



Employee Handbook 2018-2019

Columbia-Brazoria Independent School District

Catch the Challenge! Learn for Life!

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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 Chris Miller, Assistant Superintendent of Administrative Services, at chris.miller@cbisd.com.

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

District Information

Demographics

Columbia-Brazoria ISD encompasses 225 square miles and includes cities and communities in Brazoria, Wild Peach East Columbia, and West Columbia. The District operates five campuses serving approximately 3,000 students, comprised of 11% African American, 26 % Hispanic, 58% white, and 5% Other students, as well as a support services facility for child nutrition, maintenance, transportation and warehousing. The District is the largest employer in the District with approximately 440 employees.

District Map



CBISD is located 50 miles south from the heart of downtown Houston and is minutes away from the Gulf of Mexico. The area has the charm of a small town with easy access to city amenities. The area is rich in early Texas history and served as the First Capitol of the Republic of Texas.

District Motto

Catch the Challenge ~ Learn for Life!

District Vision

CBISD is a dynamic organization that empowers a community of learners who dare to dream, take risks, and develop new realities.

District Beliefs

Columbia-Brazoria believes that:

- Students are our highest priority.
- High expectations lead to optimum performance.
- The dignity and worth of every individual must be recognized.
- All students can learn.
- Diversity adds dimension to our community and expands our vision and understanding.
- Successful education is the shared responsibility of all stakeholders.
- Working together makes a positive difference in the lives of our children.
- Students have a right to learn and staff have a right to work in a safe and orderly environment.

Mission Statement

The District is dedicated to the belief that all students can learn and that it is the task of the school to provide the time and support to ensure that this occurs. High expectations for student success on the part of staff, students, and parents is an inherent part of this belief.

In addition, the District seeks to instill in students the responsibility for learning. All students have unique mental, emotional, social, and physical needs. Meeting these needs requires the combined efforts of students, teachers, parents and other community members, and administrators.

It is the mission of the Columbia-Brazoria Independent School District staff, working actively and cooperatively in partnership with students, parents/guardians, and other Columbia-Brazoria Independent School District constituents to:

- Prepare students to become responsible and productive citizens
- Achieve success and dignity by creating a community of life-long learners
- Develop higher level thinking skills and foster creativity.

District Goals

Goal 1 – Curriculum, Instruction, and Assessment: Student achievement at the highest levels will be facilitated so students will be ready to engage in college and career paths and function in an advanced technological society.

Goal 2 – Governance: The Board/Superintendent leadership team will provide effective leadership to implement comprehensive board policies to lead curriculum management, delineate the roles and responsibilities of the Board, superintendent, and all employees, and ensure quality control and equity.

Goal 3 – Staff Development: Professional development activities will be provided for all employees to improve professional practices in ways that increase student achievement and meet the district's mission and goals.

Goal 4 – Facilities and Maintenance Management: Facilities will be safe, clean, attractive, conducive to learning, and capable of meeting the future educational needs of students through the development, implementation, and funding of a plan for facilities development and maintenance.

Goal 5 – Planning and Evaluation: Constancy of purpose and focusing of resources on district priorities will be facilitated by a comprehensive, systemic, planning process and evaluation process.

Goal 6 – Human Resources: Effective school system management and the design and delivery of the curriculum will be enhanced through human resource services that recruit, retain, and develop employees.

Goal 7 – Student Support Services: Student Support Services will enhance the overall mission of the district through implementation of services to meet the needs of all stakeholders.

Goal 8 – Public Relations: Establish an innovative Public Relations Department in order to promote a positive district image within the community.

Goal 9 – Financial Services: The resources of the District will be prioritized and aligned to support the District mission and goals.

Board of Trustees

Policies BA, BB series, BD series, BE series

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

The board of trustees is elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children. Board Members are elected annually as follows:

Positions 1 & 2	2018, 2021 and so forth.
Positions 3 & 4	2019, 2022 and so forth.
Positions 5, 6, & 7	2020, 2023 and so forth.

Board Members serve without compensation, must be qualified voters, and must reside in the District.

Board Members

President	Jonathan Champagne	Member	Matt Damborsky
Vice-President	Becky Danford	Member	Nick Kondra
Secretary	Linda Huebner	Member	Wendy Monical
		Member	Jackie Gotcher

Board Meetings

The Board usually meets the 3rd Tuesday of each month at the Kenneth C. Welsch Central Administration building located at 520 S. 16th Street in West Columbia. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the doors of the administration building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held 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 to consult with attorneys regarding pending litigation.

Board Policy and Procedures

The Board of Trustees operates according to procedures set forth in Board Policy and Procedures provided by Texas Association of School Boards (TASB). Board Policy and Procedures may be accessed on line at www.cbisd.com by clicking on “District”, then “Board”, then “Policy”.

Board Operating Manual

The Board of Trustees operates under guidelines set forth in the Board Operating Manual, which may be accessed on line at www.cbisd.com by clicking on “District”, then “Board”, then “Operating Manual”.

District Administration

Columbia-Brazoria Independent School District
 520 S. 16th Street, West Columbia, Texas 77486
 Phone – 979.799.1700 Phone – 979.345.5147 Fax 979.345.4890

<u>Extension #</u>	<u>Employee</u>	<u>Position</u>
1102	Steven Galloway	Superintendent
1110	Lynn Grell-Boethel	Assistant Superintendent of Student Services
1103	Chris Miller	Assistant Superintendent of Administrative Services
1120	Jason Tracy	Director of Business Services
2901	Brent Mascheck	Director of Athletics
1111	Brenda Matthews	Director of Staff Services
2551	Jennifer Kelly	Director of Special Programs
1108	Samantha Fowler	Director of School Improvement
1842	Cynthia King	Director of Child Nutrition
1803	Justen Williams	Director of Maintenance
1864	Greg Fields	Director of Technology
1821	Rey Ornelas	Director of Transportation
1119	Pam Martin	Accountant
1116	Renee Bullard	Benefits and TRS Coordinator
2004	Pete Gamboa	Chief of Police
1830	Lynne Eubanks	PEIMS Coordinator

Campus Administration

Columbia High School
 520 South 16th Street, West Columbia, TX 77486
 Phone – 979.799.1720 Fax – 979.345.5382

<u>Extension #</u>	<u>Employee</u>	<u>Position</u>
2001	Bobby Mowels	Principal
2003	Christel Magee	Associate Principal
2005	Scott Moody	Assistant Principal
2007	Robert McReynolds	Assistant Principal
2017	Kristie Kucera	Counselor
2016	Bobbi Westbrook	Counselor
2010	Deborah Kaspar	Nurse

West Brazos Junior High
 111 Roustabout Drive, Brazoria, TX 77422
 Phone – 979.799.1730 Fax – 979.798.8000

<u>Extension #</u>	<u>Employee</u>	<u>Position</u>
3001	Alfred Black	Principal
3003	Dawn Thomas	Assistant Principal
3016	Dina Murphy	Dean of Students
3010	Hannah Lamb	Nurse

West Columbia Elementary

601 South Street, West Columbia, TX 77486

Phone – 979.799.1760 Fax – 979.345.3170

Extension #	Employee	Position
6001	Roxana Bolton	Principal
6003	Wendy Thoe	Assistant Principal
6016	Pam Erwin	Counselor
6010	Telina Sorensen	Nurse

Wild Peach Elementary

County Road 353, Brazoria, TX 77422

Phone – 979.799.1750 Fax – 979.798.9198

Extension #	Employee	Position
5001	Mary McCarthy	Principal
5010	Ashley Welborn	Nurse

Barrow Elementary

112 Gaines Street, Brazoria, TX 77422

Phone – 979.799.1740 Fax – 979.798.6784

Extension #	Employee	Position
4001	Tara Belote	Principal
4003	Dana West	Assistant Principal
4016	Jenny Massey	Counselor
4010	Lisa Hall	Nurse

District Calendar

Please refer to the District website at www.cbisd.com to access a copy of the District academic calendar.

