

Spring Hill ISD

District Employee Handbook

2018-2019

If you have difficulty accessing the information in this document because of a disability, please e-mail superintendent@shisd.net.



3101 Spring Hill Road, Longview, TX 75605 (903) 759-4404

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Employee Handbook Receipt

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the Spring Hill ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

For the electronic format, go to www.shisd and link to Administration – Human Resources – Employee Handbook.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook and accept responsibility for printing the hard copy.

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 book. 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 Superintendent if I have questions or concerns or need further explanation.

Signature

Date

Please sign and date this receipt and forward it to your immediate supervisor.

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to Human Resources.

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 www.shisd.net.

District Information

Spring Hill ISD Vision Statement

Our vision is to be a premier school district focused on engaged learning and student success.

Mission Statement, Goals, and Objectives

Policy AE

As the center of our community, Spring Hill ISD is committed to the fulfillment of each learner's intellectual, creative and physical potential through the collaborative efforts of exceptional educators, dedicated parents and integrated rigorous instruction provided in a safe environment.

Board of Trustees

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

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

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected by place and serve 3-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Mark White, Board President
- Brad Rogers, Vice President
- John Borens, Secretary
- Frank Bufkin, Trustee
- Mike Henry, Trustee
- Ben Shelton, Trustee
- Karen Wright, Trustee

The board usually meets the second Monday of the month at 6:00 PM in the Board Room at Central Administration, 3101 Spring Hill Road, Longview, TX. In the event that large attendance is anticipated, the board may meet at one of the school's cafeterias. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and in the foyer of Central Administration at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters

including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

Board Meeting Schedule

[School Board Agenda and Minutes](#)

Administration

Steven Snell, Superintendent

Martin Cobb, Chief Financial Officer

Penny Fleet, Curriculum Director

Russell Robinett, High School Principal

David Lynch, Junior High Principal

Dana Robertson, Intermediate Principal

Deanna Turner, Primary Principal

Tony White, Director of Transportation

Toby Pleasant, Director of Maintenance

Steve Hardy, Director of Technology

Janet Albright, Food Service Director

Kelly Mercer, Director of Athletics

Randy Kiser, Director of Fine Arts

[SHISD District Calendar](#)

Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the Superintendent's Office, (903) 759-4404.

Employment

Equal Employment Opportunity

Policies DAA, DIA

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

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the Human Resource office, (903) 759-4404.

Job Vacancy Announcements

Policy DC

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

Employment after Retirement

Policy DC

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

Contract and Noncontract Employment

Policy DC series, DCA (Local)

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

Probationary Contracts. Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

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

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a one-year contract 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.

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 Superintendent's Office in a timely manner.

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

Recertification of Employment Authorization

Policy DC

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

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

Searches and Alcohol and Drug Testing

Policy CQ, DHE

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

Employees Required to Have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

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

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

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Director of Transportation, (903) 759-4404.

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 Director by the first day of employment.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes.

Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

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

Workload and Work Schedules

Policies DEAB, DK, DL

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

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

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation on *page 18* for additional information.

Breaks for Expression of Breast Milk

Policies DEAB, DG

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

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

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

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

Outside Employment and Tutoring

Policy DBD

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

Performance Evaluation

Policy DN series

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

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Spring Hill ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Curriculum Director, (903) 759-4404.

Staff Development

Policy DMA

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

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

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation, page 18*)

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

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

Paychecks

All employees are paid monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

The schedule of pay dates for the 2018-2019 school year follows:

SPRING HILL INDEPENDENT SCHOOL DISTRICT

PAYROLL SCHEDULE 2018-2019

This includes other earnings, absence from Duty Forms, and all Time Sheets

Payroll Cut-off Dates	Due Date to Payroll By Noon*	PAYDAY
July 27, 2018	July 31, 2018	August 20, 2018
August 31, 2018	September 5, 2018	September 20, 2018
September 28, 2018	October 2, 2018	October 19, 2018
October 26, 2018	October 30, 2018	November 16, 2018
November 30, 2018	December 4, 2018	December 20, 2018
December 28, 2018	January 8, 2019	January 21, 2019
February 1, 2019	February 5, 2019	February 20, 2019
March 1, 2019	March 5, 2019	March 20, 2019
March 29, 2019	April 2, 2019	April 19, 2019
April 26, 2019	April 30, 2019	May 20, 2019
May 31, 2019	June 4, 2019	June 20, 2019
June 28, 2019	July 2, 2019	July 19, 2019
July 26, 2019	July 30, 2019	August 20, 2019

*Time sheets and Absence from Duty Forms will be due weekly on Tuesdays.
Dates listed here are the final cut-off dates for items to be included in that month's payroll.

