/13/19</u>
<u>July</u>	<u>06/21/19</u>	<u>07/15/19</u>
<u>August</u>	<u>07/26/19</u>	<u>08/15/19</u>

Cut-Off Date: Substitute Teachers and Hourly Substitutes:
Hours worked during pay period will be figured through the end of this day.
Payment for hours worked after this day will be made in next check.

Pay Date: Paychecks will be issued on this day.

Automatic Payroll Deposit, Change of Name Form, Change of Address Form

Employees can have their paychecks electronically deposited into a designated account.

Employees must notify Payroll by the previous pay period end to get the next paycheck electronically deposited.

In order to change the status of paycheck delivery, change your name or address, or number of dependents, login to Talent Ed Records and click on “Blank Documents” at the top of your page.

Through TalentEd Records and Blank Documents, you can sign up for changes in forms that you have previously submitted. You can change your name, address, and number of dependents by simply completing a new blank document.

Call the HR Specialist or Asst. Supt of Admin Services with questions.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

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 or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations and the Gatesville ISD Education Foundation. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation

Policy DEAB

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. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action

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. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Monday and ends at midnight on Sunday.

Nonexempt employees that are paid on a salary basis are paid for the hours set by the normal work schedule. Hours worked beyond the normal schedule up to 40 hours will be paid at a regular rate of pay.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time. Comp time not used by the last day in June will be compensated for in the July paycheck.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee may be required to use comp time before using available paid leave (e.g., sick, personal).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Time Clock Guidelines and Policy for Non-Exempt Employees

INTRODUCTION

Gatesville Independent School District (GISD) uses an electronic time tracking system called Time Clock Plus. The electronic time tracking system will enable you to accurately keep track of your time. It will also allow the District to more efficiently process your time worked for payroll purposes. In order for this system to work to its fullest potential, we are asking all non-exempt employees (see XI for definition) to follow the guidelines and policy outlined below. Your cooperation and compliance with this policy is very much appreciated.

OFFICIAL TIME OF RECORD

The Time Clock Plus electronic time keeping system and associated work records will become the official basis for recording hours worked for non-exempt employees of GISD. Handwritten timesheets will be replaced by Time Clock Plus generated timesheets (based on the data in the timekeeping system). Any disputes over actual hours worked or attendance will be resolved by referring to the Time Clock Plus records.

DAILY CLOCK IN/OUT REQUIREMENTS

It is a job requirement that all non-exempt employees must “clock in” in the morning and “clock out” at the end of the workday at their place of work. All non-exempt employees will clock out for a minimum of 30 minutes for lunch and clock back in when lunch is over. Under certain conditions (such as trainings at an off-site location, extracurricular events, etc.), the employee should report time worked to the Payroll Department so that their time worked can be manually entered.

Other requirements and guidelines include:

- Employees should not clock in earlier than 7 minutes before their scheduled starting times (unless the employee has Supervisor approval for early arrival). Employees are expected to clock in by their scheduled start time.
- Employees shall not clock out before their scheduled ending time, unless authorized to do so by their supervisor. If a non-exempt employee that is paid on an annualized basis clocks out early, they shall use leave or the time not worked will be docked from their pay.
- Clock in and out time will be rounded to the nearest quarter hour.
- Playing the clock to take advantage of rounding is prohibited, e.g. clocking in at 8:07a.m. knowing the clock will round back to 8:00 or clocking out at 4:53p.m. knowing the clock will round forward to 5:00p.m. Employees are expected to clock in at their scheduled start time and out at their scheduled end time.
- Employees will use the break button to clock out for lunch breaks.
- Employees must clock out and back in for any other breaks ONLY when they leave the premises.
- Employees should clock in and out at the designated work station for their department.

FALSIFICATION, TAMPERING, AND UNAUTHORIZED VIEWING

The infractions below are considered serious offenses and there will be immediate discipline enforced up to and including termination (see DH Local).

- Any attempt to tamper with timekeeping hardware or software.
- Punching in for an absent or late employee (a.k.a. “buddy punching”).
- Anyone interfering with other employees’ use of the Time Clock Plus system.
- Unauthorized viewing of another employee’s time in the Time Clock Plus system.

The Supervisor and the Superintendent will review the specific details of such an infraction (including but not limited to the above infractions) and develop an appropriate response.

CLOCK PROBLEMS

If an employee is unable to punch in or out because of a time clock malfunction or accidental oversight, it is the employee's responsibility to immediately inform their Supervisor. The Supervisor will then notify the Payroll department of any clock problems.

UNREPORTED HOURS

Intentional or careless working off the clock is prohibited. Employees are required to clock in before performing any work. Employees are not permitted to clock out before actually stopping work. Forgetting to clock in or out is not a legitimate reason for working off the clock.

PROCESSING OF ELECTRONIC TIME REPORTS

The Payroll Office will close the work week in Time Clock Plus according to a preset schedule to ensure that time adjustments and leave taken are properly recorded. Therefore, it is imperative that employee resolve all missed punches, immediately.

Each Supervisor or designee will approve all time (for the period identified in the Payroll Schedule) from Time Clock Plus and ask the employee to review and approve. If the Supervisor or designee is satisfied with the hours reported, he/she should approve the electronic time sheet.

OVERTIME

Overtime should always be authorized in advance by a supervisor. Overtime will be calculated based on the actual hours recorded and credited to the employee, as measured by the Time Clock Plus system.

