

Navarro ISD

Employee Handbook

2019 - 2020



Where Excellence is the Standard...

Equal Opportunity Employer

Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.

If you have difficulty accessing the information in the electronic version of the Employee Handbook, please contact **Betsy Flood, Director of Technology & CTE.**

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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 included have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be submitted to the District's Superintendent or Human Resources office.

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

Accessibility. This version of the 2019-2020 Employee Handbook is accessible for individuals with disabilities. It is easy to read in its original state and is most likely to remain accessible across a wide range of assistive devices. If you have difficulty accessing the information in the electronic version of the Employee Handbook, please contact Betsy Flood, Director of Technology & CTE.

Employee Notification Alert of Policies Required for 2019-2020 School year

Policy Title	Policy Code
Alcohol/Drug Screening & Other Searches of Employees	DHE
Assignments and Work Schedules	DK
Attendance at Professional Meetings on School-time	DMD
Bullying	FFI
Child Abuse and Neglect	BQ
Communication and News Media Relations During a Crisis	GBBA
Confidentiality of Personnel Records; Public & Nonpublic Information	GBA series
Conflict of Interest	DBD
Criminal History & Credit Reports	DBAA
District Computers & Electronic Communications	CQ
Drug-Free Workplace	DI
Employee Complaints/Grievances	DGBA
Employee Evaluation/Appraisal	DN series
Employee Rights and Privileges	DG
Employee Standards of Conduct	DH
Employee Welfare	DI
Employment Practices	DC
Equal Employment Opportunity	DA Series
Family & Medical Leave	DECA
Financial Ethics	CAA
Freedom From Discrimination, Harassment & Retaliation	DIA
Health & Life Insurance	CRD
Hearings Before Hearing Examiner	DFD
Intellectual Property & Copyright	CY
Leaves & Absences	DEC series
Military Leave	DECB

Nonschool Use of School Facilities & Distribution of Nonschool Literature	GKD series
Reduction in Force	DFE
Reduction in Force Due to Financial Exigency or Program Change	DFFA
Reports to State Board for Educator Certification	DHB
Reporting of Child Abuse and Neglect	FFG
Requirements for Expense Reimbursement	DEE
Resignations	DFE
Safety Practices	CK series
Salaries & Wages	DEA
Searches and Alcohol/Drug Testing	DHE
Sexual Abuse and Maltreatment of Children	DMA
Solicitations of Gifts	CDC
Term Contracts	DCB
Termination of Employment	DF series
Termination of Employment, of Term Contracts	DFBB
Termination of, or Return to Probationary Contract	DFAC

Navarro ISD Required Trainings for 2019-2020 School year

- ALICE Training
- Bullying Prevention
- Child Abuse, Sexual Abuse and Maltreatment of Children
- Copyright Law
- Employee Handbook
- FERPA
- Suicide Prevention
- Teen Dating Violence

Navarro ISD District of Innovation Plan

The 84th Texas Legislature passed House Bill 1842 in 2015. The statute provides each public school district the opportunity to be designated as a District of Innovation. By following a prescribed process for public input and committee planning, followed by website posting, Board action and TEA notification, a district may identify certain state statutes from which it wishes to be exempt. The intent of the Texas Legislature was to provide for greater local control and flexibility, as local districts plan for their particular students and needs. A district may not exempt itself from state curriculum or graduation requirements, or from academic and financial accountability.

The plan was approved by the Board of Trustees at their May 22, 2017 board meeting and includes:

1. Flexible Start Date
2. Teacher Certification for Dual Credit and Career and Technical Education
3. Class Size and Notice of Class Size, Grades Kindergarten through Four
4. Contract Service Days for 10-Month Educators
5. Minutes of Instruction and Length of the School Day
6. Planning and Decision Making Process—Campus and District Levels

As a District of Innovation, Navarro ISD will be able to offer a more effective, comprehensive educational program by implementing the above exemptions.

Employee Handbook Receipt

Name _____

Campus/department _____

The Employee Handbook may be accessed on the district website under staff resources and will be sent to all district employees' email addresses.

The 2019-2020 Employee Handbook will be distributed in electronic format using district email to all employees. An electronic copy is located on the district website under Staff Resources. To access the electronic copy, please click here: [NISD Employee Handbook](#).

I hereby acknowledge receipt of an electronic copy of the 2019-2020 Navarro ISD Employee Handbook. I agree that I've read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. I reviewed the required Notifications of Policies review section and am aware of the required notifications.

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

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

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

I have received instructions on how to receive the employee handbook in electronic format and accept responsibility for accessing according to the instructions provided.

Signature

Date

District Information

District Map – Located at [Navarro Independent School District Map](#)

Board of Trustees

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

The Board shall constitute a body corporate and shall have the exclusive power to govern and oversee the management of the public schools of the District. *Education Code 11.051(a), 11.151(b)*

Texas law grants the Board of Trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal 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. Prior to November, 2008 trustees were elected annually and served three-year terms. Beginning November, 2008 elections are held bi-annually and terms are for 4 years. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current Board members include:

- Dr. Greg Gilcrease, President
- Mr. Rick Martin, Vice President
- Ms. Renee Rehfeld, Secretary
- Ms. Donna Gilliam, Assistant Secretary
- Mr. Hank Dietert, Member
- Mr. Tracy Large, Member
- Mr. Clinton Scheib, Member

The Board usually meets at 7:00 p.m. on the third Monday of the month* at Navarro Junior High School cafeteria. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at Central Office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice. All board meeting agendas, notices, and minutes are posted on the district website.

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 employment status, duties, evaluation and complaints; security matters; student discipline; consulting with the Board's attorneys.

Board Meetings Schedule for 2019-2020:

August 26, 2019	February 17, 2020
September 16, 2019	March 16, 2020
October 21, 2019	April 20, 2020
November 18, 2019	May 18, 2020
December 16, 2019	June 15, 2020
January 20, 2020	July 20, 2020

*These dates are subject to change due to calendar conflicts.

BOARD VISION AND GOALS FOR 2018-2019

To be updated when Board approves new goals.

2018-2019 Board goals Navarro ISD provides a safe and positive environment, cultivating creative problem solvers that make sound, ethical decisions.

- **We value relationships.**
- **We engage learners.**
- **We foster resilience and confidence.**
- **We encourage forward thinking**

Goal 1: NISD will provide modern and inviting facilities that inspire a learning community.

Indicators of Success:

- Adequate space for a growing population
- Expanded technology infrastructure
- Safe learning environment with enhanced security measures

Goal 2: NISD will foster and support a professional learning community that attracts and develops a diverse staff that engages all students.

Indicators of Success:

- Competitive compensation
- Foster team attitude for continuous improvement with collaboration at grade, campus, and district levels
- Implement Technology Literacy Proficiency Program to support interactive student learning and technology integration

Goal 3: NISD will meet individual academic needs, challenging students to their highest potential and developing college and career readiness.

Indicators of Success:

- Course offerings, strategies, and extracurricular activities that meet the needs of individual students and prepare them for college and career success.
- Continuous improvement on state accountability measures, such that learning gaps narrow:
 1. Each campus earns a Domain I (performance of all student groups) grade of “A”
 2. Each campus improves Domain III performance (student growth) by one letter grade
 3. The District earns an overall grade of “A”
- Effective communication within the district and campus and between the classrooms and the home.
- Effective counseling and K-12 instruction that addresses communication, social skills, professional character, and work ethic.
- Increase rigor in the classroom to help level out the disparities between grades and campuses, as well as demographic groups.

Mission Statement: Navarro ISD – Where Excellence is the Standard

District Administration

Dee Carter, Superintendent – ext. 6001

Lacey Gosch, Chief Academic Officer – ext. 6300

Jo Ann Speed, Business Manager – ext. 6200

Rod Blount, Director of Athletics – ext. 5317

Carlette Drabek, Director of Child Nutrition Services – ext. 6400

Betsy Flood, Director of Technology and CTE – ext. 6500

Luke Morales, Deputy Superintendent, Junior High Principal – ext. 4001

Martin Mueck, Operations Supervisor – ext. 4005

Becky Newton, Director of Special Education – ext. 6302

Kathy Peel, Human Resources Manager – ext. 6100

Laurel Wilson, Elementary Principal – ext. 2001

Janna Smith, Elementary Assistant Principal – ext. 2002

Bobbi Supak, Intermediate Principal – ext. 3001

Roger Strauch, Intermediate Principal – ext. 3002

Luke Morales, Deputy Superintendent, Junior High Principal – ext. 4001

Gary Haass, High School Principal – ext. 5001

John Pugh, High School Asst. Principal – ext. 5002

John Gary, High School Academic Dean – ext. 5007

District Professional Support Staff

Bret Brienkamp, Instructional Technologist – ext.