EmploymentEqual Employment Opportunity*Policies DAA, DIA*

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

Employees with questions or concerns about discrimination on the basis of race, color, religion, sex, national origin, age, or military status should contact Steven Galloway, the District's Title IX coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact Lynn Grell-Boethel.

Employment Policies*(TEC 21.204(d))*These policies can be found at the District website: www.cbisd.com

Policy Code	Policy Title
DAA	Equal Employment Opportunity
DBAA	Criminal History and Credit Reports
DBD	Conflict of Interest
DC Series	Employment Practices
DCB	Term Contracts
DEA	Salaries and Wages
DEAA	Incentives and Stipends
DEC	Leaves and Absences
DFAC	Return to Probationary Status
DFB Series	Termination of Term Contracts
DFD	Hearings Before Hearing Examiner
DFE	Resignation
DFF	Reduction in Force
DG	Employee Rights and Privileges
DGBA	Employee Complaints/Grievances
DH	Employee Standards of Conduct
DHE	Searches and Drug/Alcohol Testing
DI	Employee Welfare
DIA	Freedom from Discrimination/Harassment/Retaliation
DK	Assignment and Schedules
DN Series	Performance Appraisal

Job Vacancy Announcements*Policy DC*

Announcements of job vacancies by position and location are posted on the District's website. All certified positions will be posted a minimum of 10 working days before position is filled.

Employment after Retirement*Policy DC*

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full or part time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment After Retirement*. Employees can contact TRS for additional information by calling 800.223.8778 or 512.542.6400. Information is also available on the TRS website www.trs.state.tx.us.

Contract and Noncontract Employment*Policies DC Series*

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

Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the District.

Probationary Contracts

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

Term and Continuing Contracts

Full time professionals employed in positions requiring certification and nurses will be employed by term or continuing contracts after they have successfully completed the probationary period. Teachers employed before June 16, 1992 are employed by continuing contract. Teachers employed after that date are employed by term contracts. Campus principals and central office administrators are employed under two-year term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of the contract. Employment policies can be accessed on line 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 non-instructional administrators) are employed by a one-year contract that is not subject to the provisions and procedures for nonrenewal or termination under the Texas Education Code.

Paraprofessional and Auxiliary Employees

All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the District. All hourly employees must sign the Working Agreement which outlines expectations and acceptable standards of behavior and performance. All instructional paraprofessionals must meet the Highly Qualified standards as outlined in Federal Law; 48 college hours, an associate degree or demonstration of academic competency via examination.

Certifications and Licenses

Policies DBA, DF

Professional employees whose positions require Texas/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 the Human Resources Department 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 the Director of Human Resources if you have any questions regarding certification or licensure requirements.

Health Safety Certification

Policies DBA, DMA

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

Searches and Alcohol and Drug Testing

Policy DHE

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

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 sixteen or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted if 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 are otherwise subject to alcohol and drug testing will receive a copy of the District's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact Herman Ornelas at 979.799.1821.

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. A written request for transfer must be completed and signed by the employee and the employee's supervisor. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources office and must be approved by the receiving supervisor. Transfer requests after June 30th must be approved by both the sending and receiving supervisors.

Workload and Work Schedules

Policies DEA, DL

Professional Employees

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

Notification of Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds, the District is required by Federal law to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher.

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

Employees who have questions about their certification status can call the Human Resources Director at 979.345.5147 extension 1111.

Outside Employment and Tutoring

Policy DBD

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

Performance Evaluation

Policies DN 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, Columbia-Brazoria 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 .

Staff Development

Policy DMA

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

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

Employee Dress Code

Columbia-Brazoria ISD employees are expected to set a positive example for the students in the area of personal appearance. In order to convey an atmosphere of respect and professionalism, personnel shall be well groomed and appropriately attired. Attire should be chosen to reflect a professional workplace look as opposed to at-home casual.

It is important to communicate that some environments require a specific standard of dress, and the positive acceptance of such a requisite is essential for students' favorable acceptance of our expectations of them.

Elementary Professional, Clerical and Instructional Support Employees

Shirts/Blouses

Shirts, blouses and tops should be chosen to reflect a professional workplace look as opposed to at-home casual.

- Items not permitted include garments that are sheer, transparent, spaghetti straps, visible undergarments, or exposed midriff.
- Necklines are to be modest and non-revealing.
- Any t-shirts that are not spirit shirts require prior approval from the principal.
- Males shall wear shirts with collars or spirit t-shirts.
- Physical education teachers shall wear shirts that are either collared or t-shirts with the campus logo.

Pants

- Females shall wear full length slacks, capri pants that are no shorter than below the knee in length, and jeans.
- Males shall wear casual (docker type), dress slacks or blue jeans.
- Physical education teachers may wear athletic shorts (no more than 3 inches above the knee) during physical activity periods. Shorts may not be worn in the main instructional buildings during the school day.

Dresses/Skirts

- Females may wear dresses, skirts, and gaucho pants (no more than 3 inches above the knee)

Footwear

Males and females shall wear footwear that is professional.

- Items not permitted include shower shoes, flip-flops and house shoes.

Secondary Professional, Clerical and Instructional Support Employees*Shirts/Blouses*

Shirts, blouses and tops should be chosen to reflect a professional workplace look as opposed to at-home casual.

- Items not permitted include garments that are sheer, transparent, spaghetti straps, visible undergarments, or exposed midriff.
- Necklines are to be modest and non-revealing.
- School spirit shirts may be worn on Fridays. Any t-shirts that are not spirit shirts require prior approval from the principal.
- Males shall wear shirts with collars.
- Physical education teachers shall wear shirts that are either collared or t-shirts with the campus logo.

Pants

- Females shall wear full length slacks; Capri pants that are no shorter than below the knee in length.
- Males shall wear casual (docker type) or dress slacks.
- Physical education teachers may wear athletic shorts (no more than 3 inches above the knee) during physical activity periods. Shorts may not be worn in the main instructional buildings during the school day.
- Blue Jeans may be worn on Fridays

Dresses/Skirts

- Females may wear dresses, skirts, and gaucho pants (no more than 3 inches above the knee)

Footwear

Males and females shall wear footwear that is professional.

- Items not permitted include shower shoes, flip-flops and house shoes.

Central Office and Support Services Professional and Clerical Employees

Shirts/Blouses

Shirts, blouses and tops should be chosen to reflect a professional workplace look as opposed to at-home casual.

- Items not permitted include garments that are sheer, transparent, spaghetti straps, visible undergarments, or exposed midriff.
- Necklines are to be modest and non-revealing.
- Spirit Shirts may be worn on Fridays
- Males shall wear shirts with collars.

Pants

● Females shall wear full length slacks; Capri pants that are no shorter than below the knee in length.

- Males shall wear casual (docker type) or dress slacks.
- Jeans may be worn on Fridays

Dresses/Skirts

● Females may wear dresses, skirts, and gaucho pants (no more than 3 inches above the knee)

Footwear

Males and females shall wear footwear that is professional.

- Items not permitted include shower shoes, flip-flops and house shoes.

Support Services Personnel

Maintenance

- Uniforms supplied by the school District
- Males and females shall wear footwear that is professional non-slip, closed-toe and closed-heel. Items not permitted include shower shoes, flip-flops and house shoes.

Custodial

- Dress attire should be chosen to reflect a professional workplace look as opposed to at-home casual. Items not permitted include garments that are sheer, transparent, spaghetti straps, visible undergarments, or exposed midriff.
- Clean, Neat Scrub Sets are preferred.
- Males and females shall wear casual (docker type) slacks, khakis, blue jeans.
- Males and females shall wear footwear that is professional. Items not permitted include shower shoes, flip-flops and house shoes.