Employees that work unauthorized overtime could be subject to disciplinary action.

DOCKED PAY

If a non-exempt employee is absent and has used up all available local days, state days, compensatory time, etc., their pay shall be docked for the hours missed.

ABSENCES FROM DUTY

Time Clock Plus is an electronic timekeeping system and as such does not remove the need for employee's completing an Absence from Duty reporting when away from the District.

DEFINITIONS

Non-exempt employees are determined by FLSA and they are to include positions such as secretaries, aides, bus drivers, HVAC workers, maintenance/custodial workers and managers, cafeteria workers and managers, clerks, etc. (Please contact the Payroll Department for questions about specific positions.)

Time Sheet Reminders

APPROVAL FOR EXTRA HOURS WORKED

All hours worked beyond your regular schedule must be approved by your supervisor before the hours are worked.

EXPLANATION OF EXTRA HOURS WORKED

If you work beyond your regular schedule, with your supervisor's approval, write an explanation on your time record. If an explanation is not included on the time record, it will be sent back to you, and this could delay the payment of the extra time until the next month's payroll. Secretaries only: you can include the explanation on your comp sheet.

MONITOR YOUR HOURS

You are responsible for making sure your hours are correct. Monitor your hours each day, if you accidentally go over or under, please make adjustments to your time within the same work week to make up or take off the extra time. All adjustments are to be made within the same work week. Our work week runs from Monday to Sunday each week.

ABSENCE FROM WORK

If you work less than your scheduled hours for the week, turn in the appropriate absence report.

MISSED PUNCHES

If you miss a punch on the time clock, let payroll know as soon as possible. Payroll will not be able to process your time with missed punches. This could result in a delay in paying you for hours worked.

SIGN YOUR TIME SHEET

Please approve your time, for the previous week, each Monday by 10:00 a.m.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and Superintendent or designee must give approval. For approved travel, employees will be reimbursed for other travel expenditures according to the current rate schedule established by the district. Personal mileage will only be reimbursed if a school vehicle is not available. If an employee chooses to take his/her personal vehicle when a school vehicle is being provided, the employee is responsible for parking fees of the personal vehicle.

Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage along with the Travel Reimbursement form.

Health, Dental, and Life Insurance

Policy CRD

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

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact McKenzie Newman or Combined Benefits Group at (800) 749-6458 for more information.

GISD has an online benefits site and enrollment:

www.mybenefitshub.com/gatesvilleisd

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for dental, vision, supplemental life, cancer, dread disease, disability, etc. Premiums for these programs can be paid by payroll deduction. Employees should contact McKenzie Newman at 1127 for more information.

GISD has an online benefits site and enrollment:

www.mybenefitshub.com/gatesvilleisd

Cafeteria Plan Benefits (Section 125)

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

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

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Claims Administrative Service, effective through August, 2023.

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 McKenzie Newman, HR Specialist. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, page 45 for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment

benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact Marsha Worthington at ext. 1123.

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 eligible to purchase a year of creditable service in TRS. 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 HR & Payroll 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.texas.gov). See page 14 for information on restrictions of employment of retirees in Texas public schools.

Medicaid Subsidy (HIPP Notice)

Premium Assistance Under Medicaid and the Children's Health Insurance Program (CHIP)

If you or your children are eligible for Medicaid or CHIP and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If you or your children aren't eligible for Medicaid or CHIP, you won't be eligible for these premium assistance programs but you may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit www.healthcare.gov.

If you or your dependents are already enrolled in Medicaid or CHIP and you live in a State listed below, contact your State Medicaid or CHIP office to find out if premium assistance is available.

If you or your dependents are NOT currently enrolled in Medicaid or CHIP, and you think you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial **1-877-KIDS NOW** or www.insurekidsnow.gov to find out how to apply. If you qualify, ask your state if it has a program that might help you pay the premiums for an employer-sponsored plan.

If you or your dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must allow you to enroll in your employer

plan if you aren't already enrolled. This is called a "special enrollment" opportunity, and **you must request coverage within 60 days of being determined eligible for premium assistance**. If you have questions about enrolling in your employer plan, contact the Department of Labor at www.askebsa.dol.gov or call 1-866- 444-EBSA (3272).

If you live in one of the following states, you may be eligible for assistance paying your employer health plan premiums. The following list of states is current as of January 31, 2016. Contact your State for more information on eligibility –

TEXAS – Medicaid
Website: http://gethipptexas.com/ Phone: 1-800-440-0493

Other Benefit Programs

The district offers additional benefits:

- \$367 contribution towards employee group health insurance premium (not included in salary)
- \$20,000 employee life insurance (reduces to \$10,000 at age 70) for active personnel regularly scheduled to work at least 10 hours each week, excluding substitute teachers, retirees and any temporary or seasonal workers
- Free home game admission with school I.D.
- Employee catastrophic leave
- Extended sick leave
- Bereavement leave
- Tuition-free attendance for children of nonresident employees
- Professional developmental leave

Employees should contact the Gatesville ISD Administration Office for more information

Leaves and Absences

Policies DEC, DECA, DECB

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

Paid leave must be used in half-day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Personal Leave
- State sick leave accumulated before the 1995-96 school year
- State Personal Leave

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification.

Immediate Family. For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA (LEGAL).

Medical Certification. Any employee, who is absent more than five 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.