Julie Farris, GT Teacher – ext. 6305

Brynn Frei, LSSP – ext. 6302

Tracey Guetzke, Behavioral Teacher – ext. 3114

David Hyde, Network Administrator – ext. 6501

Crystal Just, Instructional Technologist – ext. 6304

Courtney Marlar, RtI Teacher – ext. 2105

Lety Miller, ESL Teacher – ext. 3111

Jennifer Reinhard, Speech Therapist – ext. 2106

Lindsay Rhodes, Speech Pathologist Assistant – ext. 2106

Canna Scheib, Dyslexia Teacher – ext. 3500

Nicole Schuelke, RtI Teacher – ext. 2105

District Support Staff

Alicia Boswell, Payroll/Benefits Specialist – ext. 6203

Monica Flores, Central Office Administrative Assistant – ext. 6000

Vince Haass, Technology Technician – ext. 6503

Connie Helms, Technology Assistant – ext. 6502

Tandi Hepp, Instructional Services Administrative Assistant – ext. 6301

Kelly Hyde, Transportation Coordinator – ext. 6800

Manuel Jimenez, Custodial Services Manager – ext. 6901

Andrew Kuehne, Computer Technician – ext. 6504

Gracie Lopez, CNS Assistant – ext. 6401

Carma Sheffler, Human Resources Assistant – ext. 6101

Pat Weber, Asst. Bus. Mgr./Accounts Payable – ext. 6201

Nancy York, Purchasing Specialist – ext. 6202

School Calendar Please click link to access the district website: [District Calendar](#)

Navarro I.S.D. Campus Information

Navarro High School

6350 N. State Hwy 123

830.372-1931 ph. 830.401-5570 fax

Gary Haass, Principal

John Pugh, Asst. Principal

Debbie Dailey, Office Secretary x5000/5102

Navarro Jr. High School

6450 N. State Hwy 123

830.401-5550 ph 830.379-3135 fax

Luke Morales, Principal

Ingrid Davenport, Office Secretary x4000

Navarro Intermediate School

588 Link Rd

830.372-1943 ph. 830.401-5580 fax

Bobbi Supak, Principal

Roger Strauch, Assistant Principal

Christy Reyes, Office Secretary x3000

Navarro Elementary School

380 Link Rd

830.372-1933 ph 830.379-3145 fax

Laurel Wilson, Principal

Janna Smith, Assistant Principal

Susie Sanchez, Office Secretary x2000

Educators 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. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

(1) Professional Ethical Conduct, Practices and Performance.

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

Standard 1.2. The educator shall not intentionally, knowingly, or recklessly 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 that are used 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, knowingly, or recklessly 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, abuse, or distribution of controlled substances, prescription drugs, and toxic inhalants.

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

(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 2.8. The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

(3) Ethical Conduct Toward Students.

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

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

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

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

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

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

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

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

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

(i) the nature, purpose, timing, and amount of the communication;

(ii) the subject matter of the communication;

(iii) whether the communication was made openly, or the educator attempted to conceal the communication;

(iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

(v) whether the communication was sexually explicit; and

(vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Source Note: The provisions of this §247.2 adopted to be effective March 1, 1998, 23 TexReg 1022; amended to be effective August 22, 2002, 27 TexReg 7530; amended to be effective December 26, 2010, 35 TexReg 11242; amended to be effective December 27, 2016, 41 TexReg 10329; amended to be effective October 21, 2018, 43 TexReg 6839

Employment

Employment Practices

Policy DC

The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.

The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.

All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a non contractual position.

The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel.

The Board retains final authority for employment of contractual personnel. [See DCA, DCB, DCC, and DCE as appropriate]

The Board delegates to the Superintendent final authority to employ and dismiss non contractual employees on an at-will basis.

An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the District.

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. Use of campus mailboxes for non-school business must be approved by the campus principal.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or election day must communicate with their immediate supervisor prior to the absence.

Breaks for Expression of Breast Milk

Policies DEAB, DG

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

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

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Human Resources office before current certificate expires.

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 Human Resources office if you have any questions regarding certification or licensure requirements.

Charitable Contributions

Policy DG

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

Conflict of Interest

Policies CB, 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. A definition of substantial interest as stated in [Navarro ISD DBD Policy Online](#) is reprinted below, which includes the following:

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

Contract and Noncontract Employment

Policy DC series

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

Probationary Contracts. Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after at least a two-year lapse in district employment also may be

employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term contract should be given.

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. Teachers, nurses, counselors, and librarians are employed under one year term contracts. Campus principals and central office administrators may be employed under two-year term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online in Board policies.

Contract Termination. Texas Education code 21.103 and 21.1.6 changes the deadline for providing notice of probationary contract termination or term contract renewal or proposed nonrenewal from 45 days before the last day of instruction to 10 days before the last day of instruction. It also specifies the delivery mode: Hand delivery or if the teacher is not present on the delivery date, certified mail or express delivery service to the address of record. If the notice is postmarked on or before deadline, it will be considered to be timely delivered. Please see policy series DC for entire language on Reduction in Force, Reduction in Force due to financial exigency and Reduction in force due to program change. [NISD Reduction In Force Policies](#)

Non-certified Professional and Administrative employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) may be issued a one- or two-year employment agreement that is not subject to the provisions 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.

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. Electronic media, including motion pictures and other AV 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.

Criminal History and Credit Report

Policy DBAA

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

The District shall perform an individualized assessment of criminal history record information when determining a person's eligibility for employment in a specific position. The District shall take into account a variety of factors, including the following:

1. The nature of the offense;
2. The age of the person when the crime was committed;
3. The date of the offense and how much time has elapsed;

4. The adjudication of the offense (e.g., whether the person was found guilty by a trial of fact, pled guilty, entered a no contest plea, or received deferred adjudication);
5. The nature and responsibilities of the job sought;
6. The accuracy of the person's disclosure of his or her criminal history during the selection process;
7. The effect of the conduct on the overall educational environment; and
8. Any further information provided by the person concerning his or her criminal history record.

The fact of an arrest alone does not establish that criminal conduct has occurred, and the District shall not disqualify a person based solely on an arrest. The District may make an employment decision based on the conduct underlying the arrest if the conduct makes the person unfit for the position in question.

If a candidate for a position has a reported criminal history, and the candidate is certified by the State Board for Educator Certification (SBEC), the District shall report the criminal history to SBEC.

The District shall obtain credit history information on a candidate for employment only when the credit history is related to the position for which the person is being considered. The District shall comply with the Fair Credit Reporting Act before obtaining a job-related credit history. [See DBAA(LEGAL)]

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 all prospective 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.

Dismissal of Noncontract Employees

Policy DCD

Noncontract employees are employed at-will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights.

Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in Board policy when pursuing the grievance. ([See Complaints and Grievances](#))

Dismissal or Nonrenewal of Contract Employees

Policy DF series

Employees on probationary and term contracts can be dismissed during the school year or non-renewed at the end of the year according to the procedures outlined in district policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. 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 on-line at [Navarro ISD Policy D series](#).

Employee Absences

All district employee absences must be entered and tracked in Frontline, the Automated Substitute Management System for leave tracking, reporting and payment of substitutes. Campus professionals, classroom teachers and paraprofessionals are required to enter their absences in Frontline after receiving approval from the campus

administrator. The Frontline system is available 24 hours a day, 7 days a week and can be accessed via internet and phone. The Campus Frontline administrator (secretary) has the ability to override any absence information entered in the system. Auxiliary employees must complete the Absence from Duty form and submit to their immediate supervisor for Frontline entry. **Absence from Duty forms for discretionary leave (personal leave) requests should be approved in advance before entering the absence into Frontline.** Non-discretionary leave (employee and family sick leave) must be entered into Frontline as soon as possible.

Employee Arrests and Convictions

Policy DH

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

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

Moral turpitude includes the following:

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

If an educator is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Texas Education Agency.

Dress and Grooming Guidelines for Navarro ISD Staff 2019-2020

- Clothing should be neat, clean, not excessively worn, and "business casual" professional in appearance.
- Employees must wear their photo picture ID during school hours.
- Undergarments will not be visible or exposed; and clothing will reflect modesty.
- Women's pants or leggings made of Spandex or similar material must have an item of clothing worn over the material that completely covers the buttocks and the same length in the front, no higher than 5" above the knee.
- Hair will be neat and well-groomed. Beards and mustaches are to be neatly trimmed.
- Earrings are acceptable; wearing of nose rings or other body piercing is not allowed during school or school activities.
- Small discrete tattoos may show; others must be covered.
- Staff members who work in physical education or special education may wear tennis shoes as needed.
- Modestly appropriate length shorts can be worn on field trips or field days.

- On Fridays only, the following are allowed: T-shirts, athletic shoes, and dress flip flops (no shower shoes.)
- During classroom instruction, shorts are not allowed.
- For district in service days and workdays- follow the Friday dress code. For staff development outside of the district, professional dress is always required.
- Footwear must be business casual. Men need to wear closed shoes; women may wear sandals. Certain departments, such as technology, food service and maintenance, require closed toe shoes at all times.
- Solid color jeans may be worn with the following restrictions:
 - may not be excessively worn, faded, torn, stone or acid washed;
 - have holes, or any other variation;
 - no T shirts or athletic shoes;
 - must be neat and clean; and not excessively long.