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of the 2nd business day of the month is necessary to activate this service. Contact the Payroll Department for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

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

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

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

Overtime Compensation

Policy DEAB

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

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:00 A.M. on Saturday and ends at 11:59 P.M. on Friday.

Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

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

- Employees can accumulate up to 80 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 may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and the Chief Financial Officer must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage.

Health, Dental, and Life Insurance

Policy CRD

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

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

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

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

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for dental, vision, medical gap, supplemental accident, life, disability and cancer. Premiums for these programs can be paid by payroll deduction. Employees should contact the Human Resources office for more information.

Cafeteria Plan Benefits (Section 125)

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

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

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Claims Administrative Services, effective September 1 to August 31 of the current school year.

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 their supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits, page 28* for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Human Resource office.

Teacher Retirement

Policy DEG

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

Employees who plan to retire under TRS should notify the Human Resource office as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov). See *page 10* for information on restrictions of employment of retirees in Texas public schools.

Other Benefit Programs

- **Transfers for employees' children:** Fulltime employees living outside the district may request to enroll their children in the Spring Hill Schools without being subject to any tuition charge. This does not include substitute teachers.
- **College tuition and partial fee exemption for certified educational aides:** House Bill 571, passed by the 75th Legislature, created a college tuition and partial fee exemption program for individuals who have been employed as certified educational aides for at least two years at a public school in Texas and who are attending a public institution of higher education in Texas to become certified as a teacher. This program became effective during the 1997 fall term. If you would like further information regarding college tuition and partial fee exemption, please contact the financial aid office of the college/university where you plan to

enroll.

- **Sick leave bank/catastrophic illness:** Spring Hill ISD employees may join the Sick Leave Bank by donating one local personal day to the bank. The purpose of the Sick Leave Bank is to provide additional leave days to members of the bank in the event of an unexpected extended illness, non- elective surgery, or a temporary disability due to an injury. Days may be requested only after the member has exhausted all accumulated state and local personal leave. Complete guidelines, membership form and application form is located in HR or Payroll departments.
- **Free admission to athletic events w/ Employee IDs:** Allows the employee into home athletic events for no charge.
- **Perfect Attendance Incentive: Employees who have perfect attendance during a semester shall be paid \$100 at the end of the semester.**

Leaves and Absences

Leaves and Absences

Policies DEC, DECA, DECB

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

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

- Current Local Sick Leave
- Former Local Sick Leave
- State Sick Leave accumulated before the 1995/96 school year
- State Personal Leave

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

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

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

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

Medical Certification. Any employee who is absent more than 5 days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.

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

genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

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

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

Personal Leave

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

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

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor 3 days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. **Discretionary personal leave cannot be taken for more than two consecutive days. Discretionary leave shall not be allowed before a school holiday, the day after a school holiday, days scheduled for state mandated assessments, professional or staff development days, workdays at the beginning or end of a semester, or other days critical to an employee's job responsibilities.**

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

State Sick Leave

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

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

- Employee illness

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

Local Leave

Local Personal Days

All employees shall earn an additional 5 equivalent workdays of local sick leave per school year, concurrently with state leave. Local sick leave shall accumulate to a maximum of 30 equivalent workdays and shall be taken with no loss of pay. Local sick leave must be used in the same manner as state sick leave. All employees called to active military service may use available state and local sick and personal leave.