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

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

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee’s unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

Personal Leave

[DEC Local](#)

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee’s usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

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 allow very little, if any, advance planning. Nondiscretionary may be used 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 request to his or her principal or supervisor 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.

By Board policy, discretionary use of state personal leave shall not exceed five workdays in a semester and ten days in a school year. An employee that works year-round (226+) has an additional 5 days in the summer. Any additional days granted shall be docked from the employee's pay at the daily rate beginning with the sixth day of absence and days thereafter, even if leave is available.

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

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in whole day and half day increments, except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

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

Definition - Family Emergency

- The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

Local Leave

All employees shall earn an additional two equivalent workdays of local personal leave per school year, at a rate of one-half workday for each 45 workdays of employment.

Local personal leave shall be noncumulative and shall be taken with no loss of pay.

Local leave is available for use at the beginning of the year. If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for local leave the employee used but had not earned as of the date of separation.

Catastrophic Sick Leave Bank

Gatesville ISD has instituted the Catastrophic Sick Leave Bank (bank) to help alleviate the hardship caused to an employee and the employee's family in the event that a catastrophic illness or injury forces the employee to exhaust all accumulated state and local leave days and any accumulated compensatory time, and then lose compensation.

Membership shall be available on a voluntary basis for all employees eligible for membership in the Texas Teachers Retirement System. Employees that hold dual jobs within the district i.e., bus driver and paraprofessional, are eligible to join catastrophic leave in both jobs. However, catastrophic leave can only be used when the employee is unable to work in both capacities.

The Catastrophic Sick Leave plan year runs from September 1 through August 31.

Employees earning five or fewer state personal leave days per year may join the bank by contributing one or more days. A maximum of two days per year may be donated. The day(s) contributed to become a member of the bank shall be deducted from the member's two local personal days.

For newly hired GISD employees, the open enrollment period shall be the first two weeks of the school year. For newly hired GISD employees hired after September 1, the enrollment period shall be the first two weeks from the first official day of work. Employees new to the district are eligible for enrollment once their Enrollment/Decline form is received in the Admin office.

Current GISD employees that want to change their membership status for the next school year will have open enrollment until August 31. The Enrollment/Decline form must be received in

the Admin office by August 31. However, these changes would not take effect until September 1 of the current school year.

Employees who do not join the bank during the applicable enrollment period are ineligible to join until the open enrollment period the following school year.

Days may be requested from the bank for a catastrophic illness or injury of:

1. The member, spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee's household at the time of illness or death.

Elective surgeries and surgeries that can be scheduled during school breaks are not covered under the bank, except for extenuating circumstances.

Days donated to the bank are available for use by any member. Members may not stipulate who is to receive their contributions. Days remaining in the bank at the end of the year shall be carried forward for use the following year(s). In the event the available days in the bank fall to a critically low number, the Superintendent or designee shall have the authority to request a voluntary donation. All days donated to the bank shall remain in the bank and cannot be returned upon cancellation of membership.

Which Illnesses and Injuries are Eligible

Leave days from the Bank are available only in the event of catastrophic illness or injury. Pregnancy and routine illnesses, surgeries and injuries in general are **not** necessarily covered by the Bank.

A **catastrophic injury or illness** is defined as:

- * a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Complications resulting from pregnancy shall be treated the same as any other condition.

A diagnosis or surgery not so listed may qualify for designation as catastrophic injury or illness under certain, unusual conditions, and may be considered by the Superintendent or designee by special request

Whose Illness or Injury Qualifies

Days may be requested from the Bank for a catastrophic illness or injury of employee or immediate family:

- a) Member, spouse.
- b) Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
- c) Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
- d) Sibling, stepsibling, and sibling-in-law.
- e) Grandparent and grandchild.
- f) Any person residing in the employee's household at the time of illness or death

How to Request Bank Leave Days

Required Paperwork- Catastrophic Leave paperwork can be picked up or emailed to you by Dana Walters. Please email or call her immediately when paperwork is needed.

Members must meet all criteria set out below.

1. Requests for use of the Bank shall be made on the **Request for Catastrophic Leave form**.
2. Before the member's request for Bank days can be considered, the patient's physician must complete an official **Attending Physician's Statement** confirming the cause of the illness or injury and submit it to the Gatesville ISD Personnel Office. If the employee is the person with the injury/illness, the **Attending Physician's Statement** must also certify the existence of a disability to perform assigned duties and the anticipated date the member will be able to return to work. The form must be personally signed by the physician. The Bank will not honor any physician's statement unless it is on the official form provided by the Bank.

3. Each separate application for a grant from the Bank, including applications for renewals, must include a new **Attending Physician's Statement**.

Miscellaneous

Leave days from the Bank will be available for use only after the member has exhausted all accumulated state and local leave days and any accumulated compensatory time.

Bank days should be requested in advance when it can be anticipated that Bank days will be needed. This will help avoid temporary loss of wages. A request for Catastrophic Leave can be submitted as early as ten (10) days in advance of the exhaustion of all accrued paid entitlements (state and local leave, compensatory, vacation, as applicable).

A Bank member may also request Bank days on a reimbursement basis. All requests for reimbursements shall be made no later than 30 days after a member returns to work.

In case of an illness or injury prevents the member from personally applying for Bank days, the application may be submitted by the employee's supervisor or member of the family on the member's behalf.