Final determination of appropriate dress will be made by administration.

Employees Driving District Owned Vehicles

All district employees who drive district vehicles must complete the EMPLOYEE MOTOR VEHICLE REPORT (MVR) RELEASE form found on the district website under Staff Resources, submit a copy of their drivers license and a copy of their personal vehicle insurance to the Transportation Coordinator.

Employees Required to have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver and 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 when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees who are required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse. Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Superintendent or Transportation Coordinator.

Employee Picture ID Badges

District employees are issued Picture ID badges to enhance student safety and district security; they will also allow employees to enter NISD events free of charge. Employees are expected to wear Picture ID badges at all times while on duty and to show the badge upon request to enter district events. If a badge is lost or stolen, the employee must have the badge replaced immediately and pay a \$5.00 charge. Damaged badges will be replaced free of charge, however, the old badge must be surrendered to receive a new badge.

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Navarro 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 encouraged to serve on district- or campus-level advisory committees.

Plans and detailed information about the shared decision-making process are available in each campus office or from the principal.

Employee Rights and Freedom

Policy DG

District employees do not shed their constitutional rights to freedom of speech or expression at the schoolhouse gate. However, neither an employee nor anyone else has an absolute constitutional right to use all parts of a school building or its immediate environs for unlimited expressive purposes. When a public employee makes statements pursuant to his or her official duties, the employee is not speaking as a citizen for First Amendment purposes, and the Constitution does not insulate the communications from employer discipline.

Employment after Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstance as a substitute, or on 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 may contact TRS for additional information by calling (800) 223-8778 or (512) 542-6400, or visiting the TRS Web Site [Teacher Retirement System](#).

Employment Requirements and Restrictions

Policy DBD (LOCAL) Conflict of Interest

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

The Superintendent shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Superintendent or any of his or her relatives in the first degree may have.

Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest, as defined by Local Government Code 171.002, shall file an affidavit with the Superintendent; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.

The Superintendent shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

No employee other than the Superintendent shall be required to file the conflicts disclosure statement, as promulgated by the Texas Ethics Commission and as specified by Local Government Code 76.003–.004.

The Superintendent, as the executive officer of the District, shall provide to the District in a timely manner information necessary for the District’s annual financial management report. [See BBFA]

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee’s discharge of assigned duties and responsibilities. [See CAA]

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours.

No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.

An employee shall not use his or her position with the District to attempt to sell products or services.

An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.

Equal Employment Opportunity

Policies DAA, DIA

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

Employees with questions or concerns relating to discrimination on the bases listed above should contact the Human Resource Manager or Superintendent.

Exit interviews and Procedures

Exit interviews will be scheduled with Human Resources for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete the Exit Interview form that provides the district with feedback on his or her employment experience. All district keys, books, property (including intellectual property), Picture ID card and equipment must be returned upon separation from employment.

Gifts and Favors

Policy DBD

Employees may not accept gifts or favors in excess of \$50 value that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service in excess of \$50 value by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technology 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.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Athletic Trainer by August 31st of the current school year.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved, online training regarding seizure disorder awareness, recognition, and related first aid in accordance with HB 684 effective beginning with the 2019-2020 school year.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted at the central administration building and on the district's Web site. Positions may be posted internal only at the discretion of the requesting administrator. All positions are posted for 10 school days.

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 Evaluations

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, either hard copy or Eduphoria based. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, have a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Personnel Records

Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email is confidential and may not be released without the employee's permission. Employees may choose to have the following personal information withheld:

- Home address
- Home phone number
- Personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information **or change an existing choice** may be done at anytime by completing the Public Access Information Option form located on the district website or the Human Resources office and submitting the form to the Human Resources office. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public until a request to withhold the information is submitted.

Districts are prohibited from requiring an employee or former employee to choose whether to allow public access to the employee's social security number. In addition, HB 2961 specifies that the social security number of an employee or former employee is confidential and cannot be used as an employee identifier except for tax purposes.

Name and Address Changes

It is important that employment records be kept up to date. Employee Access has the most recent information on all district employees. Employees must complete and sign the Employee Change form located on the district website **or** simply email Human Resources if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Changes will not be processed

without the signature of the requesting employee or email from the requesting employee. If there is a name change, a copy of the new social security card must be submitted with the request.

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 apply to a vacant position at another campus or department. The request must be submitted through the district electronic application system. All transfers must be initiated by the campus/department and submitted to Human Resources for tracking purposes and Superintendent approval.

Recertification of Employment Authorization

Policy DC

At the time of hire, all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization. Employees whose immigration status, employment authorization or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Please contact the Human Resources office if you have questions regarding re-verification of employment authorization.

Reduction in Force

Policy DFF

If the Superintendent determines that there is a need to reduce personnel costs, the Superintendent shall develop, in consultation with the Board as necessary, a plan for reducing costs that may include one or more of the following:

- Salary reductions [see DEAB]
- Furloughs, if the District has received certification from the Commissioner of a reduction in funding under Education Code 42.009 [see CBA and DEAB]
- Reductions in force of contract personnel due to financial exigency, if the District meets the standard for declaring a financial exigency as defined by the Commissioner [see CEA and provisions at REDUCTION IN FORCE DUE TO FINANCIAL EXIGENCY, below]
- Reductions in force of contract personnel due to program change [see DFFB]
- Other means of reducing personnel costs

This policy shall apply when a reduction in force due to a program change requires the nonrenewal of a term contract. A program change may be due to, for example, a redirection of resources; efforts to improve efficiency; a change in enrollment; a lack of student response to particular course offerings; legislative revisions to programs; or a reorganization or consolidation of two or more individual schools, departments, or school districts. Definitions used in this policy are as follows:

- “Program change” shall mean any elimination, curtailment, or reorganization of a program, department, school operation, or curriculum offering, including, for example, a change in curriculum objectives;
- a modification of the master schedule; the restructuring of an instructional delivery method;
- Or a modification or reorganization of staffing patterns in a department, on a particular campus, or district-wide.

“Nonrenewal” shall mean the termination of a term contract at the end of the contract period. A reduction in force may take place when the Superintendent recommends and the Board approves a program change. A determination of a program change constitutes sufficient reason for nonrenewal.

Reports to Texas Education Agency

Policy DF, DHB

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

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

The reporting requirements above are in addition to the superintendent’s ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history. “Reported criminal history” means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Return to Probationary Status

Policy DFAC (Legal)

In accordance with NISD policy DFAC (Legal), an employee may agree to be returned to probationary contract status after receiving written notice of the Superintendent’s intent to recommend discharge, termination, or nonrenewal. The notice must inform the employee of the District’s offer to return the employee to probationary contract status, the period during which the employee may consider the offer, and the employee’s right to seek counsel. The District must provide the employee at least three business days after the employee receives the notice to agree to be returned to probationary contract status. This provision does not require the Superintendent to provide notice of intent to recommend discharge, termination, or nonrenewal.

Searches and Alcohol & 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 technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business.

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.

Employees will maintain staff development records in Eduphoria and submit certificate of completions by May 30th of each year in order to document required staff development days. Employees are required to register in Eduphoria for in-district training sessions. Employees are required to upload completion certificates for out of district staff development in Eduphoria. **Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours, maintaining their own appropriate documentation and applying for certification renewal.**

Staff Development and Work Days

Professional staff:

Teachers are scheduled to work an eight hour day and must have a 30 minute duty-free lunch and a 45 minute conference period daily. Teachers need to be in classrooms before and after school in accordance with campus schedules.

Teacher attendance at scheduled faculty, instructional, and/or parent meetings, scheduled after school meetings, and occasional evening meetings is required.

Teacher and staff attendance at work days and staff development days are required for all staff members unless otherwise stated based on the employee work day calendar. A staff development or work day is equivalent to all other school days for staff. Unless approval is received in advance by the district administration, **children should not be brought to staff development or work days.**

Substitute Procedures and Requirements

State Board for Educator Certification requirements regarding assignments of certified employees apply to substitute teachers. If the District must employ a substitute teacher who is not certified, a list of substitute teachers shall be retained in the District files.

The District shall obtain all criminal history record information that relates to a substitute teacher for the District or shared services agreement through the Department of Public Safety's criminal history clearinghouse.

Substitute request and securing rules:

- All employee absences requiring a substitute must be entered into the FRONTLINE (formerly AESOP) Absence System. A confirmation number must be recorded for the absence to be valid.
- Employees may request and assign specific substitutes, at the discretion of the campus administrator.
- Daily absence reports must be signed by the principal and the substitute.

Termination of Employment covered in Policy DF series

Resignation of Employment

Policy DFE

Contract employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 calendar days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the campus principal or Human Resources office.

Contract employees may resign at any other time only with the approval of the superintendent. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation following an alleged incident of misconduct for any of the acts listed in Reports to the Texas Education Agency listed on pg. 20. The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in one of the acts.

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 Texas Education Agency, pg 21.

Noncontract employees. Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to their immediate 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.