Child Nutrition

- Uniforms supplied by the school District.
- Males and females shall wear footwear that is professional. Items not permitted include shower shoes, flip-flops and house shoes.

Technology

- Shirts supplied by the school District.

- Males and females shall wear casual (docker type) or dress slacks, khakis preferred, jeans allowed. Females may wear capri pants that are no shorter than below the knee in length, dresses, skirts, and gaucho pants (no more than 3 inches above the knee)
- Males and females shall wear footwear that is professional. Items not permitted include shower shoes, flip-flops and house shoes.

Transportation

- Shirts supplied by the school District.
- Males and females shall wear casual (docker type) slacks, khakis, jeans allowed. Females may wear capri pants that are no shorter than below the knee in length. Shorts (no more than 3 inches above the knee) allowed on a non-air conditioned buses.
- Males and females shall wear footwear that is professional, non-slip, closed toe, closed heel. Items not permitted include shower shoes, flip-flops and house shoes.

Apparel for extracurricular events or field trip must be in compliance unless special permission from your supervisor is obtained. Any items not addressed above or any exceptions from these standards require approval from your supervisor.

COMPENSATION & BENEFITS

Salaries, Wages, and Stipends

Policy DEA, DEAA, DEAB

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

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 Human Resources for more information about the District's pay schedules or their own pay.

Annualized Compensation

Policy DEA

The District pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal semi-monthly payments, beginning with the first pay period of the employment year. An employee who separates from service before the last day of instruction or retires under TRS, will receive in his or her final paycheck, a lump sum payment for wages actually earned from the beginning of the school year to the date of separation. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer, unless they elect a lump sum payment of wages already earned.

Paychecks

Payroll checks are issued, for all employees, in twenty-four equal installments. Except for the month of November and December, all payroll checks are issued by the 10th and 25th of each month or the Friday prior if that date falls on a weekend. Hourly employees may request a \$500.00 advance against their pay, to be taken out of the initial pay checks in \$100 increments. Professional employees may request a \$1000.00 advance against their pay, to be taken out of the initial pay checks in \$200.00 increments.

Automatic Payroll Deposit

Columbia-Brazoria ISD utilizes direct deposit. Employee net pay is electronically deposited to the employee's individual bank account or prepaid card on the scheduled payroll date. A wage statement is issued to the employee on the scheduled payroll date either via CBISD or personal email or a paper voucher if the employee does not have an email. Employees must complete a Direct Deposit Request/Authorization form and return it to the Business Office. All portions of the form must be completed correctly with particular attention paid to the bank routing number and the bank account numbers. If the numbers are submitted incorrectly, the deposit may not be processed.

Two payroll periods are required to implement a direct deposit request. The first payroll period is required to verify employee provided bank numbers and has a deposit of “0” pay. The employee will receive a regular payroll check during the first payroll period. The second payroll period will provide for electronic deposit of the employee net pay. The employee will receive a “Wage Statement” providing check stub information.

The Business Office must be notified, in writing, of name or address changes, changes in your bank routing number or your bank account number or if your bank changes its name.

Employee Access Center is now accessible on-line. Employees are able to view their last payment, salary and leave information. Some demographic information will be accessible to update at this site.

Payroll Deductions

Policy CFEA

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

Mandatory

- IRS Withholding Tax
- Teacher Retirement System, currently 7.05% of total gross earnings, (6.40% deposited to member accounts, .65% TRS health insurance program for retired employees).
- Medicare Tax 1.45% if employed after 3/31/86.

Voluntary

- Professional Organization Dues
- United Way
- TRS ActiveCare (Option 1-HD, 2 or Select)*
- Supplemental Life Insurance, employee and dependent
- Dental Insurance Premium*
- 403(b) Tax Sheltered Annuity Programs* - available through any vendor on the TRS list at http://www.trs.state.tx.us/info.jsp?submenu=403b&page_id=/403b/certified_list#List that is also on First Financial approved list
- Disability Insurance*
- Vision Insurance*
- Cancer Insurance*
- Medical Reimbursement or Dependent Care Reimbursement *
- Heart/Stroke Insurance*
- 457 Plan Deferred Compensation Tax Sheltered Investment
- Accident Plan Insurance
- Long Term Care Insurance

*At the employee’s option, these deductions can be deducted before tax under the District’s “Cafeteria” Section 125 plan. This election is made on a September 1 to August 31 basis. This enrollment will be in the Spring. New employees will have an opportunity to sign up after orientation.

Non-cafeteria plan payroll deduction changes can only be made on the first check of the month. For example, annuity, dues and credit union deductions can be changed, stopped or started only on the

10th , or mid month, pay check. The appropriate documents are due in the payroll office by the first day of the month the change is to be effective.

Overtime Compensation

Policy DEA

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

Overtime is legally defined as all hours worked in excess of 40 hours in a work week and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins Sunday and ends Saturday.

Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- **Employees may only accumulate up to 60 hours of comp time per contractual year.**
- Comp time must be used in the duty year that it is earned. All comp time must be used by June 30th.
- Comp time should be approved before it is accumulated.
- Comp time cannot be used before it is incurred.
- Use of comp time may be at the employee's request with supervisor approval as workload permits, or at the supervisor's direction.
- An employee may be required to use comp time before using any other available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Time Clock Procedures

Clocking in requires an employee identification badge swipe, or clocking in using an app on a smart phone or computer. Only authorized personnel are allowed to make approved changes in the time clock system.

Hourly Employees (Paraprofessionals and Support Personnel)

- Clock in when work begins
- Clock out at lunch
- Clock in after lunch
- Clock out when leaving at the end of the day
- Clock out when leaving the premises for non-school purposes (breaks, lunch, errands, appointments)
- Any hours worked over 40 hours/week must be approved IN ADVANCE (Policy DEA Local)
- A limit of **60 hours** of approved comp time may be accrued but must be used by June 30th.

Salaried Employees (Administrators, Certified Professionals)

- Clock in when work begins or when returning from extended departures for non-school purposes

- Clock out when leaving the premises for extended non-school purposes (errands, personal appointments).

Employees that go campus to campus may need to clock in and out at each campus. Contact the Business Office if expanded access is needed.

Special Rules for some Extra Duty (i.e., teacher and bus driver, adult literacy, after school tutorials, etc.):

- If you are changing duties, you must clock out and then clock back in to designate you are starting your other assignment.
- Back to back punches must be one minute apart or the system will not accept the punch.
- Rationale: There is usually different funding for extra duties, and the time you spend on each must be separated for accurate accounting.

Any missed punches need to be reported to your Administrator or designee ASAP. This should be a rarity not a daily occurrence! If you don't report it, your time punches from that point forward are all skewed which could result in loss of pay.

Your daily time must reflect the total number of hours you are scheduled and paid to work. If not, then leave time must be reported to your administrator.

At the end of every pay period, time sheets are required to be signed by each hourly employee and the supervising administrator, then submitted to Payroll by the date on the payroll calendar.

Promptly report any clock/punching errors to Payroll so they can access the error message displayed on the clock to help resolve the problem quickly.

Travel Expense Reimbursement

Policy DEE

District travel requires the completion of an "Advance Staff Travel Request" form and approval by principal or supervisor prior to the trip. The employee shall request a district vehicle when traveling at District expense. Travel expense incurred in private vehicle for school related business is reimbursed only if a district vehicle is not available and at the rate established by the Texas State Comptroller for government employees <https://fmx.cpa.state.tx.us/fm/travel/travelrates.php>

Reimbursement for expenses claimed may be obtained by completing an Expense Reimbursement Form and returning the approved form to the Business Office. Any expense to be reimbursed to an employee of the District must be on this form with itemized receipts attached and properly approved before reimbursement can be made. Travel expense incurred in private vehicle for school related business is reimbursed at the *state* rate established for the State of Texas Employees. For travel over 100 miles one way, paid itemized receipts for lodging and/or meal expenses must be attached to the claim form to receive reimbursement. A copy of the pre-approved "Staff Travel Request" must be attached to the reimbursement request as well.