The Superintendent or designee may refuse to consider a request for catastrophic leave that does not conform to the requirements above.

How Bank Days Will Be Granted

Review of Request

1. Request will be considered by the Superintendent or designee on a first-come, first-serve basis.
2. A member's Request for Catastrophic Leave shall be reviewed by the Superintendent or designee. Medical personnel shall review the medical information to determine if the diagnosis is one of the illnesses/injuries designated as catastrophic, as noted above in IV.
3. The Superintendent or designee may require a second medical review at the expense of the member. This second physician will be chosen by the District. This second physician's report shall be sent directly to the Superintendent or designee before it may be acted upon.

4. The Superintendent or designee shall normally have ten (10) working days from the date a request containing all required information is received, to approve all or part of a request or deny the request, and to notify the member.

Limitations

1. Bank days shall be granted only for absences from working days and will not be granted for holidays, vacation days or other such days for which the member is not paid.
2. When a disability is eligible for Workers' Compensation, the amount of leave granted and the resulting payment shall be offset with benefit.
3. In no case will granting of leave from the Bank cause a member to receive more than his/her expected salary.
4. While being paid from the Bank, members cannot earn service days for TEA or the Teacher Retirement System.

Amount of Leave

The amount of leave granted for each catastrophic illness or injury will be determined by the Superintendent or designee. **Leave shall be granted in no more than 15 day increments, renewable up to one (1) time.** The cumulative amount of leave granted to any one member in any one school year will not exceed 30 days or 1/3 the balance in the Bank, whichever is less. Also, the number of days granted in any one school year may not cause the member to exceed the remaining number of duty days for which the Bank member is scheduled to work in that school year, according to the District calendar for his/her position. A "day" granted to a member shall be equivalent to the number of hours in that member's typical day.

Unused Leave Days

If a Bank member does not use all of the days granted from the Bank, the unused days will be returned to the bank.

Payment for Bank Days

1. Bank days transferred to an employee's leave balance will be used and recorded in the same manner as the standard hours accrued monthly by the member, and a member absent on Bank leave will be treated for all purposes as if absent on accrued leave.
2. If approval is granted prior to the payroll cut off date, payment for Bank days will be on the current payroll check. Otherwise, the District will include the payment in the next regular payroll check, based on the actual days docked that are within the maximum number of days allowed. If the member accrues leave while on catastrophic leave, or uses the Bank leave intermittently, accrued leave must be exhausted prior to resumption of use of approved Bank leave.

Appealing a Catastrophic Sick Leave Bank Decision

The member may appeal the decision of Superintendent or designee within ten (10) working day of receipt of notification of the decision. The member need only write a letter to the Superintendent or designee specifying the basis of the appeal.

Cancelling/Losing Membership

A member will lose the right to utilize the benefits of the Bank only by:

1. termination or suspension of employment in the District
2. change of position which results in loss of TRS eligibility (If a member's change in position occurs after the member has contributed the required day for a given year, the member remains eligible to use the Bank. However, the amount of leave that may be granted to such a member will be computed using the member's current typical day.)
3. being on approved leave other than disability leave
4. a history of abuse or misuse of the Bank privileges
5. cancellation of participation by the member at any time

Extended Sick Leave

Once all state and local leave has been exhausted and catastrophic leave is used, if applicable, employees may be granted extended sick leave at a reduced rate of compensation for a maximum of 20 workdays. Once an employee initiates use of extended sick leave, a medical note should be provided for each absence. Requests for extended leave shall be submitted to the Superintendent for prior approval.

During a period of extended leave, professional employees shall have the appropriate current daily substitute's rate as established by the District deducted from their salary; paraprofessional employees shall have one half of the appropriate current daily substitute's rate deducted from their salary; bus drivers shall have the current substitute trip rate deducted from their salary; and service personnel shall have prevailing minimum wage deducted from their salary.

Family and Medical Leave Act (FMLA)—General Provisions

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

Leave Entitlements

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

Benefits and Protections

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Requesting Leave

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employer Responsibilities

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information:

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

Local Family and Medical Leave Provisions

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

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. Spouses who are 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.

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee's ability to perform essential job function is required, the district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider.

Reinstatement. An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in policy (see DECA (LEGAL)).

Failure to Return. If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

District Contact. Employees that require FML or have questions should contact Dana Walters for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Certified Employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as 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. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

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

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

Workers' Compensation Benefits

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

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or -illness wages. While an employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

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 incident involving an assault is a work-related injury, and should be immediately reported to McKenzie Newman, HR Specialist.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person nonresponsible for purposes of criminal liability.

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

Bereavement Leave

An employee shall be entitled to a leave without deduction of pay, not to exceed five days per school year, for a death in the immediate family. An employee must request to invoke this policy within 15 days of the qualifying event. It is the employee's responsibility to invoke this policy in a timely manner.

Use of local bereavement leave shall not be deducted from the employee's accumulated state personal leave or local sick leave. Local bereavement leave shall be noncumulative. Local bereavement leave exceeding five days shall be charged to personal leave or local sick leave until the personal leave or local sick leave is exhausted and then leave shall result in a reduction in pay. If an employee is currently receiving catastrophic leave at the time of death of an immediate family member, employee leave shall convert from catastrophic to bereavement leave.