Volunteers as Coaches and Sponsors

Under the Federal Fair Labor Standards Act (FLSA), a person who performs services for an employer is entitled to minimum wage and overtime, unless the person is both salaried and exempt from the minimum wage and overtime requirements. As a general rule, a person cannot "volunteer" to work for free. There may be some exceptions if the service to be performed is not the same type of service which the individual is employed to perform for the district. Any exception must be approved by the Superintendent and Business Manager.

Workload and Work Schedules

Policies DEAB, DK, DL

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

Classroom teachers will have planning periods for instructional preparation, including conferences and work an 8-hour day. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks, not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and Auxiliary Employees. Support employees are employed at-will and 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 authorized to work in excess of their assigned schedule without **prior** approval from their supervisor. All non-exempt employees must use the district Timekeeping system, TimeClock Plus (TC+), to report and maintain a history of work hours. See TimeClock + procedures on page 27.

Compensation and Benefits

Annualized Compensation

Policy DEAB

The district pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly payments, beginning with the first pay period of the school year. 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.

Automatic Payroll Deposit/Paychecks. All employees are paid monthly by direct deposit. With direct deposit, an employee's pay is immediately available on the pay date. Live checks will not be printed unless there is a temporary banking issue. Wage and earning statements are available to each employee through Employee Access. The employee's wage statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. Please contact Alicia Boswell in Payroll if you have questions about your earnings statement, leave or deductions.

The district pays on the 25th of each month; however, if the 25th falls on a weekend, the pay day will be the preceding Friday. For the months with holidays, your wages will be available the final workday before the holiday. See Payroll Schedule on page 26.

Compensatory Time. Compensatory time is shown on each employee's monthly Wage and Earning Statement and updated each pay period. [See DEC(LOCAL)] Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 30 hours. If an employee has a balance of more than 30 hours of overtime, the employee will be required to use compensatory time or, at the District's option, will receive overtime pay. An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a fiscal year, the employee shall receive overtime pay.

Health, Dental, and Life Insurance

Policy CRD

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

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

TRS retirees who are enrolled in TRS-CARE (retiree health insurance program), and substitute employees who are not contributing TRS members that are regularly scheduled to work less than 10 hours per week are not eligible to receive the district contribution to the health insurance.

The health insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (marriage, divorce, birth, etc). Plan information of insurance coverage, employee cost, and eligibility requirements are provided to all employees on the district website under Staff, Staff Resource.

The District contributes \$225 towards the TRS Active Care Health Insurance premium. The district also provides each employee a \$10,000 term life insurance policy in accordance with policy regulations if that employee is a contributing TRS member. Employees should contact the Payroll office if additional information is needed.

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

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

Supplemental Insurance Benefits. US Employee Benefits Services Group is the district's Third Party Administrator for all other benefits. At their own expense, employees may enroll in supplemental insurance

benefits. Premiums for these benefits can be paid by payroll deduction. Employees should contact the Payroll office for more information or access the district webpage under Staff, Employee Benefits and Payroll.

Cafeteria Plan Benefits (Section 125). Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., accidental death and dismemberment, cancer and dread disease, dental, vision, disability, medical reimbursement, etc). 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 during the annual enrollment.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS)
- Federal income tax are required for all full-time employees.
- Medicare tax (applicable only to employees hired in this district after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee’s share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Payroll Schedule

The following is a schedule of 2019-2020 school-year pay dates and submission dates for supplemental duties, substitute pay and absence from duty reports.

MONTH	CUT-OFF DATE	DATE DUE TO C.O.	PAYDAY
September	14	18	25
October	12	16	25
November	9	13	22
December	7	11	20
January	11	15	24
February	8	12	25
March	14	18	25
April	11	15	24
May	9	13	22
June	13	17	25
July	11	15	23
August	8	12	25

Other Benefit Programs

Policy FDA/DEC

Beginning with the 2005-2006 school year, children of nonresident full-time District employees may attend District schools tuition-free. Full time shall be defined as an employee eligible for benefits. If enrollment in

grades K-4 exceeds the 22:1 student to teacher ratio due to an increase in district residency in a certain grade level, employees' children may be subject to withdrawal.

Overtime Compensation

Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action.

Overtime is legally defined as all hours worked in excess of 40 hours in a work week and is not measured by the day or by the employee's regular work schedule. Non-exempt employees that are paid on a salary basis for the hours set by the normal work schedule. Hours worked beyond the normal schedule up to 40 hours will be paid at a regular rate of pay. Employees may be compensated for overtime hours beyond 40 in a work week at time-and-a-half rate with compensatory time off (comp time). Overtime that is to be compensated with pay must be approved IN ADVANCE by the district's Business Manager. The following applies to all nonexempt employees:

- 260 day employees are not eligible to earn compensatory time. All overtime earned will be paid in period earned.
- Employees may accumulate up to 30 hours of comp time. Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval as workload permits, or at the supervisor's direction.
- An employee shall be required to use comp time before using any other available paid leave (e.g., sick, personal).
- Weekly time records will be maintained in TimeClock Plus on all nonexempt employees for the purpose of wage and salary administration.

Reports Concerning Court-ordered Withholding

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

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

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

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

All employees will receive written notice of their pay and work schedule before the start of each school year. Employees must review their annual "pay sheet", verify the information and sign and return one copy to the Business office. 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.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are considered members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31st, 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 retirement 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. See the TRS website (www.trs.texas.gov) for information on restrictions of employment of retirees in Texas public schools.

TimeClock Plus (TC+) Timekeeping Procedures

Official Time

The TimeClock+ electronic timekeeping system and associated work records is the official basis for recording hours worked for non-exempt employees and exempt employees that may fall under the “overtime Final rule” established by the Department of Labor. On occasion it is necessary to use supplemental pay sheets.

In order to ensure consistency of treatment for employees, the data recorded in the TC+ system shall be considered as the “official” record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official TC+ records. In order for the electronic timekeeping system to work as intended, all non-exempt employees must utilize TC+ to capture work time. Listed below are some important points:

Daily Clock-in/Clock-out

- All non-exempt employees must “clock-in” upon arrival to duty, “clock-out” for lunch/break, “clock-in” upon return from lunch/break and “clock-out” at the end of their shift. All clocking must be performed on district computers or time clocks located on district property and connected to the district network. Using iPhones, iPads, and other electronic devices to record time is strictly prohibited.
- When required training courses are held outside of the scheduled work hours, employee time will be entered manually by the TC+ manager from the Eduphoria sign-in sheet. Out of district workshops are to be entered into FRONTLINE with staff development selected as the reason.
- Electronic clock-in and -out times will be computed using the exact time shown on electronic time sheets. Employees should **not** clock in earlier than 3 minutes before their scheduled start time. Employees should not clock out before their scheduled end time unless authorized to do so by their supervisor/principal.
- Compensatory time will be used to cover absences before district/state leave is used. As stated in the NISD Procedures Manual, compensatory time is rounded to nearest quarter 1/4 hour using the following schedule:
 - 00-07..... Minutes Report as an Even Hour
 - 08-22..... Minutes Report as a 1/4 (.25) Hour
 - 23-37..... Minutes Report as a 1/2 (.50) Hour
 - 38-52..... Minutes Report as a 3/4 (.75) Hour
 - 53-60..... Minutes Report next Even Hour
- Intentionally “playing the clock” to take advantage time is strictly prohibited. Employees are expected to clock in at their scheduled start time and out at their scheduled end time.
- If you are scheduled to take a 30 minute lunch break, you must clock in and out and take the lunch break. **Lunch breaks should not be shorter than 30 minutes.**

- Employees must clock out and back in for any other times they leave the premises.
- Employees should never work off the clock, even if they are asked to do so by their supervisor.

Falsification, Tampering and Unauthorized Viewing

Any infraction listed below could result in disciplinary action and/or immediate termination:

- Any attempt to tamper or falsify time
- Clocking in or out for another employee
- Interfering with other employees' use of time TC+ system
- Unauthorized viewing of another employee's time in TC+

The Supervisor and the Payroll Specialist will review the specific details of any infraction and handle accordingly. Administrative action will be taken if required.

Clock Problems

If an employee misses a punch or is unable to punch in or out because of a time clock malfunction, it is the employee's responsibility to enter notes into TC+ requesting a correction.

Overtime

As per Board Policy DEA (Local), overtime must always be authorized in advance by the supervisor/principal. All overtime will be calculated based on the actual hours recorded and credited to the employee as measured by TimeClock+ system. Since overtime or extra hours are calculated when recorded work hours exceed 40, employees must **not** clock in early, **shorten their lunch break**, or clock out late without supervisory approval. **The Payroll Specialist may request justification from the supervisor on any additional time outside the regular schedule.**

Employee standard weekly hours:

- Cafeteria workers – 40 hrs per week
- Campus Secretary, Clerks, Nurse Aide, LVNs – 40 hrs per week
- Classroom Aides – 37.5 hrs per week
- Central Office employees – 40 hrs per week
- Maintenance/Custodial - 40 hrs per week
- Transportation – 20 hrs per week

Work schedules listing employees start and end time must be submitted to Payroll on an annual basis and when there are schedule changes. Actual hours worked must be recorded in the TimeClock + system by all Clerical, Paraprofessional, Technical and Auxiliary employees. **All overtime must be approved in advance.** Non-exempt employees must abide by the TimeClock + procedures listed above. Supervisors must closely monitor the hours that non-exempt staff works by reviewing the TimeClock + system. All hours must be approved on a weekly basis by the employee and employee's supervisor.