Expense for all staff travel must be claimed for reimbursement within 30 days from when the travel occurred or reimbursement may be denied. Travel logs for mileage reimbursement are available on the District portal and must be completed in detail.

Any expense to be reimbursed to an employee of the District must be on this form with itemized receipts attached and properly approved before reimbursement can be made. Expenses are reimbursable only during the contract period in which personnel are employed except:

- to participate in administrative approved and/or school mandated or designated in-service
- special “youth organization” or “club sponsor” required meetings
- as approved by the administration.

When more than one person employed by CBISD participates outside the school District in the same or different workshops, scheduled in the same community on the same dates, the maximum reimbursement for transportation expenses incurred and paid by personnel shall be as follows:

- Mileage reimbursement will be allowed for one car for each four (4) employees. The mileage rate for one car can be divided between two or more employees when each of them drives a separate vehicle, provided prior approval is granted by the school official responsible for those employees.
- The Superintendent of Schools or designee may authorize the use of public transportation in lieu of privately owned vehicle travel.
- Travel expenses incurred by employees residing outside the District shall be reimbursed at the lesser amount when travel to a meeting in another community is nearer to the employee’s home than the headquarters of the school District.

Travel Reimbursement Rates (for travel over 100 miles away only)

- Meals - Actual expense not to exceed \$51 per day, approximately \$10-\$25 per meal in a 24 hour period. The 24 hour period starts when travel begins. Example: if leaving at 11am – your 24 hour period would consist of one lunch, one dinner, one breakfast. Tips/gratuities are not allowable expenses.
- Lodging – Currently \$85 per room maximum can be reimbursed under state law so be sure to get hotel purchase order or check in advance of event (some cities may have higher rates).
- Itemized paid lodging receipts and meal receipts must be attached to travel reimbursement form in order to claim reimbursement.
- Travel reimbursement for meal expense when overnight lodging is not required is not reimbursable.

Cash Advance for Travel

Cash advances will not be granted for travel. Any requests for a purchase order issued to a hotel for lodging will be honored. In those instances where a purchase order is not acceptable, a request for check made payable to the hotel will be honored. Check the calendar of check write dates for check request deadlines. Checks are only written twice a month. Checks are not issued on demand. If request is not made in advance, employee must pay expenses and file an Expense Reimbursement Form upon return. Remember that there are limits on lodging reimbursements, so advance payment by the District is best.

Travel Arrangements/Registration

Conference registration and travel arrangements shall be made at the campus level. Requisitions for registration fees or related expenses must be processed well in advance of the conference.

Expense for all staff travel must be claimed for reimbursement within 30 days from when the travel occurred or reimbursement may be denied. Travel logs for mileage reimbursement are available from the Business Office.

Gift of Public Funds

In order to comply with IRS standards regarding income and tax free items, and avoid the appearance of a “Gift of Public Funds” to the employee, the following guidelines apply:

District Cell Phone Usage

Personal use of district cell phones is taxable wages to employees. Employees who have district issued phones should use them primarily for business purposes.

Employee awards

If employee awards are money or gift cards, they must be reported as taxable income. Employee awards for personal use, such as electronic devices, books, or other incentives must be reported as taxable income.

District Provided Clothing

If district provided clothing is adaptable as street wear, it is taxable as income to the employee. Maintenance, food service uniforms are ok, but T-shirts, jeans or khakis are taxable and must be reported as income to IRS. Note: The receipt of one shirt by a sponsor or coach is acceptable, but more than that should be reported as income by the employee.

Meals

Meals consumed by sponsors/coaches with the group/team after events/games with no overnight stay are taxable income and must be reported to the IRS.

Staff Travel Rules

If the Advance Staff Travel Request form is not completed, then any mileage or meals or lodging expenses must be reported to the IRS as taxable income to the employee.

Personal Use of District Vehicles

Per the IRS, personal use of district vehicles is taxable. There are some special rules regarding police cars, however if you use the district vehicles for personal mileage, then you will have to 1) reimburse the district at the approved district mileage rate or 2) have the mileage at the approved district mileage rate added to your wages as taxable income.

Insurance Benefit Programs

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is provided through TRS Active Care, the statewide public school employee health insurance program. Employees eligible for health insurance coverage are employees working at least ten hours per week. The District’s contribution to employee insurance premiums is determined annually by the board of trustees. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet.

The health insurance plan year is from September 1 through August 31. New employees must complete enrollment forms within the first 31 days of employment. Current employees can make changes in their insurance coverage annually during the open enrollment period, unless there is a qualified Family Status Change. Per TRS Active Care rules, any employee who has completed the contract year and will not be returning to the District MUST continue health care coverage through August 31st of the plan year. If the departing employee requests a lump sum payoff, the remaining monthly premiums due will be deducted from the final pay check. Employees should contact Human Resources for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for dental, vision, disability, supplemental life, cancer, heart and stroke and long term care. Premiums for these programs can be paid by payroll deduction. Employees should contact Human Resources for more information.

COBRA Insurance Coverage

Employees who have resigned or have been terminated may continue their medical insurance by enrolling in the COBRA Optional Insurance. The employees will be responsible for the full monthly amount of the medical coverage (including the amount the school District previously paid). Employees will have 60 days to determine if they would like to enroll in the COBRA Optional Insurance. The medical coverage under COBRA will be identical to the coverage the employee received while employed by the District. Coverage under this plan will last for 18 months unless otherwise stated.

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. 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. 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 must be reported immediately to the employee's supervisor. 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.

Employees who miss work due to a work related injury or illness must complete and return the Return to Work form issued by Human Resources. A doctor's note alone will not suffice. In addition, the returning employee may be required, at the discretion of Human Resources, to complete the Workers Compensation Interview process, including a meeting with the District Safety Officer, the Director of Human Resources, and the immediate supervisor, prior to returning to work.

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 Human Resources at 979.345.5147 extension 1106.

Teacher Retirement

Policy DEG

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

Employees who plan to retire under TRS should notify TRS as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the website (www.trs.state.tx.us).

Other Benefit Programs

Annuity

The District may enter into a salary reduction agreement with an employee only if the qualified investment product is an eligible qualified investment. *Art. 6228a-5, Sec. 5, V.A.T.S.* Contact the Business Office for the forms to add an annuity to your deductions.

Leaves and Absences

Policy DEC, DECA, DECB

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

Leave must be used in two (2) hour increments. However, if an employee is taking family and medical leave, leave shall be recorded in one (1) hour increments. Earned comp time may 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 Leave
- State 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.

Medical Certification

Any employee who is absent more than five (5) days because of a personal or family illness must submit a medical certification from a 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)

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 Insurance Benefits

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 FMLA. If an employee’s unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

Leave Procedures

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any employee who is absent more than 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. Any employee undergoing surgery must have a fitness to return to work certification from the doctor before returning to work.

Definition of Terms

The term “immediate family” shall include:

- 1) 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 stand *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 who may be residing in the employee’s household at the time of illness or death.

For purposes of the Family and Medical Leave Act, the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

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.

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

Personal Leave

State law entitles all employees to five days of paid personal leave per year; the District shall make state personal leave for the current year available for use at the beginning of the school year. A day of personal leave is equivalent to an assigned workday. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts and is generally transferable to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Nondiscretionary

Leave that is taken for personal or family illness, emergency, a death in the family, or active military service is considered nondiscretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as state sick leave.