An employee asked to serve as a pallbearer, musical accompanist, officiate the funeral service, or asked by an administrator to serve as a school representative to a funeral shall be granted local bereavement leave for these services. Approval from the building principal is required for campus employees. Approval from the Superintendent or designee is required for all other employees not assigned to a campus. These approvals can be granted in ½ day increments as deemed necessary by the administrator.

Jury Duty

The district provides paid leave to employees who are summoned to jury duty. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or of documentation of time spent at the court may be required.

Employees that are released from jury duty before 11:30 a.m. must report back to work.

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

Truancy Court Appearances

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Military Leave

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

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the HR Department. In most cases, the length of federal military service cannot exceed five years.

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact GISD Admin Office for details on eligibility, requirements, and limitations.

Military Leave for Immediate Family Deployment/Return Ceremony- The District will grant an employee up to two days annually if they are an immediate family member of an active duty military service member for deployment/return from duty, with documentation afterward and approval prior.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include Lion's Club Teacher of the Month, campus and district recognition dinners, teacher of the year awards, service awards, and Teacher Appreciation Week.

District Communications

Throughout the school year, the GISD Administration 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.

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 grievance 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 of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints can be found at the hyperlink above entitled Policy DGBA.

Employee Conduct and Welfare

Standards of Conduct

[Policy DH](#)

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

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency*, page 82 for additional information.

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

Texas Educators' Code of Ethics

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 and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b))

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

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

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

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

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

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

Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

Standard 1.14 The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

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, gender, disability, family status, or sexual orientation.

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

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

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

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment, and Retaliation

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

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, 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.

Individuals 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 complaint should be made 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 can be found at the policy hyperlinks above.

Harassment of Students

Policies [DH](#), [DHB](#), [FFG](#), [FFH](#), [FFI](#)

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 58 and *Bullying*, page 86 for additional information.

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

Definition of solicitation of a romantic relationship from DHB (Legal):

"Solicitation of a romantic relationship" means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is

romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator's job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction.
Factors that may be considered in determining the romantic intent of such communications or behavior include:
 - a. The nature of the communications;
 - b. The timing of the communications;
 - c. The extent of the communications;
 - d. Whether the communications were made openly or secretly;
 - e. The extent that the educator attempts to conceal the communications;
 - f. If the educator claims to be counseling a student, SBEC may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities; and
 - g. Any other evidence tending to show the context of the communications between educator and student.
2. Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
3. Making sexually demeaning comments to a student.
4. Making comments about a student's potential sexual performance.
5. Requesting details of a student's sexual history.
6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
8. Inappropriate hugging, kissing, or excessive touching.
9. Providing the student with drugs or alcohol.

10. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
11. Any other acts tending to show that the educator solicited a romantic relationship with the student.

Reporting Suspected Child Abuse

Policies DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §26.001, to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion.

Employees are also required to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child or person with a disability.

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 or administrator to make the report.

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

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

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at www.gatesvilleisd.org, click on 'About Us', 'Required Posting', [Districts Child Abuse Plan](#). As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

Reporting Crime

Policy DG

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

Technology Resources

Policy CQ

The district's technology resources, including its networks, computer systems, e-mail accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use 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 technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact technology@gatesvilleisd.org .

Personal Use of Electronic Communications

Policy DH

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communications 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 limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant

that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See Policy DH (EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
 - Copyright law [See Policy CY]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See *Use of Electronic Communications with Students*, below, for regulations on employee communication with students.

Electronic Communications between Employees and Students

Policy DH

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

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

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

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

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

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:

- For each text message addressed to one or more students, the employee shall send a copy of the text message to the **text@gatesvilleisd.org**.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of midnight and 5 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DHB]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Acceptable Use Policy for Technology

Limiting Electronic Communications with Students by District Employees

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

However, instant or text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity. The employee is required to include his or her immediate supervisor and the student's parent as recipients on all text messages.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

ACCEPTABLE USE POLICY

Electronic Communication and Data Management

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Availability of Access

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations or use that violates the student code of conduct or employee standards of conduct may result in suspension or termination of privileges and other disciplinary action consistent with District policies. Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy governing copyright [See CQ]

Monitored Use

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes. Administrators reserve the right to examine, use and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person, or to protect property. This information may also be used in disciplinary actions and may be furnished as evidence of a crime to law enforcement.

Disclaimer of Liability

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

Local Regulations

Electronic Communication and Data Management

The District's system will be used only for administrative and educational purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

The District will provide training to employees in the proper use of the system and will provide all users with acceptable use guidelines. All training in the use of the District's system will emphasize the ethical use of this resource.

System Access

Access to the District's electronic communications system will be governed as follows:

1. With the approval of the administration, District employees will be granted access to the District's system.
2. The District will require that all passwords be changed every year.
3. Students completing required course work on the system will have first priority for use of District equipment after school hours.
4. Any system user identified as a security risk or having violated District and/or campus computer-use guidelines may be denied access to the District's system.

Campus Level Responsibilities

The principal or designee will:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system at the campus level.
2. Ensure that all users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. A digital signature is maintained online with the District TalentEd software for each employee and the AUP signature page is kept on file with the student handbook signature page. Student AUPs are digital and viewable at each campus.
3. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.