Travel Approval and Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and superintendent must give prior approval on a travel request form. For approved travel, employees will be reimbursed for mileage and other allowable travel expenditures according to the current rate schedule established by the district. All travel is paid on a reimbursement basis. The exception will be registration, hotels and airfare, which may be requested by using a purchase order made out to the appropriate vendor.

Meals will only be reimbursed when required to travel with a student as a student sponsor or overnight travel. Breakfast will not be reimbursed on the 1st day of travel. Lunch will only be reimbursed if the employee leaves before 10 am and will not return to the district by 3:00 p.m. Dinner will only be reimbursed if the employee

leaves before 3 pm and will not return by 8:00 p.m. Mileage is reimbursed to one (1) driver for the same workshop/event.

Receipts are required for all reimbursements. Employees will be required to submit a mileage log and/or MapQuest as a receipt for reimbursements. If proper documentation is not attached, the district will disallow the reimbursement.

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 the Human Resources office.

Workers' Compensation Insurance

Policy CRE

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

All work-related accidents or injuries should be reported immediately to your supervisor. The Incident Investigation form must be filled out *completely* and turned in to the Human Resource office within 24 hours. Employees who are unable to work because of a compensable work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, for information on use of paid leave for such absences. For additional information, please contact the Human Resources office.

Leaves and Absences

Policy DEC, DECA, DECB

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury, and should be immediately reported to Kathy Peel, Human Resources Manager. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

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

Leave for bereavement of an immediate family member meets the criteria for use of nondiscretionary state personal leave (DEC LEGAL) and specific limitations applicable only to bereavement leave should not be applied.

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. 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.

Family and Medical Leave Act (FMLA)

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

Leave Entitlement. For purposes of an employee's entitlement to FML leave, the 12-month period shall begin on the first duty of the school year. Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

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

Military Family Leave Entitlements. An eligible employee who is a covered service member's spouse, child parent or next of kin may also take up to 26 weeks of FML leave in a single 12-month period to care for the service member with a serious injury or illness. An employee does not need to use leave in one block. When it medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule. Employees may choose, or an employer may require, use of accrued paid leave while taking FML leave. If an employee substitutes accrued paid leave for FML leave, the employee must comply with the employer's normal paid leave policies.

Benefits and Protections. While employees are on FML leave, employers must continue health insurance coverage if the employees were not on leave.

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

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

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

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

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

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot

perform daily activities or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

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

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

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

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

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

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

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

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

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

Family and Medical Leave Provisions

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

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

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

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

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

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

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

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

Employees that require FML or have questions should contact Kathy Peel, Human Resources Manager for details, eligibility, requirements and limitations. You will be scheduled a time to come to the office to discuss FMLA rights and responsibilities.

Jury Duty

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and must present documentation of jury service when they return to work. An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. **A copy of the release from jury duty or documentation of time spent at the court may be required.**

Leaves and Absences

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five (5) days should contact the Human Resource office for information about leave options, continuation of benefits, and communicating with the district.

Paid leave must be used in half day increments. Earned comp time must be used before any available paid state and local leave, unless an employee requests a different order.

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

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

- Spouse
- Son or daughter, including a biological, adopted or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in *loco parentis*.
- Parents, stepparents, parent-in-law, or other individual who stands in *loco parentis* to the employee.
- Sibling, stepsibling, and sibling-in-law

- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

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

Medical Certification: Any employee who is absent more than five (5) consecutive 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 case of personal illness, the employee's fitness to return to work.

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

Personal Leave. State law entitles all full-time employees to five (5) days of paid personal (discretionary) leave per year. Personal leave is available for use at the beginning of the year. A day of earned personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferrable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Nondiscretionary. Leave 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 that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit the request seven (7) 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. 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.

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

State personal (discretionary) and local sick leave days are earned on a monthly basis, but are credited at the beginning of the year. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Leave Schedule Limitation Clause Policy DEC (Local)

Discretionary leave shall not be allowed on the school day before a school holiday, school day after a school holiday, days scheduled for end of semester or end of year exams, days scheduled for state-mandated testing or staff development days. Any exception to this provision must be approved by the Superintendent. Discretionary leave may not be taken in more than five (5) consecutive days.

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

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

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

Local Leave. All employees shall earn five (5) workdays of local leave per year, at the same rate as state personal leave. Local leave shall accumulate without limit and shall be taken with no loss of pay. In addition to state and local personal leave days, a full-time classroom teacher who is supervising a student teacher shall earn the equivalent of one non-cumulative personal leave workday per assignment per semester. In cases of dual assignment, each supervising teacher shall be eligible.

Sick Leave Donation Pool. The District's sick leave donation plan shall be administered in accordance with Board Policy DEC (local).

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 is entitled to paid leave when engaged in authorized training or duty ordered by the proper authority. Paid military leave is limited to 15 days each federal fiscal year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active military duty 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. Employees returning to work following military leave should contact the Human Resources office. In most cases, the length of federal military service cannot exceed five (5) years.

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

Religious Observances

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

Temporary Disability Leave

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

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If temporary disability leave is approved, the length of leave is no longer than 180 calendar days.

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

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

Truancy Court Appearances

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

Workers' Compensation Benefits

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

Complaints and Grievances

[Policy DGBA \(Local\)](#)

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 informally 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. **Please refer to the policy for complete information (click on link above).**

Employee Conduct and Welfare

Standards of Conduct (Policy DH)

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.

- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.
- Adhere to the district Dress and Grooming Guidelines for Navarro ISD Staff.

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, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation, may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent knew of the incident. Please refer to the [Educators' Code of Ethics](#), adopted by the State Board of Educator Certification, which all district employees must adhere to may be accessed and reviewed at the link above.

Employee Relations and Communications

Academic Planning Team. The Academic Planning Team meets monthly to discuss academic issues K-12. Team members were selected by campus administration and teacher teams. All grade levels, special education, and electives teachers are represented through membership. The team has been instrumental in helping to lead academic decisions in the district.

Cafeteria Procedures. It is the goal of the Navarro ISD Child Nutrition Department to provide nutritious meals to students daily. We realize that meal payments are sometimes forgotten, but in an effort to cover our cost of meals and labor, parents are strongly encouraged to continually monitor their child's meal account balance. Parents can monitor and/or pay their child's meal account online by signing up at www.nisd.us or by sending the funds to school with the student.

When a student's meal account is depleted, the district will notify the parent. The student will be allowed to continue purchasing meals for up to 3 days. Students are allowed to charge for full meals only; no ala carte items may be charged at any time funds are not available. Cashiers will remind a student if money on their account is running low. Once these charge limits have been reached and the district is unable to work out an agreement with the student's parent on replenishment of the student's meal account and payment of any outstanding balance, the student will receive a low cost meal (Purple Plate Special) at no charge. You may contact the Child Nutrition Office for repayment plan options.

Elementary and Intermediate School Students (Grades PK-6)

- Students may charge meals up to 3 days.
- Daily breakfast will cost \$1.00 and daily lunches will cost \$2.75
- A la carte (extra's, water, juice, etc.) items cannot be charged.
- If a student is over the three (3) day meal charge limit, charging privileges will be revoked and a low cost meal will be provided.
- Money remaining in a student's account will be carried forward to the next school year.

Jr. High School Students (Grades 7-8)

- Students may charge meals up to 3 days.
- Daily breakfast will cost \$1.00 and daily lunches will cost \$2.90.
- A la carte (extra's, water, juice, chips, ice cream, cookies etc.) items cannot be charged.
- If a student is over the three (3) day meal charge limit, charging privileges will be revoked and a low cost meal will be provided.

- Money remaining in a student's account will be carried forward to the next school year.

High School Students (Grades 9-12)

- Students may charge meals up to 3 days.
- Daily breakfast will cost \$1.00 and daily lunches will cost \$3.00
- A la carte (extra's, water, juice, chips, ice cream, cookies etc.) items cannot be charged.
- If a student is over the three (3) day meal charge limit, charging privileges will be revoked and a low cost meal will be provided.
- Money remaining in a student's account will be carried forward t the next school year.

Adult Meal Cost

There is no charging permitted. Adult meal cost is \$2.25 for breakfast and \$4.00 for lunch.

District Communications. Throughout the school year, the district office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials via Facebook, Twitter and the district web site at www.nisd.us. These publications offer employees and the community information pertaining to school activities and achievements. KWED and the Seguin Gazette love to be informed about campus activities. Also, the K12 Alert system and marquee are used to promote district activities and send emergency notification blasts.