Sick Leave Bank (or Pool)

Policy DEC

The purpose of the sick leave bank is to provide leave to a full-time District employee in the event of a personal catastrophic illness or injury or that of an immediate family member. Catastrophic illness or injury shall be defined as an illness, injury, or disability that is life-threatening and requires major medical treatment such as surgery, chemotherapy, radiation, and the like. A District employee may voluntarily donate local or state sick leave days up to 5 days per school year. Employees who donate days must keep a minimum of 9 days, either state and/or local, in their sick leave record. The donation shall be voluntary and not solicited. When days are donated to the bank, they become the property of the District and are not returned to the employee. In order to receive days from the catastrophic sick leave bank, an employee suffering from a catastrophic illness or injury shall have exhausted all available paid leave. An employee must donate at least 1 day per school year by September 30 to be eligible to participate in the sick leave bank for that year. An employee may receive up to 20 days from the bank per school year, provided the bank has days for withdrawal. Requests for catastrophic sick leave bank days shall be submitted to the Superintendent on the official request form. The Superintendent will determine if the employee’s illness or disability, or that of an immediate family member, qualifies for use of days from the bank and the number of days the employee may use. Any decision made by the Superintendent may be appealed in accordance with DGBA (Local).

Family and Medical Leave Act (FMLA)—General Provisions

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

Leave Entitlements

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

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

- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

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

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

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

Benefits and Protections

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

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

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

Eligibility Requirements

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

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

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

Requesting Leave

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

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

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

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

Employer Responsibilities

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

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

Enforcement

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

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

For additional information:

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

Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period *measured forward from the date an individual employee's first FML begins.*

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

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

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

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

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

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

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

District Contact. Employees that require FML or have questions should contact the Human Resource Department for details on eligibility, requirements, and limitations.

Temporary Disability Leave

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

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

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

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

Workers' Compensation Benefits

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

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

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury, and should be immediately reported to criminal liability.

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

Bereavement Leave

Use of state leave and/or local sick leave for death in the immediate family shall not exceed five workdays per occurrence, subject to approval of the district.

Jury Duty

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

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

Compliance with a Subpoena

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

Truancy Court Appearances

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

Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be

made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Military Leave

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

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

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

Employee Relations and Communications

Employee Recognition and Appreciation

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

District Communications

Throughout the school year, the Communication's office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

Complaints and Grievances

Complaints and Grievances

Policy DGBA

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:

[DGBA \(LOCAL\)](#)

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency, page 47* for additional information.

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

Texas Educators' Code of Ethics

Statement of Purpose

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

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

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

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

- (i) the nature, purpose, timing, and amount of the communication; the subject matter of the communication;
- (ii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iii) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (iv) whether the communication was sexually explicit; and
- (v) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment,

employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

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

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

[DIA \(LOCAL\)](#)

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse, page 34* and *Bullying, page 50* for additional information.

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

[DHB \(LEGAL\)](#)

[FFH \(LOCAL\)](#)

Reporting Suspected Child Abuse

Policies DG, DH, FFG, GRA

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

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

Reports to Child Protective Services can be made to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the

district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

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

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

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

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at www.shisd.net. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child.

Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

Reporting Crime

Policy DG

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

Technology Resources

Policy CQ

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

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

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

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the Director of Technology (903) 759-4404.

Personal Use of Electronic Communications

Policy CQ, DH

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

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

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

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

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

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

Electronic Communications between Employees and Students

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited.

Employees are not required to provide students with their personal phone number or e-mail address.

An employee is not subject to 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 media with students:

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal

electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.

- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

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

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

The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message.

- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of 10:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]

- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- An employee shall notify his or 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.

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

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

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

Moral turpitude includes the following:

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

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

Alcohol and Drug-Abuse Prevention

Policies DH

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

[DH \(LOCAL\)](#)

[DI \(EXHIBIT\)](#)

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

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

Fraud and Financial Impropriety

Policy CAA

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

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

Conflict of Interest

Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy CY

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Associations and Political Activities

Policy DGA

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

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

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

Charitable Contributions

Policy DG

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

Safety

Policy CK series

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

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

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgement 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 Director of Transportation.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the Superintendent's Office immediately.

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. Spring Hill ISD uses the Raptor V-Soft Visitor Management System to increase

the safety of its campuses. Uniform badges will be produced for all visitors, and all visitors will be electronically checked against registered sexual offender databases. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

Asbestos Management Plan

Policy CKA

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

Pest Control Treatment

Policies CLB, DI

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

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

Telephones and Cell Phones

Telephones are available for teachers to transact school business. Calls are expected to take place outside of class time. Should long distance calls be required, toll free numbers must be used if available. Whenever possible, the staff should utilize the mail service over long distance calling. Cell phones should not be activated during instructional time. Teachers are asked to make personal calls on cell phones during their lunch breaks and conference periods.