Individual User Responsibilities

The following standards will apply to all users of the District's electronic information/communications systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. System users shall not let others use their name, logon, password or files for any reason (except for authorized staff members).
3. Viewing or participating in non-instructional/non-administrative Internet games, Internet chat rooms, social network sites, commercial e-mail or webmail (e.g. Hotmail, Yahoo, AOL or Gmail) other than those sponsored and overseen by the District is prohibited. This includes, but is not limited to, instant messaging or personal use of streaming media.
4. System users may redistribute copyrighted programs or data such as software, audio, video, files and graphics only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
5. Users may not download, upload, install or otherwise use programs or software of any type without prior express written permission from the GISD Technology Department. This includes, but is not limited to, executing "portable" applications located on mobile media or devices.
6. Users shall not use system resources to purposefully access or view materials, distribute, create, or copy messages or materials that are abusive, obscene, sexually-oriented, threatening, racist, excessively violent, harassing, damaging to another's reputation, or illegal. GISD provides filtering mechanisms to help prevent accidental access to such materials; however, filters are not all-inclusive and will not block all inappropriate sites. In the event that accidental access to prohibited materials occurs, users are expected to immediately discontinue such access and report the incident to the supervising teacher or administrator.
7. Users shall not bypass or attempt to bypass GISD security measures through means such as, but not limited to, online proxies, bootable media, IP spoofing, etc.
8. Users shall not alter or vandalize computers, networks, printers, or other associated equipment and system resources. Alteration or vandalism includes, but

is not limited to, removal of parts, intentional destruction of equipment, attempting to degrade or disrupt system performance, or attempting to make system resources unusable.

9. Users shall not relocate or remove technology equipment (hardware or software) from its location without express permission of the GISD Technology Department.
10. GISD does not support personal equipment or software. Users shall not install personal software on GISD owned computers. GISD personnel shall not attach personal devices to GISD resources. Students shall not attach personal devices to GISD resources.
11. Students will not be permitted to have cell phones or other electronic media devices (iPods, mp3 players, digital cameras etc.) in their possession in the testing environment on state testing days. In grades 7-12, students will turn their phones in to the test administrator and sign a form acknowledging that the use of cell phones/devices is not allowed.
12. Students of GISD shall not utilize any district technology resource without direct supervision at all times by a teacher or administrator.
13. Users should be aware that electronic mail (e-mail) and all other files stored on GISD's network are the property of GISD. Users should not send any messages or create any files that they would not want to be made public. Space restrictions will be implemented according to District guidelines.
14. Users shall not use system resources for the forgery or attempted forgery of e-mail messages. Attempts to read, delete, copy, or modify the e-mail of other system users, deliberate interference with the ability of other users to send/receive e-mail, or the use of another person's e-mail account is prohibited.
15. Users with GISD e-mail access shall not waste district resources through inappropriate use of the network including use of GISD group e-mail distribution lists to send non-administrative or non-instructional messages to other users (e.g. chain letters, broadcast messages, personal advertisements, personal forums, gossip, personal opinions or political agendas).
16. Users who identify or know of a security problem on the system must notify the technology department, principal, or teacher immediately and must not demonstrate or verbalize the security problem to other users.
17. Users shall not incur online credit card charges or any other charges without prior District authorization and according to established District purchasing procedures.
18. Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses.

Information Content/Third-Party Supplied Information

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

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

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

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence

- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the SBEC rules

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

Alcohol and Drug-Abuse Prevention

[Policy DH](#)

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

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. 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, using tobacco products, or e-cigarettes 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.

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 include the following:

- Forgery or unauthorized alteration of any document or account belonging to the district

- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

Conflict of Interest

Policy CB, DBD

Employees are required to disclose in writing to the district 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
- Non-school employment

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy CY

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

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.

Charitable Contributions

Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

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.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact Executive Director of Operations.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or

firearm or ammunition is properly stored, and not in plain view. 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 supervisor or call the Administration Office 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.

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 GISD Administration 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 48 hours before the treatment begins. Notices are generally located on the doorway/entrance to the area involved. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

Other Topics

School Trips

Sponsors planning school trips should always consult with the district calendar and the transportation department to see that school vehicles are available. Gatesville ISD personnel that supervise students on trips are responsible for the safety and behavior of the students on trips. Students that have a need to change uniforms, or from street clothes to a uniform, must change clothes in a facility designed for this. No students are allowed to change clothes on the buses for any reason. If time does not allow for changing clothes after arrival at a destination, students should be required to wear their uniforms on the bus. No bus drivers should be asked to leave a bus so that students can change. Changing of clothes by students should take place in an appropriate facility and never on a school bus.

Domestic Animals

Policy FBA

No animals are allowed on District property without the approval of the campus principal (with the exception of service animals). Once approval is given, the teacher(s) must give notice to all parents that an animal will be allowed in the classroom. Some students may have allergies or other special needs that would need to be considered before the animal was brought into the classroom. Some animals are not recommended to be in classrooms including:

- Cats or dogs, other than service animals
- Baby chicks and ducks (high risk for salmonellosis and campylobacteriosis),
- Snakes, lizards, turtles, and iguanas (high risk for salmonellosis),
- Hedgehogs (risk for salmonellosis),
- Wild animals such as bats, skunks, raccoons, coyotes, and foxes (high risk of rabies, biting, and parasites)
- Birds such as parrots, parakeets, budgies, and cockatiels (risk for psittacosis),
- Mice, rats, guinea pigs, gerbils, and possums (risk for tuberculosis).