Employee Communication. Great communication is an integral part of the success for our students. In an effort to increase communication between school and community, all professional staff members should return phone calls within one working day of receipt. District employees should promote a positive image when dealing with parents, students and the community, particularly those employees who greet visitors to the district or campuses.

Employee Recognition and Appreciation. Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the campus newsletters, and through special events and activities. Employees who retire and have completed service in increments of 5-years are recognized in an end of each school year celebration.

Employee Standards of Conduct

DH (LOCAL)

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

All District employees shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Employees shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect]

While acting in the course of their employment, employees shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

Employees shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

Employees shall not use tobacco products on District premises, in District vehicles, or at school or school-related activities. [See also GKA]

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

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

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

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

Each employee shall be given a copy of the District’s notice regarding drug-free schools. [See DI (EXHIBIT)] A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

An employee shall 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 the employee for any felony, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;
2. 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;
3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
4. Crimes involving moral turpitude, which include:
 - 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;
 - Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
 - Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period;
 - or
 - Acts constituting abuse under the Texas Family Code.

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. Please see complete Dress and Grooming Guidelines on page 16.

Alcohol and Drug Abuse Prevention

Policy DH

Navarro 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 found at DH (local), and the Educators Code of Ethics.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

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

Please review the district's policy ([Navarro ISD - TASB Policy DIA Online](#)) that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation.

For employees, 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: Kathy Peel
Position: Human Resources Manager
Address: 6450 N. State Highway 123, Seguin, TX 78155
Telephone: (830) 372-1930

For employees, 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: Kathy Peel
Position: Human Resources Manager
Address: 6450 N. State Highway 123, Seguin, TX 78155
Telephone: (830) 372-1930

The superintendent shall serve as coordinator for purposes of District compliance with all other anti-discrimination laws. 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. Please refer to policy DIA (Legal and Local) for additional information.

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. 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.

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. 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. 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. 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. 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.

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. 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] 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.

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, except as otherwise permitted by law or district policy;
- Inappropriately destroying, removing, or inappropriately using records, furniture, fixtures, or equipment;
- Failing to provide financial records required by federal, state or local entities;
- Failure to disclose conflicts of interest as required by law or district policy;
- Any other dishonest act regarding the finances of the district.
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

The Superintendent or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District.

Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement.

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with the law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting Suspected Child Abuse, pg. 48 for additional information. Also reference Bullying District Policy FFI.

The district's policy which defines solicitation of a romantic relationship pertaining to procedures for reporting and investigating harassment of students is reprinted below (Policy DHB (LEGAL)) :

"Solicitation of a romantic relationship" means deliberate or repeated acts that can be reasonably interpreted as soliciting a relationship characterized by an ardent emotional attachment or pattern of exclusivity. Acts that constitute the solicitation of a romantic relationship include:

1. Behavior, gestures, expressions, communications, or a pattern of communication with a student that is unrelated to the educator's job duties and that may reasonably be interpreted as encouraging the student to form an ardent or exclusive emotional attachment to the educator, including statements of love, affection, or attraction. When evaluating whether communications constitute the solicitation of a romantic relationship, the following may be considered:

- a. The nature of the communications;
 - b. The timing of the communications;
 - c. The extent of the communications;
 - d. Whether the communications were made openly or secretly;
 - e. The extent to which the educator attempted to conceal the communications;
 - f. If the educator claims to be counseling a student, TEA staff may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate law enforcement agencies; and
 - g. Any other communications tending to show that the educator solicited a romantic relationship with a student.
2. Making inappropriate comments about a student's body.
 3. Making sexually demeaning comments to a student.
 4. Making comments about a student's potential sexual performance.
 5. Requesting details of a student's sexual history.
 6. Requesting a date.
 7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
 8. Inappropriate hugging, kissing, or excessive touching.
 9. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
 10. Any other acts tending to show that the educator solicited a romantic relationship with the student, including providing the student with drugs or alcohol.

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

Student Welfare FFH (LOCAL) Freedom from Discrimination, Harassment, and Retaliation

Note: This policy addresses discrimination, harassment, and retaliation involving District students. For provisions regarding discrimination, harassment, and retaliation involving District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG. For provisions regarding bullying, see FFI.

The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy. Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

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

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

Prohibited harassment includes dating violence as defined by this policy. Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

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

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
 - a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - b. Creates an intimidating, threatening, hostile, or abusive educational environment.

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

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

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

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually

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

Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner.

Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

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

The District prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, is subject to appropriate discipline. **Examples of retaliation include threats, unjustified punishments, or unwarranted grade reductions.** Unlawful retaliation does not include petty slights or annoyances, such as negative comments that are justified by a student's performance in the classroom.

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

Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. Alternatively, a student may report prohibited conduct directly to one of the District officials below. *For the purposes of this policy, District officials are the Title IX coordinator, the Section 504 coordinator, and the Superintendent:*

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

Name: Lacey Gosch
Position: Chief Academic Officer
Address: 6450 N. State Highway 123, Seguin, TX 78155
Telephone: (830) 372-1930

For Students, reports of discrimination based on disability may be directed to the Section 504 coordinator. The District designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Rebecca Newton
Position: Special Education Director
Address: 6450 N. State Highway 123, Seguin, TX 78155
Telephone: (830) 372-1930

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws. A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or 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. 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.

Any District employee who receives notice that a student has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy. The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

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 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. 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. 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. 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. A student who is dissatisfied with the outcome of the investigation may appeal through FNG (LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Retention of records shall be in accordance with FB (LOCAL) and CPC (LOCAL). Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

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

parking lot, parking garage or other parking area provided by the district, provided that the handgun, firearm or ammunition is not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the Deputy Superintendent immediately.

Reporting Crime

Policy DG

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

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect as defined by Texas Family Code **261.001**, to a law enforcement agency, Child Protective Services (**CPS**), 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. **Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.**

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

Reports to Child Protective Services can be made online at <https://www.txabusehotline.org> or to the Texas Abuse Hotline (**800-252-5400**). State law specifies that an employee may not delegate to or rely on another person to make the report.

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

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. **The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect.** In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal; however, the district cannot require you to report your suspicion first to a school administrator. 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.

Reporting your suspicion to a school counselor, a principal, or another school staff member does not fulfill your responsibility under the law. In addition, employees must cooperate with investigations of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Safety

Policy CK series

The superintendent or designee shall be responsible for developing, implementing and promoting comprehensive safety programs designed to address the safety of students, employees, visitors, and all others

with whom the District conducts its business. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. **See Emergencies on page 58 for additional information.**

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

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

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

Employees with questions or concerns relating to safety programs and issues can contact the Human Resources office.

Sexual Abuse and Maltreatment of Children

Policies BQ, DH, FFG, GRA

Training for increased awareness of sexual abuse and maltreatment of children will be completed annually and documented in the District Improvement Plan and Campus Improvement Plan. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. **Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.**

Swipe Cards

Campus security is critical. Please keep entry swipe cards secure and in your sole possession. A lost or stolen card can quickly compromise our buildings and changing codes is very expensive! Employees requiring replacement swipe cards to access campuses must contact the campus secretary. Effective immediately, there will be a \$10 charge to replace lost cards. Damaged cards will be replaced at no charge; however, the damaged card must be exchanged for the new card. A payment receipt must be presented to obtain a replacement card. Cards must be surrendered when an employee transfers to another campus or leaves the district.

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

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

Visitors in the Workplace

Policy GKC

All visitors are expected to enter any district facility through the main entrance and report to the building's main office to have their ID scanned by the Raptor system and receive a system-generated name badge. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on district premises should greet the individual politely and immediately direct him or her to the

building office or contact the campus administrator in charge. If an employee observes a questionable individual in the building or on the grounds, the individual should not be approached; instead, a call should be made to the campus office or central office with a description and location.

Technology Resources & Electronic Communication

Policy CQ

The district's technology resources, including its networks, e-mail accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

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

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

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures.

Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact Betsy Flood, Director of Technology and Information Services.

Acceptable Use Guidelines

Policy EFE (LOCAL), Policy CQ (LOCAL)

Acceptable Use. The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright.

Access to the District's technology resources is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

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

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

Employees who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Technology Director. Authorized employees are required to sign an Acceptable Use agreement. Please see additional information under Employee Communication.

Filtering. Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices and shall not authorize the disabling of a filtering device for any reason.