Use of District Property

Property use of district property and resources for personal benefit is strictly prohibited unless approved by the superintendent of schools.

General Procedures

Bad Weather Closing

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

Each school campus and district department has procedures for notifying the employees in the department through phone and/or text messages.

Emergencies

Policies CKC, CKD

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

Purchasing Procedures

Policy CH

All requests for purchases must be submitted via SKYWARD (the Spring Hill ISD accounting software) for all merchandise ordered in excess of \$100. Merchandise cannot be ordered until the purchase order has received the authorized approval from the campus principal and the business office. No purchases, charges, or commitments to buy goods or services for the district can be made without an approved purchase order. Spring Hill ISD 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 school districts business office. All orders in excess of \$1,000 should include three separate quotes from three different vendors.

Reimbursement requests and other small purchases will be handled through an approved check request. All check requests must be approved by the building principal or Athletic Director for athletic accounts. The same procedures that apply to operating funds shall also apply to activity funds. Please direct all questions regarding purchasing procedures to the business office.

Check Acceptance Policy

In the event that a check written to any Spring Hill ISD campus, club or organization is returned unpaid by your bank, Spring Hill ISD or its agent (Paytek Solutions) will redeposit the check electronically.

Additionally, the originator of the check understands and agrees that the district may electronically collect a returned check fee of \$35.00 plus applicable sales tax. The use of a check for payment is Acknowledgement and Acceptance of this policy and its terms. Individuals may reach Paytek Solutions at 1-800-641-9998.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resource office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from the Human Resource office.

Personnel Records

Policy DBA, GBA

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

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

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

Building Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. The Athletic secretary is responsible for scheduling the use of facilities after school hours. Contact the Athletic Office to request use of school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Policy DFE

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Superintendent's office. Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 47. The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in of the same acts.

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

Dismissal or Nonrenewal of Contract Employees

Policies DF Series

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

Dismissal of Noncontract Employees

Policy DCD

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 30)

Exit Interviews and Procedures

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

Reports to Texas Education Agency

Policy DF, DHB

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

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

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

Reports Concerning Court-Ordered Withholding

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

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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

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

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to the Curriculum office (903) 759-4404.

Student Records

Policy FL

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

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

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

Parent and Student Complaints

Policy FNG

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

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

Administering Medication to Students

Policy FFAC

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

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies in the FN series and FO series

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

Student Attendance

Policy FEB

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

Bullying

Policy FFI

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 includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

On-line at: <http://pol.tasb.org/Home/Index/543>

Hazing

Policy FNCC

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

Instructional Expectations

Non-Negotiables Spring Hill ISD Teachers (all grades)

- 1) SHISD teachers are expected to teach the TEKS and Critical Teaching Concepts identified in the State standards. SHISD will use the TRS YAG. It will be refined each year by Spring Hill ISD teachers. Once a scope and sequence is created, it must be followed. Changes can be made with approval from the Assistant Superintendent of School Support. All approved YAG/IFD changes will be implemented district-wide.
- 2) Everyone will follow the common assessments plan as directed.
- 3) All lessons and instructional practices will incorporate aspects of the Fundamental 5 as guided by Spring Hill ISD.
- 4)

Expectations of all Spring Hill ISD Teachers

- 1) Everyone participates and has a voice in the PLC process, instructional planning, common assessment creation and data disaggregation.
- 2) All teachers have a working knowledge of their grade level and subject TEKS.
- 3) The Spring Hill ISD scope and sequence provides the "What" and "When" of instruction. These are non-negotiable to ensure curricular alignment. The "How" is left up to the teacher to determine; based on the needs of their students and desired achievement outcomes. SHISD encourages teachers to be critical consumers of their resources and select the most appropriate lessons for their students in order to decrease gaps in student performance.
- 4) It is expected that intervention for struggling students starts in the classroom. We expect parents to be contacted throughout the year as to the academic progress of their child.