Discretionary

Leave that is taken at an employee's discretion and can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request 4 days in advance of the anticipated absence to his or her principal or supervisor.

Discretionary personal leave will be granted on a first come, first served basis. Discretionary personal leave may not be taken for more than three consecutive days. 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. To safeguard the continuity of instruction and student learning, discretionary leave shall not be allowed on the following days as set out on the applicable employee calendar:

- the day before a school holiday or the day after a school holiday
- days scheduled for state-mandated tests
- days scheduled for end-of-semester or end-of-year exams
- the first day of instruction in a semester
- the last day of instruction in a semester
- professional or staff development days
- weather make-up days
- the last week of school or
- any other day determined by the principal or supervisor on which the employee's presence is essential to the instructional program or operation of the schools.

State Sick Leave

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

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.

Extended Sick Leave

Policy DEC (LOCAL)

Employees who have exhausted all state, local, and/or other available leave shall be permitted extended leave upon written approval from the Superintendent. All requests for extended leave shall be submitted in writing to the Superintendent. The employee shall be granted up to a maximum of ten workdays of extended sick leave to be used only for the employee's catastrophic illness or injury, including pregnancy-related illness or injury, or for absences related to the catastrophic illness or injury of a member of the employee's immediate family.

Certification from a healthcare provider stating that the employee is unable to perform essential job functions shall be required before extended sick leave shall be granted.

The daily rate of pay per district guidelines of a substitute (or a proportionate amount established by the Board by personnel classification) shall be deducted for each day of extended leave taken, whether or not a substitute is employed.

Sick Leave Pool

Policy DEC (LOCAL)

The district's sick leave pool shall be established from voluntary donations by the district staff to assist a fellow employee suffering from a catastrophic personal illness or is absent due to the catastrophic illness or injury of a member of the employee's immediate family. A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the person that requires the services of a licensed practitioner for a prolonged period of time. In addition, the illness or injury forces the employee to exhaust all leave time earned by the employee and to lose compensation from the district. Complications resulting from pregnancy shall be treated the same as any other condition.

The establishment of a sick leave pool whereby voluntary donation of local sick leave days are made to a fellow employee may occur. The sick leave pool exists only when needed and ceases to exist as soon as the affected individual has a doctors release, all of the donated days are used, or the end of the fiscal year.

Establishment of a pool may be requested by the principal/supervisor when any employee has exhausted his or her state, local, local extended sick leave, personal leave days, and vacation or non duty days.

Staff members may not contribute more than two of his or her local sick leave days to the pool. A maximum of 50 days may be contributed to a pool. Unused donated days shall revert to the donors and shall be divided proportionately among individuals according to the amount contributed. Reimbursed days will be divided in increments of no less than one half day.

Local Leave

All employees shall earn a maximum of five equivalent workdays of local sick leave per school year, at a rate of one half workday for each 18 workdays of employment.

Local sick leave shall accumulate to a maximum of 30 equivalent workdays and shall be taken with no loss of pay.

Temporary Disability Leave

Certified Employees

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

Employees must request approval for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. Temporary disability leave shall run concurrently with Family and Medical Leave and all other leave taken for the same disabling condition.

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, Human Resources 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 a 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.

Family and Medical Leave (FML)

Eligibility

Employees who have been employed by the District for at least 12 months and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave are eligible for family and medical leave. For purposes of an employee's 12 week entitlement for FML, the 12-month period shall be measured forward from the date an individual employee's first FML leave begins. Eligible employees can take leave for the following reasons:

- the birth, adoption, or foster placement of a child
- to care for a spouse, parent, or child with a serious health condition
- an employee's own serious health condition
- a qualifying exigency resulting from active military service of a spouse, child, or parent.

A husband and wife who are both employed by the District are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child; or to care for a covered military service member.

Requests for FML

When the need for family and medical leave is foreseeable, employees must provide 30 days advance notice to the district. When the need for leave is not foreseeable, employees must contact Human Resources as soon as possible. Employees may be required to provide the following:

- medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member
- second or third medical opinions and periodic recertification of the need for leave

- periodic reports during the leave regarding the employee's status and intent to return to work
- medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work
- certification of the need for family military leave.

Employees requiring family and medical leave should contact Human Resources for details on eligibility, requirements, and limitations.

Continuation of Benefits and Job Restoration

Eligible employees are entitled to continue their healthcare benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Use of Paid Leave

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

Intermittent Leave

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

- an employee is needed to care for a seriously ill spouse, child, or parent
- an employee requires medical treatment for a serious illness
- an employee is seriously ill and unable to work
- an employee becomes a parent or has a foster child placed in his or her home.

Workers Compensation Leave Benefits

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

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

Assault Leave

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

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

After all available leave days have been exhausted, an employee shall be granted five (5) days of bereavement leave to be used only in the event of the death of a member of the employee's immediate family. The district's established daily rate of pay of a substitute (or a proportionate amount established by the Board) shall be deducted for each day of bereavement leave taken, whether or not a substitute is employed.

Jury Duty Absence

Employees will be compensated at the regular daily or hourly rate and without loss of accumulated leave for jury duty. Employees must present documentation of the service. Employees released early from jury duty may return to the workplace.

Other Court Appearances

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use paid leave. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Military Leave

Paid Leave for Military Service

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

Reemployment after Military Leave

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

Continuation of Health Insurance

Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact Renee Bullard at extension 1116 for details on eligibility, requirements, and limitations.

Military Service Family Leave

An eligible employee is entitled to leave to care for an active duty military service member who incurs a serious illness or injury in the line of duty. The service member must be the employee's spouse, child, parent, or next of kin. An eligible employee whose spouse, son, daughter or parent is on covered active duty or called to covered active duty status may use his or her 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post deployment reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

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

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

Non Work days for Extended Year Employee

Employees of CBISD are required to work a designated number of days in a fiscal year. The majority of CBISD employees are designated to work in accordance with the approved school calendar. For those employees required to work on an extended schedule no paid vacation is provided or shall be paid.

- 1) Extended year employees shall be considered those employees who have 220 or 226 designated work day. All other employees having designated employment period identified by the Superintendent or designee.
- 2) Employees with a 220 or 226 day work schedule shall begin their salary year on July 1.
- 3) Employees with longer than a 226 day work schedule shall begin their salary year on September 1.
- 4) The total number of days available to be worked during the July 1 through June 30 fiscal year shall be calculated as soon as possible following approval of the school calendar.
- 5) Certain other non work days may be designated by the Superintendent and with Board of Trustee approval.
- 6) Employee selected non work days must have supervisor approval.
- 7) Employee selected non work days must be scheduled and taken on or before September 1.
- 8) Exceptions to the September 1 deadline may be made by the Supervisor due to unusual workload, and with prior Superintendent approval, but in no circumstances shall be extended beyond December 31.

- 9) Employee selected non work days shall not be carried forward to the next fiscal year, except as listed in items #7 and #8.
- 10) Unused non worked days during the designated periods are forfeited and may not be banked for future use.
- 11) Unused non work days shall not be converted to monetary value.
- 12) District supervisors shall ensure the employees' ability to schedule non work days during the required periods.
- 13) Supervisor and employee shall jointly verify available non work days on a regular basis.

Return to Work

If an employee has missed more than five (5) consecutive days due to personal illness or injury, has been under the care of a physician, or has been admitted to the emergency room for treatment, then the health care provider must complete and sign the *Return to Work* form for the appropriate job description. Contact your immediate supervisor or the Director of Human Resources at extension 1111 or email cyndy.pullen@cbisd.com for the *Return to Work* form. The employee may not return to work after an extended absence or an absence for medical treatment as outlined above without the completed form signed by the health care provider.