Individual User Responsibilities

The following standards will apply to all users of the District's technology resources:

On-Line Conduct:

- The individual in whose name a system account is issued will be responsible at all times for its proper use. System users may not use another person's system account. System users may not give their ID and passwords to another person.
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
- Use for commercial, income generating or "for profit" activities, selling of items/services (non-school related), and product/service advertisement are prohibited.
- A request that can generate product/services advertisements is prohibited.
- Dissemination of political lobbying and advertisements supporting or opposing a candidate for public office, a political party, a public officer, a particular piece of legislation or local/state election (office or proposition) is prohibited.
- Use of the electronic communication system to forward emails received from lobbyist groups, professional associations, political parties, individual candidates, or other associations urging action on any political or legislative issue is prohibited.
- Sending unsolicited junk mail or chain letters is prohibited.
- Users may not distribute personal information about themselves or others by means of the electronic communication system.
- Users are to immediately delete email with attachments from senders they do not recognize. It is most likely "spam", or possibly contains malicious content (virus/worm). Caution: Users are discouraged from opening web links in messages from unknown sources.
- To conserve disk space, users are encouraged to delete unwanted messages.
- System users may not download public domain programs to the system.
- System users may not send, post, or purposefully access messages that are abusive, obscene, sexually oriented, threatening, harassing, illegal, and/or damaging to another's reputation.
- System users should be mindful that use of school related electronic mail addresses may cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.
- System users may not waste District resources related to the electronic communications system.
- Accessing games, video (to include video streaming, video clips, advertisements, etc.), audio (to include audio streaming, Internet radio, music purchase sites, etc.) and non-instructional multimedia rich sites (Flash/Java/Shockwave based sites, etc.) via the Internet for non educational purposes is strictly prohibited.
- System users may not gain unauthorized access to electronic resources.
- System users must abide by guidelines established by the District concerning church/state opinions.
- System users who wish to distribute electronic information district wide using system resources other than e-mail conferences/forums must submit the material to the Superintendent. If approved, the Superintendent will forward the electronic material to the appropriate electronic resource(s).
- Accounts, which are inactive for more than ninety (90) days, may be removed along with that member's files without notice given to the member.

Board Policy CQ (LOCAL) states: Electronic mail transmissions and other use of the technology resources by students and employees shall not be considered private. Designated District staff shall be authorized to monitor such communication at any time to ensure appropriate use.

Disclaimer. The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitations, 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 systems user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected. Opinions, service providers, services, and all other information expressed by system users, information providers, or other third party individuals in the

system are those of the providers and not the District. **Personal Computers, laptops and tablets are not allowed on the Navarro ISD district network.**

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

A word of caution: Emails are public record. Nearly all emails ever sent are retrievable. The district may be asked to produce copies of all emails received, sent, and/or deleted.

Internet Safety

The Superintendent or designee shall develop and implement an Internet safety plan to:

- Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
- Ensure student safety and security when using technology resources;
- Prevent unauthorized access, including hacking and other unlawful activities; and
- Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

Personal Use of Electronic Communications

Policies CQ, DH

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

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

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

- The employee may not set up or update the employee's personal social networking page(s) using the district's computers, network, equipment or other technology resources.
- The employee should not use personal electronic communication devices during class time or while supervising students and related activities unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without expressed, written consent.
- An employee may not share or post, in any format, information, videos or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations and the Texas Educators Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. [See policy FL]

- Confidentiality of health or personal information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (Exhibit)]
- Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
- Copyright law [See Policy CY]
- Prohibition against harming others by knowingly making false statements about a colleague or the district [See Policy DH (Exhibit)]

See *Electronic Communications between Employees, Students, and Parents* below, for regulations on employee communication with students through electronic media.

Monitored Use. Electronic mail transmissions and other use of the technology resources by employees and students and are not private and may be monitored at any time by designated District staff to ensure appropriate use.

Property Rights. As agents of the District, employees shall have limited rights to work they create using the District’s technology resources. The District shall retain the right to use any product created for its use by an employee even when the author is no longer an employee of the District.

Disclaimer of Liability. The District shall not be liable for user’s inappropriate use of technology resources or violations of copyright restrictions or other laws, users’ mistake or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with currently enrolled students; however, those district employees shall not communicate directly with any currently enrolled student between the hours of 10 p.m. and 5:30 a.m. using **any** type of electronic communication device. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district is strictly prohibited. Employees are NOT required to provide students with their personal phone number of email address. **Employees are prohibited from sharing their NISD passwords with students so they can have access to staff resources.**

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

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

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant or pager. The term includes e-mail, text messages, instant messages and any communication made through an Internet website, including social media website or a social networking website.

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

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

- The employee is prohibited for knowingly communicating with the student using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer or other employee who has an extracurricular duty may use text messaging or Remind101, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
 - A teacher with classroom responsibilities, an athletic trainer or a district employee who has an extracurricular duty may use text messaging or Remind101 to communicate with students. These individuals may only communicate in this manner with students who participate in that teacher’s classroom or the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using a text message shall comply with the following protocol:
- The employee shall limit the communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 10 p.m. and 5:30 a.m. using any type of electronic media or communication device. An employee may, however, make public posts to a social network site, blog, or similar application at anytime.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records [See Policies CPC and FL]
 - Copyright Law. [See Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone numbers, social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

- All staff is required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

General Procedures

(Please refer to the [NISD Procedures Manual](#) for a detailed description of district procedures)

Asbestos Management Plan

Policy CKA

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

Bad Weather/Emergency 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, the following radio and television stations will be notified by school officials:

KWED Radio – Seguin, Texas (1580 AM)

KSAT 12 TV Station

KGNB Radio – New Braunfels (1420 AM)

KENS 5 TV Station

Navarro ISD uses a voice and text messaging alert service to further enhance our communication system in the event of an emergency or weather-related school closing. The service, K12 Alerts, allows the district to send important school messages to a cell phone text messaging number, two email addresses and up to two telephone numbers per family in the database.

Severe Weather Before the School Day Begins:

1. The Superintendent will ascertain road conditions and determine whether to delay school, cancel school, or proceed as usual.
2. If school is to be delayed or canceled, the Superintendent will notify the administrative staff, and the news media will be notified before 6:30 a.m. We will notify KWED 1580 AM in Seguin, KGNB in New Braunfels, KENS 5 in San Antonio, and FOX 29 in San Antonio.
3. The Superintendent will notify central office staff per the calling tree.
4. Administrators will notify staff through their campus calling trees.

Severe Weather After the School Day Begins:

If schools are closed due to bad weather while classes are in session, the Superintendent will notify the administrative staff and the media. The manner in which students are to go home during inclement weather will be followed from enrollment cards. Each campus has an emergency plan. The K-12 Alert System will be activated to inform parents in addition to KSAT-12 and KENS 5 TV.

Tornado Shelter In Place

TORNADO WATCH means there is a chance of a tornado. **TORNADO WARNING** means that a tornado has been sighted.

1. After receiving an alert from the weather radio or telephone, sound the established alarm – ONE LONG CONTINUOUS BELL.

2. Initiate shelter plan. This plan will be practiced on every campus at least once a year. Each campus must have a pre-designated area for every classroom. Classes in portable buildings **must** be sheltered in the main building. Shelter areas should be where there are interior walls away from windows.
3. Avoid gyms or large areas with high walls and long roof spans.
4. Everyone should sit facing the interior wall. When danger is imminent, assume a protective posture, kneeling with head down and hands protecting the back of the head and neck.
5. Wait for “All Clear” signal.

Bloodborne Pathogens

These microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people. Staff members with a reasonable expectation to be exposed to Bloodborne pathogens are required to train annually.

Disaster Plan and Lockdown Procedures

Should a disaster occur in our district, the following steps will be taken:

1. The first person to recognize a potential disaster situation will contact their campus principal or alternate.
2. The principal or alternate will contact the superintendent’s office, who will in turn contact all other campuses with instructions for each campus.
3. The principals or alternates of each campus will call the campus Crisis Response Team (CRT) together if possible.
4. If this is not possible, the principal will take appropriate action as he/she sees fit.
5. The CRT will ascertain the crisis and report to the principal what actions should be taken.
6. Should there be a need to close down the campus, the principal or alternate will come over the intercom and give directions for the procedure.
7. All staff should follow directions given either over the intercom or verbally. **Do not** use the telephone or cell phones during the crisis unless you or your students are in immediate danger. Use your professional judgment to determine whether to use the phone or not.
8. After the crisis is over, an all clear will be given over the intercom.

District Logo

The district logo on the front of this Employee Handbook is one of the Board approved district logos. For other approved district logos, please contact **Betsy Flood** in Technology for an electronic copy of the logo.

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including medical emergency. **Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures.** Emergency drills will be conducted to familiarize employees and students with evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of the equipment nearest their place of work and how to use them.

Employees are required to complete Active Shooter “ALICE” Training and to participate in Active Shooter drills.

Facility Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. Kathie Epp is responsible for scheduling the use of the facilities after school hours. Contact Kathie Epp to request to use school facilities and to obtain information on the fees charged. (Please refer to the [NISD Procedures Manual](#) for a detailed description of district procedures).

Golf Cart Safety

Introduction: Golf Carts are used daily for various types of work purposes. In an effort to assure the safety of our students, employees, visitors and to avoid situations that may cause injury to people or damage to vehicles, the following Golf Cart Safety guidelines were implemented. Every employee who operates a district golf cart must sign the Golf Cart Safety Guidelines Acknowledgement form.

Purpose: The purpose of these guidelines is to ensure that golf cart drivers are aware of the hazards that exist when operating a golf cart and to prevent injuries or damage that result from their misuse or lack of awareness and caution. A moving golf cart is a moving vehicle. The driver is responsible and may be held liable if found negligent.