Management of Activity Funds

- Each school shall have and maintain a student activities account to manage class funds, organization funds, and any other funds into which students have put money in the name of the school. All monies collected shall be receipted by the principal or a designee and deposited to the appropriate District account at the District depository on the same day, if possible.
- The principal of the school shall be responsible for the proper administration of each organization's funds in accordance with state and local law, District-approved accounting practices and procedures, and TEA Bulletin 679. Student activity funds shall be included in the annual audit of the District's fiscal accounts. (See Policy [CFC](#))
- Monies collected by student groups shall be disbursed only for purposes authorized by the organization or upon approval of the sponsor. The principal or a designee shall approve all disbursements. All funds raised by student organizations must be expended for the benefit of the students

Staff Children During Staff Development

It is important for GISD to strike a healthy balance between providing a family-oriented environment for its staff and an area for continued staff development whereby educators can speak candidly about sensitive student issues. Therefore, staff children should not be present during faculty meetings, professional development sessions, PLC meetings, collaboration days, summer school sessions, new teacher meetings, or any other job-related meeting. However, during after-school sessions such as a faculty meeting, it is appropriate for staff children (who are old enough to be alone) to be in an adjacent classroom until the completion of the meeting. If an educator's child is ill and unable to attend school, the child should not be in the educator's classroom. Adult children who wish to volunteer in a parent's classroom, should complete the criminal history form, gain principal approval, and sign-in/out with each session.

Grading Guidelines

Policies EIA, EIE, EI

The District has provided the following basic grading guidelines to ensure that grades reflect a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. The goal is not to take an over-abundance of grades but to offer meaningful and authentic assignments to students. The District also strives to create a grading system that is both rigorous but allows students a reasonable opportunity to redo certain failed grades or complete a potential extra credit assignment.

Another goal of the District's grading policy is to provide general guidelines for adherence, which leaves flexibility for campuses to provide more specific guidelines on items such as the relative weight of tests versus daily assignments or the number of grades taken. Below are the District's general grading guidelines:

During a grading cycle, a minimum of 9 daily grades and 3 test grades must be taken. Teachers are certainly allowed to take additional grades especially if the teacher wishes to drop the lowest daily grade for students. Assignments should be meaningful and relevant to the curriculum. Grades will not be offered to students for civic-minded activities such as bringing canned items for a food drive.

No one grade should count for more than 25% of the student's overall average for the reporting period.

If a student's average ends in the number "9," a teacher is not compelled to raise the grade. For example, if a student's average for the reporting period comes to a 79, a teacher is not compelled to raise that average to an 80 if the 79 is a true representation of the grade earned.

Teachers are required to post at least one daily grade by 8:00 a.m. each Monday from the previous week of instruction into the online gradebook system, so that parents may have an up-to-date snapshot of their child's academic progress. Please ensure the grades entered are accurate. If a student has been absent and has not had the opportunity to complete an assignment, do not place a zero or fifty as a placeholder for a grade. In these instances, just place an "M" for missing. Although this calculates as a zero, it alerts the parents but is not the official grade.

Homework is meant to support classroom instruction and should consist of meaningful and authentic assignments that are relevant to the curriculum. A healthy balance of homework would provide the student with multiple opportunities to practice the material within the curriculum, while not overly burdening the student to the point of frustration. Dependent upon the age of the student, homework may or may not be graded; rather, it would be an additional opportunity for practice.

If a student misses an extended period of time or even withdraws from GISD and then returns later in the school year, the district will work with the student so that he or she may attempt to earn credit for the entire year or set of courses. Unfortunately, students who withdraw from GISD and then return later in the year may not have enrolled in any other district during this interim period resulting in a gap in their education. Options for reconciling the missed curriculum include:

Have the student complete an outside project, which addresses the missing content.

Have the student complete key assignments from the missing period to demonstrate mastery of the curriculum.

If the period of time missed was not overly lengthy, the student may be able to pass a summative assessment showing overall mastery of the coursework missed.

If the student did enroll in another district or was homeschooled, use the grades received from the other district or homeschool program to supplement the grades in GISD.

Additional Secondary (7-12) Grading Guidelines

As students transition to the secondary level, a more rigorous grading policy will include the following:

Tests: Students may retake a test only if the student scored below a 70. Once a student retakes the test, the original grade and the retake grade will be averaged together for a new grade of not more than a 70 and not lower than the original grade.

Daily assignments/Quizzes: Students will not be allowed to redo daily assignments or quizzes. However, teachers may drop the lowest grade for students (if the minimum number of grades is still met) or offer one meaningful extra credit assignment during the reporting period.

Late Work: Students who turn in late work will receive a maximum grade of 70. Late work will only be accepted up to 3 days after the original due date unless prior arrangements have been made with the teacher.

Lesson Plans

Lesson plans are due at 8:00 a.m. on Monday for the upcoming week of instruction. The plans should be created within the Eduphoria Forethought system. Teachers should work collaboratively within their PLCs to create lesson plans. While the lesson planning process is not meant to be overly burdensome for the teacher, sufficient detail is needed within the plans so that a substitute teacher could adequately instruct the class and so administration may check for curricular alignment. A specific lesson plan template has not been mandated so that teachers have the autonomy to create their own lesson format. However, at times, administration may ask for more detail or clarification pertaining to traditional aspects of the lesson cycle or major elements of the balanced literacy framework.