Neutral Absence Control

If an employee does not return to work after exhausting all available paid and unpaid leave, the District shall provide the employee written notice that he or she no longer has leave available for use. The District shall automatically pursue termination of an employee who fails to return to work after having exhausted all available leave, regardless of the reason for the absence. The employee's eligibility for reasonable accommodations, as required by the Americans with Disabilities Act, shall be considered before termination. If terminated, the employee may apply for reemployment with the District.

EMPLOYEE RELATIONS & COMMUNICATION

Employee Recognition and Appreciation

Policy DJ

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, Employee Newsletter, and through special events and activities.

District Communications

Throughout the school year, the District 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. For information on District Communications, contact Cyndy Pullen, Director of Human Resources and Public Relations.

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 policy concerning the process of bringing concerns and complaints is reprinted as follows:

Guiding Principles

The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Direct Communication with Board Members

Employees shall not be prohibited from communicating with Board members regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

Formal Process

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

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

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

Freedom from Retaliation

Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

Notice to Employees

The principal of each campus and other supervisory personnel shall inform employees of this policy. For more information on how to proceed with complaints regarding:

- alleged discrimination, including violations of Title IX or Section 504, see DAA.
- instructional materials, see EFA.
- a commissioned peace officer who is an employee of the District, see CKE.
- complaints alleging certain forms of harassment, including harassment by a supervisor, shall be processed in accordance with DIA.
- complaints arising from any of the following must be addressed through the local and statutory processes indicated below:

- 1) The proposed nonrenewal of a term contract issued under Chapter 21 of the Texas Education Code, in accordance with DFBB.
 - 2) The proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Texas Education Code during the contract term, in accordance with DFAA, DFBA, or DFCA, respectively.
- This policy shall apply to all other employee complaints.

Definitions

For purposes of this policy, terms are defined as follows:

The terms “complaint” and “grievance” shall have the same meaning. A complaint under this policy may include:

- 1) grievances concerning an employee’s wages, hours, or conditions of work;
- 2) specific allegations of unlawful discrimination in employment based on the employee’s sex, race, religion, national origin, age, or disability;
- 3) specific allegations of unlawful discrimination or retaliation based on the employee’s exercise of legally protected rights; or
- 4) specific allegations of adverse personnel action based on the employee’s good faith report to an appropriate law enforcement authority of a violation of a law by the District or a District employee, i.e., “whistleblower complaints.” [See DG]
- 5) complaints arising from the dismissal or termination of an at-will employee. [See DCD]
- 6) complaints arising from the termination at end of year of the probationary contract of a professional employee. [See DFAA]

Complaint forms and appeal notices may be filed by hand delivery, fax, or U.S. Mail. Hand delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if

they are postmarked by U.S. Mail on the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the employee’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on the deadline and received by the employee or designated representative no more than three days after the response deadline.

“Days” shall mean District business days. In calculating time lines under this policy, the day a document is filed is “day zero,” and all deadlines shall be determined by counting the following day as “day one” and so forth.

“Representative” means any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.

The employee may designate a representative through written notice to the District at any level of this process. If the employee designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel.

Whistleblower Complaints

Whistleblower complaints shall be filed within the time specified by law. Such complaints shall first be filed in accordance with level two, below. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 days of the initiation of the complaint. [See DG]

General Provisions

Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within 15 days, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Each party shall pay its own costs incurred in the course of the complaint.

Complaint Form

Complaints under this policy shall be submitted in writing on a form provided by the District. Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One

conference. After the Level One conference, no new documents may be submitted unless the employee did not know the documents existed before the Level One conference.

A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the requested information if the refile is within the designated time for filing a complaint.

Complaints Against Supervisors

Complaints alleging a supervisor's violation of law may be made to the Superintendent beginning at Level Two. A complaint alleging a violation of law by the Superintendent may be made directly to the Board beginning at Level Three.

Level One

Complaint forms must be filed:

Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and with the lowest level administrator who has the authority to remedy the alleged problem. In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint to the appropriate administrator.

The appropriate administrator shall hold a conference with the employee within 15 days after receipt of the written complaint.

The administrator shall have 15 days following the conference to provide the employee a written response.

Level Two

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within 15 days after receipt of a response or, if no response was received, within 15 days of the response deadline at Level One.

The Superintendent or designee shall hold a conference within 15 days after the appeal notice is filed. At the conference, the Superintendent or designee shall consider only the issues and documents presented at Level One and identified in the Level Two appeal notice. The Superintendent or designee shall have 15 days following the conference to provide the employee a written response.

Level Three

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within 15 days after receipt of a response or, if no response was received, within 15 days of the response deadline at Level Two.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

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

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

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

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

EMPLOYEE CONDUCT & 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 no later than the seventh day after the superintendent first learns of the incident.

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

Texas Educator's Code of Ethics

Purpose and Scope

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))

Enforceable Standards

Standard 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 consume alcoholic beverages on school property or during school activities when students are present.

Standard 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 who provides information for a disciplinary investigation or proceeding under this chapter.

Standard 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 the parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is the 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 determining 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 or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

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

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

Statement of Nondiscrimination

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

Discrimination

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

Harassment

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct: has the purpose or effect of unreasonably interfering with the employee's work performance; creates an intimidating, threatening, hostile, or offensive work environment; or otherwise adversely affects the employee's performance, environment or employment opportunities.

Examples of Harassment

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

Sexual Harassment

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

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

Examples of Sexual Harassment

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

Prohibited Relationship

The District shall prohibit a romantic relationship between a supervisor and a subordinate employee who reports to the supervisor. Marital relationships shall be an exception.

Retaliation

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

Examples of Retaliation

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

Prohibited Conduct

In this policy, the term “prohibited conduct” includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

Definition of District Officials

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

Title IX Coordinator.

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name:	Steven Galloway
Position:	Superintendent
Address:	520 S. 16th Street, P. O. Box 158, West Columbia, TX 77486
Telephone:	979.345.5147 x1107 or 1807

ADA/Section 504 Coordinator

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973:

Name:	Lynn Grell-Boethel
Position:	Assistant Superintendent
Address:	520 S. 16th Street, P. O. Box 158, West Columbia, TX 77486

Telephone: 979.345.5147 x1110

Other Compliance

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

Alternative Reporting Procedures

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

Notice of Report

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

Investigation of the Report

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form. Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending. If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Concluding the Investigation

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

District Action

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

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality

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

Appeal

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

The complainant may have a right to file a complaint with appropriate state or federal agencies.

Records Retention

Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

Access to Policy

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

Harassment of Students

Policies DH, FFG, FFH

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 or abuse 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.

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

The District prohibits sexual harassment, dating violence, and harassment based on a person's race, color, gender, national origin, disability, or religion. Employees shall not tolerate harassment of students and shall make reports as required.

Drug Abuse Prevention

Policies DH, DI

Columbia-Brazoria 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 is located in Board Policy DH LOCAL at www.cbisd.com.

Reporting Suspected Child Abuse

Policies DF, DG, DH, FFG, GRA

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

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

Reporting Prior Suspected Child Abuse - Family Code §261.101 requires employees 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 disabled person.

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

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement

to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

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

Fraud and Financial Impropriety

Policy CAA

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

- forgery or unauthorized alteration of any document or account belonging to the District
- forgery or unauthorized alteration of a check, bank draft, or any other financial document
- misappropriation of funds, securities, supplies, or other District assets, including employee time
- impropriety in the handling of money or reporting of District financial transactions
- profiteering as a result of insider knowledge of District information or activities
- unauthorized disclosure of confidential or proprietary information to outside parties
- unauthorized disclosure of investment activities engaged in or contemplated by the District
- accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District
- destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- failing to provide financial records required by state or local entities
- failure to disclose conflicts of interest as required by policy
- any other dishonest act regarding the finances of the District.