Safety Guidelines:

- Report any accidents to supervisor or manager immediately.
- Always give pedestrians the right-of-way.
- Go slow and use extreme caution in turns, corners and blind spots.
- Do not drive near student groups at any time. Stay 20 feet away from all students. Stop and wait if necessary.
- Do not drive into or among groups of people at an event. Stay 20 feet away at all times.
- Park the cart in a safe place away from concession stands and bathrooms during events.
- Do not park at door entrances or on sidewalks.
- Secure any cargo or tools that have been loaded into the golf cart.
- Back up slowly. **Always check behind the cart** before backing up. Do not rely on mirrors, rear windows or memory.
- Remain seated and hold on while the vehicle is in motion.
- Wear seatbelts if provided.
- Warn passengers of any upcoming turns or bumps.
- Drive only as fast as conditions allow; use caution during bad weather conditions.
- Avoid squeezing through narrow passages or tight spaces, around parking lots, walkways, sidewalks (when in doubt, take another route).
- Keep all limbs in the vehicle until it comes to a complete stop.
- Watch for holes and uneven surfaces.
- Do not overload cart with passengers or cargo.
- When parking, engage the parking break.
- **Always** remove the keys and take with you when leaving the cart.
- When the car is put away,
 - Leave the keys in the cup holder;
 - Make sure the cart is plugged in and charging.
- Report any maintenance problems such as brakes, leaks, or charging issues to supervisor.
- Do not use if safety systems are not working properly.
- While operating the golf cart, **DO NOT:**
 - Use cell phone or read or send text messages;
 - Horseplay or any other risky behavior.

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under ESSA is sent. Inappropriately certified, uncertified, or individuals who do not hold any certificate or permit are examples. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status should contact the Human Resources office.

Personal Equipment in Classrooms

Teachers are allowed to have refrigerators and microwaves in their classrooms, but must adhere to the following guidelines: Refrigerators and microwaves must:

- 1) Be reported to the principal;
- 2) Must be in good condition;
- 3) Must be plugged into a separate outlet-they may not be plugged into the outlet or power strip with any computer equipment;
- 4) Must be taken home over summer break.

No toasters, coffee makers or other small appliances are allowed in classrooms.

Pest Control Treatment

Policies CLB, DI

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator, Martin Mueck. 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 at the entrance door to each building. In addition, individual employees may request in writing, to be notified of pesticide applications. An employee who requests individualized notices will be notified by telephone. Pest control information sheets are available from campus principals or Operations Manager upon request.

Press Box Limited Mobility Assistance Plan

The Plan for providing authorized persons with mobility impairments assistance in accessing the programs and activities at the NISD High School Stadium and Press Box

The administrative and coaching staff of the NISD have identified the following programs and activities that the district permits to take place in the high school press box:

1. Filming
2. Game or Event Announcing and Sporting
3. Game Timekeeping
4. Reporting: Radio and Print Media
5. Making Announcements for Halftime Activities or Special Events

If you need assistance in accessing the press box for any of the activities listed above, please contact the NISD Athletic Secretary, at (830) 372-1931.

PLAN - Persons with mobility impairments will be provided assistance in accessing these programs and activities as follows:

1. **Filming.** Filming is normally done by more than one individual. We will provide copies of film taken at the press box, at the district's expense. If so requested, we will provide film from a camera elevated at the sideline and/or end zone.
2. **Announcing and Spotting.** A mobility impaired announcer or spotter will be set up in a portion of the stands designated for wheelchair accessibility. The district owns a portable sound system and microphone which will be provided for use.
3. **Timekeeping.** We will set up an accessible table in the end zone, from which we will cable the clock module to the scoreboard.
4. **Media.** We will reserve a portion of the stands, close to the 50 yard line, designated for wheelchair accessibility.
5. **Announcements.** We will provide access to a portable sound system and microphone on the track area, which is wheelchair accessible.

PROCEDURE

1. The plan, as stated above, will be reviewed annually with the maintenance and grounds staff, the administrative staff, the coaching staff and gate-keepers. It will be included in the NISD Procedures Manual, which is published annually. At the annual August organizational meeting of administrative staff, we will review how to quickly communicate needed arrangements to the appropriate responder.
2. The plan will be posted on the district's website at [Navarro ISD -- Stadium Press Box](#). The plan will include the names and telephone number of the staff member designated to coordinate arrangements.
3. Signs will be posted at the entrances to the stadium stands on the press box side. The signs will state:

If you are at the stadium for an event, and have not made prior arrangements, please contact a gatekeeper.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to an authorized requisitioner on district approved requisition form. 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 Nancy York, Purchasing Specialist for additional information on purchasing procedures. A copy of the Administrative Procedures Manual is available in the campus office and on the district website under staff resources.

Teachers' Websites

Websites should contain the following information:

- Welcome letter
- Year At A Glance (YAG)
- Weekly lesson plans
- Classroom rules and expectations

Student Issues

Administering Medication to Students

Policy FFAC

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen®), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Bullying

Policy FFI

Bullying is defined by TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to their campus principal. The district's policy that includes definitions and procedures for reporting and investigating bullying of students is reprinted below from [Navarro ISD FFI Policy Online](#):

For complete district information regarding Bullying see [STUDENT WELFARE FFI FREEDOM FROM BULLY ING FFI \(LOCAL\)](#).

Checklist to Use When Campus Administrator Receives a Report of Bullying or Harassment

Step 1: Obtain details regarding the allegations and put in writing if not provided in writing.

Step 2: Verbally notify the parent(s) of the student alleged to have been bullied or harassed and the parent(s) of the alleged perpetrator.

Step 3: Take any interim steps that may be necessary to ensure student safety.

Step 4: Conduct an investigation of the allegations, gathering information and documenting findings.

Step 5: Prepare report documenting investigation conclusion regarding whether or not bullying occurred.

Step 6: Separately meet with or contact the parents of both the alleged target and alleged perpetrator to notify them of your findings.

Step 7: If necessary, take any disciplinary or corrective measures necessitated by the investigation conclusions; send a copy of the investigation to the Superintendent with specific action taken.

Step 8: Follow up with the parent contact with a letter summarizing the investigation findings and any actions taken. Summary statement may read, "Took appropriate action per Student Code of Conduct."

Step 9: Monitor (or assign others to monitor) the effectiveness of any corrective actions taken, including follow-up with any student (and parent of student) found to have been the target of harassing or bullying conduct.

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.

Equal Educational Opportunities

Policies FB, FFH

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

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to educational records. The law, also known as the Buckley Amendment, applies to all schools that receive funds under an applicable program of the US Department of Education.

FERPA applies to personally identifiable information in educational records. This includes items such as the student's name, names of family members, addresses, personal identifiers such as social security numbers, and personal characteristics or other information that make the student's identity easily traceable.

Educational records are all records that contain information directly related to a student and are maintained by an educational agency or institution, or by a party acting on its behalf. A record means any information recorded in any way, including handwriting, print, tape, film, microfilm, microfiche, and digital images. FERPA rights apply to students. A student is a person who is or has been in attendance at the institution, regardless of the person's age. Under FERPA, a student has a right to:

- inspect and review his or her educational records;
- request to amend his or her educational records;
- have some control over the disclosure of information from his or her educational records.

Food Allergy Management Plan

The Superintendent has designated the following staff person as the District Food Allergy coordinator for students:

Heather Janysek, RN
Navarro Elementary School, 380 Link Rd, 830-372-1933

In accordance with state guidelines, and for the purposes of these procedures, the following definitions will apply:

Food Intolerance: An unpleasant reaction to a food that, unlike a food allergy, does not involve an immune system response or the release of histamine. Food intolerance is not life-threatening.

Allergic Reaction: An immune-mediated reaction to a protein. Allergic reactions are not normally harmful.

Severe Food Allergy: An allergy that might cause an anaphylactic reaction.

Food Allergy Management Plan: A plan developed and implemented by the District that includes general procedures to limit the risk posed to students with food allergies and specific procedures to address the care of students with a diagnosed food allergy who are at risk for anaphylaxis.

Food Allergy Action Plan: A personalized plan written by a health-care provider that specifies the delivery of accommodations and services needed by a student with a food allergy and actions to be taken in the event of an allergic reaction.

Emergency Action Plan: A personalized emergency plan written by a health-care provider that specifies the delivery of accommodations and services needed by a student in the event of a food allergy reaction.

Individualized Health-Care Plan: A plan written by a school nurse based on orders written by a health-care provider that details accommodations or nursing services to be provided to a student because of the student's medical condition.

Please contact Heather Janysek, District Nurse, or refer to the [NISD Procedures Manual](#) for a complete copy of the regulation.

Hazing

Policies FNCC

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

Intellectual Use

Students shall retain all rights to work they create.

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.

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 psycho-tropic drug to a student.

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.

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. Administrators and teachers 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. Please access the electronic copy of The Education Code, Chapter 37 Discipline, Law & Order distributed electronically with the handbook on 8/19/2013, or you may access it on the District Website under Staff Resources.