Homework

Homework is meant to support classroom instruction and will consist of meaningful and authentic assignments that are relevant to the curriculum.

Video Use During Classroom Instruction

Policy EFA

All videos shown in the classroom should be directly related to the District's curriculum. Videos are not to be used as time filler and should not be shown on days prior to a student holiday or during the last week of school. The video must have a meaningful correlation to the instructional objective. Before, during, and/or after the video, the students must be involved in a related activity. Video clips longer than 15 minutes or above a PG rating are discouraged. Video

clips should not consume a disproportionate amount of time during a unit of study or over the year as a whole.

Key questions governing the teacher's/team's selection of videos:

- What are the learning objectives to be met?
- Is a video the best vehicle for meeting the learning objectives?
- What video would best teach students the objectives to be met, considering their level of maturity and interest?
- What activities will best prepare students for the video learning experience?
- What are students' responsibilities during the video?
- What is the follow-up activity?

Online Donation Websites

Online Donation Websites (e.g. GoFundMe.com, DonorsChoose.com, etc.)

- Campus staff shall not utilize external donor websites to seek donations for the campus (e.g. supplies, computers, etc.) Staff should coordinate with the principal to ensure funds are allocated to cover the needs of the campus.
- Donor websites shall not be established by the campus for the personal benefit of staff or students.
- Student activity clubs and organizations may utilize external donor websites to seek donations for their club or organization with the prior written authorization from the campus principal and the CFO (a fundraising activity form is required.)
- Donations, if any, received through the donor website shall be deposited in the appropriate activity fund account.
- All expenditures with donated funds shall follow the established purchasing and payment procedures.

Gatesville Education Foundation grants and other Grants

Instructional materials and technology received through the Gatesville Education Foundation or other grants remain the property of the grade level/department to which the grant was awarded. If an employee transfers to another position, all grant awards supplies/technology should stay at the awarded campus.

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 Gatesville ISD Facebook and Twitter and notify the following radio and television stations:

KCEN TV-Channel 6

KWTX TV- Channel 10

KXXV TV-Channel 25

In addition, message delivery is being extended directly to the public through a system called SchoolMessenger. You can self-register and manage email and/or cell phone text message addresses and receive emergency information just minutes after it is posted. To register, go to the Gatesville ISD home page at www.gatesvilleisd.org and click the SchoolMessenger icon.

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency, and the 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

All requests for purchases must be submitted to the Finance/Accounts Payable department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for

purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact Gatesville ISD Administration for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. . With TalentEd Records, employees can go online and complete the Employee Name/Address Change form. Employees can notify the GISD Administration office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from the HR Specialist, McKenzie Newman.

Personnel Records

Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal e-mail is confidential and may not be released without the employee's permission.

Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Information that reveals whether they have family members
- Personal e-mail address

The choice to not allow public access to this information may be made at any time by submitting a digital form through TalentEd Records.. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public until a request to withhold the information is submitted.

Building Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. Marian Klima, Maintenance and Transportation Admin Asst., is responsible for

scheduling the use of facilities after school hours. Contact Maintenance/Transportation 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 at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent. Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 82. The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in of the same acts.

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

Dismissal or Nonrenewal of Contract Employees

Policies DF Series

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 timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

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. (See *Complaints and Grievances*, page 51.)

Exit Interviews and Procedures

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, including intellectual property, and equipment must be returned upon separation from employment.

Reports to Texas Education Agency

Policy DF, DHB

The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

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

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

deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- 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

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

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to Eric Penrod, Supt.

Student Records

Policy FL

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

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

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

Parent and Student Complaints

Policy FNG

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

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved 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 may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen[®]), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other 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 and Discipline

Policies in the FN series and FO series

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

Student Attendance

Policy 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 from the parent/guardian describing the reason that the student was absent from school. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

[*Policy FFI*](#)

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to the campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

Hazing

[*Policy FNCC*](#)

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

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Appendix

[Chapter 37. Discipline; Law and Order](#)

Employment Policies

*The following employment policies including (LEGAL) and (LOCAL) policies and exhibits can be accessed through the district web-site by clicking on the below **policy code link**. If you have any questions, please contact the superintendent's office at 254-865-7251.*

PolicyCode	PolicyTitle
BQ	Planning and decision-making process
DAseries	Equal employment opportunity, genetic nondiscrimination, criteria for personnel decisions
DBAA	Criminal history and credit reports
DBD	Conflict of interest
DC & DCA	Employment practices
DCB	Term contracts
DEAseries	Salaries and wages; incentives and stipends
DECseries	Leaves and absences
DF	Termination of employment
DFAseries	Termination of, or return to, probationary contract
DFBseries	Termination of term contracts
DFD	Hearings before hearing examiner
DFE	Resignations
DFF	Reduction in force
DFFA	Reduction in force due to financial exigency
DFFB	Reduction in force due to program change
DG	Employee rights and privileges
DGBA	Employee complaints/grievances
DH	Employee standards of conduct
DHB	SBEC reporting
DHE	Searches and alcohol/drug testing
DI	Employee welfare
DIA	Freedom from discrimination, harassment, and retaliation - Employee
DK	Assignment and schedules
DN series	Performance appraisal

FFG	Child abuse and neglect
FFH	Freedom from discrimination, harassment, and retaliation - Student
FFI	Freedom from bullying
FN series	Student rights and responsibilities
FO	Student discipline
GRA	State and local governmental authorities