Conflict of Interest

Policies DBD

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

- a personal financial interest
- a business interest
- any other obligation or relationship
- non-school employment.

Gifts and Favors

Policy DBD

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

administrator or teacher that might reasonably tend to influence the selection of textbooks, 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.

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.

Professional association membership dues may be paid by the District, if authorized by the Superintendent, for certain organizations such as TSTA, AFT, TASB, TASBO, TASA, TEPSA and TASSP. If the organization offers an Institutional membership option, it should be chosen over an Individual membership. The District will not pay fees or dues for personal or professional liability insurance associated with a membership.

Safety

Policy CK

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

- observe all safety rules.
- keep work areas clean and orderly at all times.
- immediately report all accidents to their supervisor.
- operate only equipment or machines for which they have training and authorization.

Employees with questions or concerns relating to safety programs and issues can contact Robert McReynolds at extension 2005.

Tobacco Use

Policies DH, GKA, FNCD

State law prohibits smoking or using tobacco products on all District-owned property and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of District owned

vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Criminal History Background Checks

Policy DBAA

Employees may be subject to a review of their criminal history record information at 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, but is not limited to, the following:

- dishonesty
- fraud
- deceit
- theft
- misrepresentation
- deliberate violence
- base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance,
- felonies involving driving while intoxicated (DWI) or driving under the influence (DUI) of drugs or alcohol
- acts constituting abuse or neglect under SBEC Rules.

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

Possession of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students, including those with a license to carry a concealed handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the

District's weapons policy should report it to their supervisors or call Chief of Police David Green at extension 2004 immediately.

Visitors in the Workplace

Policy GKC

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

Copyrighted Materials

Policy 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 or backup of computer programs and data must be made within the provisions of the purchase agreement.

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/District. A copy of the District's management plan is kept in the office of the Director of Maintenance Services and is available for inspection during normal business hours.

Pest Control Treatment

Policies DI, CLB

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 front door of the building. In addition, individual employees may request in writing to be notified of pest control applications. An employee who requests individual notification may be notified by telephone, written, or electronic means. Pest control information sheets are available from campus principals or facility managers upon request.

General procedures

Bad Weather Closing

The District may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late or to release students early, or to cancel

school, District officials will post a notice on the District's Web site and notify the following radio and television stations:

KPRC Channel 2 News
KHOU Channel 11 News
KTRH Channel 13 News
KRIV Channel 26 Fox News
KTRH 740 Radio Online

Emergencies

Policy CKC

All employees should be familiar with the safety procedures for responding to 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 automated 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 appropriate department via the financial system with the appropriate approvals. 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 Dee Ann Ogburn at extension 1120 for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resources office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Some information may be modified in the Employment Access Center, located on the website under "employees."

Personnel Records

Policy GBA

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

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

Social Security Number - Districts are prohibited from requiring an employee or former employee to choose whether to allow public access to the individual's social security number. The social security number of an employee or former employee is confidential and cannot be used as an employee identifier except for tax purposes.

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

Building Use

Policies DGA, GKD

Employees who wish to use District facilities after school hours must follow established procedures. A fee may be charged for building use. Administrative assistants on each campus are responsible for scheduling the use of facilities after school hours.

Termination of Employment

Resignations

Policy DFE

Contract Employees

Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Human Resources Office. Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the Texas Education Agency.

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

Noncontract Employees

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

Dismissal or Nonrenewal of Contract Employees

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

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 non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided 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 time lines 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, or any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the District process outlined in this handbook when pursuing the grievance.

Exit Interviews and Procedures

Policies DC, CY

Exit interviews will be scheduled for all employees leaving the District with Human Resources. 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

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

- any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor
- soliciting or engaging in sexual conduct or a romantic relationship with a student or minor
- the possession, transfer, sale, or distribution of a controlled substance
- the illegal transfer, appropriation, or expenditure of school property or funds
- an attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit 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 superintendent is also required to notify TEA when a certified employee resigns and there is reasonable evidence that would support a recommendation to terminate employment because of the conduct listed above. The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction.

Reports Concerning Court Ordered Withholding

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

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

EMPLOYEE/STUDENT ISSUES

Equal Educational Opportunities

Policies FB, FFH

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Steven Galloway, the District Title IX Coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to Lynn Grell-Boethel, Assistant Superintendent, the District ADA/Section 504 Coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following 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 teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC

Only designated employees 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 medication, if the medication is self-administered in accordance with District policies 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 signed by the parent that describes the reason for the absence. These requirements are addressed in

campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

All employees are required to report student complaints of bullying to the campus principal. District policy includes definitions and procedures for reporting and investigating bullying of students is located at Board Policy FFI at www.cbisd.com.

Hazing

Policy FNCC, FO

Students must have prior approval from the principal or designee for any type of “initiation rites” of a school club or organization. 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.

TECHNOLOGY RESOURCES

Computer Use and Data Management

Policy CQ

The District's technology resources, including its network access to the Internet, are primarily for administrative and instructional purposes. Use of District resources, including work time, for running a personal owned and operated business is prohibited. Limited personal use is permitted if the use:

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

Electronic mail transmissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees who are authorized to use the systems are required to abide by the provisions of the District's acceptable use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Director of Technology at extension 1864.

Acceptable Use of Technology

The Director of Technology will oversee the District electronic communications system. The District will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District system will emphasize the ethical and safe use of this resource. By signing for receipt of the Employee Handbook, each employee agrees to abide by the *Acceptable Use of Technology* requirements of the District, as outlined in Board Policy, the Employee Handbook and Administrative guidelines.

Electronic mail transmissions and other use of District owned and maintained electronic communications systems, including computers, fax machines, scanners, printers, copiers, telephones, cell phones, radios and Internet are not private and may be monitored at any time by the District staff to ensure appropriate use, as defined by the *Acceptable Use of Technology* guidelines.

Failure to follow the *Acceptable Use of Technology* guidelines may result in unfavorable job action by the District administration including denial or restriction of access to technology resources, changes in employment status including termination of employment with the District, and appropriate legal action and may result in actions being reported for ethical violations when applicable to the appropriate state agency.

Definitions

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

Electronic Media

Includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace,

Instagram, Snapchat, Vine, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

Communicate

Means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to District regulations on personal electronic communications. See *Personal Use of Electronic Media*. 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.

Consent Requirements

Copyrighted software or data may not be placed on any system connected to the District system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system.

No original work created by any District student or employee will be posted on a Web page under District control unless the District has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work.

No personally identifiable information about a District student will be posted on a Web page under District control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and District policy.

Filtering

The Director of Technology will select, implement, and maintain appropriate technology for filtering Internet sites containing material considered inappropriate or harmful to minors. All Internet access will be filtered for minors and adults on computers with Internet access provided by the school.

The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g., bomb making); and on-line gambling.

The committee will consider requests from users who wish to use a blocked site for bona fide research or other lawful purposes. The committee will make recommendations to the Superintendent regarding approval or disapproval to disable the filter for the requested use.

System Access

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

- 1) All users will be required to acknowledge their receipt and understanding of the

acceptable use guidelines as published in the Student Handbook, Code of Conduct, the Employee Handbook, and CBISD Board Policy.

2) Access to the District electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system by employees shall be permitted if the use:

- a) imposes no tangible cost on the District;
- b) does not unduly burden the District computer or network resources; and,
- c) has no adverse effect on an employee's job performance.

3) Students will be granted access to the District system and will be assigned individual accounts.

4) As appropriate, District employees will be granted access to the District system.

5) The District may require that all passwords be changed periodically.

6) Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District system.

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.

Suspected violations of acceptable use by employees should be reported to the Director of Human Resources. Suspected violations of acceptable use by students should be reported first to the campus principal and, if necessary, by the campus principal to the Superintendent.

The District does not provide student electronic mail accounts. No participation in any chat room (or newsgroup) accessed on the Internet is permissible for students. Employees may engage in chat activities for instructional purposes only with prior approval of the principal or designee.

Personal Use of Electronic Media

Policy CQ, CY, DH

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

As role models for District 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.

Standards for Personal Use of Technology

Text Messaging

The employee may use any form of electronic media to contact students except text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging with students, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.

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).

Social Networking

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.

Prohibited Hours

The employee shall not communicate directly with any student between the hours of 11 pm and 6 am. An employee may, however, make public posts to a social network site, blog, or similar application at any time.

Right to Privacy

The employee does not have a right to privacy with respect to communications with students and parents.

Applicable Policies, Standards, and Laws

The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:

- 1) 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]
- 2) Copyright law [Policy CY]
- 3) Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]

Sharing of Information with Administration

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 any one or more currently-enrolled students.

Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

Exception Request

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.

Social Networking Sites

The employee may not set up or update the employee's personal social network page(s) using the District's computers, network, or equipment. Avoid any work related posts to sites such as Facebook, MySpace, Instagram, Snapchat, Vine, Twitter, LinkedIn. The following information should be avoided:

- 1) Negative Posts about how your day went
- 2) Posts about confidential or proprietary information
- 3) Posts which mention specific names or identifying information about students
- 4) Posts which contain language which is disparaging, threatening or harassing toward other employees, students or the school district
- 5) Posts which include graphic language or inappropriate photographs

Blog Sites

There are liability risks associated with this communication medium. In order to minimize your personal liability, avoid making posts to blog spots regarding work related issues such as:

- 1) the sharing of confidential or inappropriate information about other employees or students, or the school District
- 2) inflammatory or highly critical language directed toward the school District, students, or other employees
- 3) statements based on rumor or innuendo, or that cannot be substantiated as factual

District Web Site

The District will maintain a District Web site for the purpose of informing employees, students, parents, and members of the community of District programs, policies, and practices. Requests for publication of information on the District Web site must be directed to the Director of Technology. The Director of Technology and the Superintendent or will establish guidelines for the development and format of Web pages controlled by the District.

School or Class Web Pages

Schools may publish Web pages that present information about school activities, subject to approval from the Director of Technology, and link to the District web site. The campus principal will designate the staff member responsible for managing the campus web page under the supervision of the Director of Technology. Any links from a Web page to sites outside the District computer system must receive approval from the Director of Technology.

Professional Web Pages

Teachers and other instructional personnel are encouraged to develop Professional Web Pages in coordination with the Director of Technology and Web Master. Web pages may be used to enhance flow of information from the classroom teacher to the students and parents.

Personal Web Pages

District employees, trustees, and members of the public may not be permitted to publish personal Web pages using District resources.

Termination/Revocation of System User Account

Termination of employee or a student access for violation of District policies or regulations will be effective on the date the principal or Director of Technology receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

Disclaimers Regarding Use of Technology

The District system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District electronic communications system.

In accordance with Board Policy EFE, it is the practice of the District to respect all computer software copyrights and to adhere to the terms of all software licenses to which the District is a party. The Director of Technology is charged with the responsibility of enforcing these guidelines.

District employees, students, and volunteers may not duplicate any licensed software or related documentation for use either on the District's premises or elsewhere unless the Department of Technology is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject the employee and/or the school District to both civil and criminal penalties under the United States Copyright Act.

Employees, students, and volunteers may not give software to any third party including relatives, clients, contractors, etc. District employees, students, and volunteers may use software on local area networks or on multiple machines only in accordance with applicable license agreements.

Computer Software

All computer software installed on District equipment, must be purchased, reported to and installed by the Department of Technology. Software acquisition channels are restricted to ensure that the school District has a complete record of all software that has been purchased for District computers and can register, support, and upgrade such software accordingly. Software on District computers used for instructional and/or administrative purposes must be approved by a District coordinator or director and the Department of Technology.

For further information regarding the purchase and installation of computer software, please call the Director of Technology.

Network Etiquette or "Netiquette"

What is Netiquette? Netiquette is short for "network etiquette." It refers to proper user behavior on electronic networks. "Netiquette" requires that you:

Think About Your Audience

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

Keep Your Mail Messages and Postings Brief but Clear

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

Use Descriptive Titles

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

Do Not Lobby or Advertise

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

Be Cautious With Confidences When Forwarding Email

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

Identify Yourself Appropriately

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

Avoid "Flames"

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

Email Guidelines

Please adhere to the following guidelines regarding the use of Email:

- 1) The content and maintenance of a user's electronic mail box is the user's responsibility.
- 2) Check email daily/often; delete unwanted messages immediately since they take up disk storage space.
- 3) Read CBISD Board Policy CQ, which regulates the use of email.
- 4) Email is a District service provided by public funds. Email is for instructional, administrative, and limited personal use. Sending jokes, chain letters, etc. via email is considered as an inappropriate use of District equipment.

- 5) Email is viewed as a public document and can become part of a legal process. Care should be given to the tone of the email. Also, grammar and spelling (consider using the Spell Check feature of *Outlook*) should be checked before an email is sent. As stated in Board policy, email shall not be considered confidential and may be monitored. Remember that email can be sent to others without one's knowledge.
- 6) School personnel should service their email at appropriate times. For example, teachers should service their email before and after school, during their lunch breaks, and during conference periods.
- 7) Building administrators should approve an email distributed to an entire campus staff. School employees should follow District and school guidelines when distributing an email to the entire school staff.
- 8) Email should be positive or informative and never negative in content.
- 9) Use proper email etiquette as described in "CBISD Netiquette."
- 10) Revealing personal addresses or phone numbers of others is prohibited.
- 11) Email should be professional in nature, to the point and signed correctly.
- 12) Use good judgment in forwarding any email. Ensure that privacy considerations are taken into account.
- 13) If you will be unable to receive your email for an extended period of time (e.g., two or more days), please use the "Out of Office" feature in the *Outlook* email system. Training will be provided as necessary.
- 14) Consider using a "signature file" at the end of your email in order to adequately identify yourself and to eliminate the need for you to enter the information each time you send an email. Training will be provided as necessary.

School Personnel to Parent Email Usage Guidelines

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

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

Appropriate Information to Share with Parents via Email

- 1) Upcoming events specific to a teacher's classroom (e.g., units of study, field days, community service projects, concerts, performances, etc.);
- 2) Six weeks assignments (book reports, projects, tests, etc.);

- 3) Deadlines for various school activities (fundraisers, permission slips, field trips, testing dates for SAT, etc.);
- 4) Scheduling of parent conference requests;
- 5) Specific requests for grades by a parent (If more explanation is needed, request a parent conference.);
- 6) Positive social interactions with classmates as long as other student names are not mentioned.

Prohibited Information to Share with Parents via Email

- 1) specific reference to the parents, siblings, address, name or other identifiable information of a student
- 2) discipline situations, (*e.g.*, rude behavior, use of inappropriate language, fighting, etc.);
- 3) student behavior (sleeping in class, not prepared for class, tardiness, attitude, etc.);
- 4) any information related to another student because of FERPA (Family Educational Rights to Privacy Act) guidelines.
- 5) Email cannot be accepted in the following situations which would normally require a parent signature:
 - absence from school excuses;
 - medication administration permission;
 - permission to stay for after school tutorials;
 - early release from school; or,
 - field trip permission slips.

Email Subject to Open Records

Email communications are subject to the provisions of the Open Records Act. An individual can ask for and the District must provide copies of emails sent and received by District employees.

Email and Proprietary Laws

Email sent and received through District electronic media is the property of the school District.

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