Spring Hill ISD Expectations for Lesson Plan Components (all teachers)

- 1) TEKS and SE/Critical Concepts identified for each lesson
- 2) Every lesson will be framed. The lesson frame will include an objective written in student friendly language. (i.e., Lesson Frame (F1)). The "We will" statement will be large and prominent, stated, and referred back to throughout the lesson as appropriate. The closure "I will" will be written in student friendly language, stated, and referred back to throughout the lesson as appropriate. The closure will assess (informally/formally) what the student is expected to learn that day and will change each day.
- 3) Teach within the Power Zone. (F2)
- 4) Create opportunities in the lesson for natural breaks with pre-planned question stems for SGPT. (F3) Should be every 8-12 minutes.
- 5) Opportunity for critical writing with pre-written question stems and/or a form graphic organizer. (F5)
- 6) Reminders to recognize student effort and reinforce correct behavior or academic success. (F4)
- 7) Lesson Closure. (F1) Last half of the Lesson Frame with a check for understanding.

THE FUNDAMENTAL 5

Spring Hill ISD expects to see evidence of usage of the “Fundamental 5.” We believe that these fundamental practices set up all other high yield instructional practices. They are:

1. Framing the lesson
2. Work in the power zone
3. Small group purposeful talk
4. Recognize and Reinforce
5. Critical Writing

Spring Hill ISD “Common Time”

The teacher’s contractual expectations allow for time before school and after school for teachers to offer after school tutorials, department and subject level meetings, faculty meetings, continuing education, and other meetings as necessary. All staff should be aware that this is protected time to work with staff and students to improve all aspects of the school district; especially teaching and learning. Since it falls under normal contract hours, all rules pertaining to employee absences will apply. It is unacceptable to arrive late or leave early during the designated common time.

The following are regulations specific to this time and should help clarify teacher expectations during this common time period.

- All teachers are expected to be in their classrooms and available to students for tutorials when not in meetings at least twice a week.
- Once meetings are scheduled, each teacher’s tutorial days should be posted, visible, and communicated to the students.
- **All coaches will adhere to the same expectations as all staff while their sport is not in season.
- All teachers are expected to participate in subject level PLCs and department meetings as directed by the campus principal. Subject level PLCs should be scheduled with your supervising administrator so they can attend each meeting.
- Libraries will be open for students during this time.
- Nurses’ offices will remain open during this time.
- All offices will remain open for students during this time.
- Credit Recovery Labs will be during this time.
- **Teachers can assign any student to a mandatory common time school tutorial for any reason they deem appropriate. In order for this to happen:**
 - Student needs 24 hour notice
 - Teachers must call the student’s parent
 - Communicate with that students’ assistant principal

Tutoring

Classroom teachers are expected to provide before school and/or after school tutoring opportunities for their assigned students at least twice a week. Tutoring hours must be posted and communicated to students and parents. A teacher may not tutor, for money, a student enrolled in their class (es) or that they directly teach/assign grades to.

Appendix—Supplementary Information

At-Risk Students

At risk identification criteria can be found in the Board Policy Manual under policy EHBC (Legal). Teachers should become familiar with these criteria and develop with the administration, strategies for remediation. Each teacher should view at risk students as a personal professional challenge. Together, the staff of Spring Hill ISD can make a difference in every child's life. Spring Hill ISD should have 100% of its students passing all sections of the STAAR test. It may take a few years to reach this goal, but with positive attitudes and total dedication, the staff of Spring Hill ISD can do it.

COBRA-Initial Continuation Notice

If you (the employee) are covered by your employer's group health plan, you have a right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment, or, the termination of your employment (for reasons other than gross misconduct on your part).

If you are the spouse of an employee covered by the group health plan, you have a right to choose this continuation coverage for yourself if you lose group health coverage under the group health plan for any of the following four reasons:

- The death of your spouse;
- A termination of your spouse's employment (for reasons other than gross misconduct) or the reduction in your spouse's hours of employment;
- Divorce or legal separation from your spouse; or
- Your spouse becomes entitled to Medicare.

In the case of a dependent child of an employee covered by the group health plan, he/she has the right to continuation of coverage if group health coverage under the group health plan is lost for any of the following five reasons:

1. The death of a parent;
2. A termination of your spouse's employment (for reasons other than gross misconduct) or the reduction in your spouse's hours of employment;
3. Parent's divorce or legal separation;
4. A parent becomes entitled to Medicare; or
5. The dependent ceases to be a "dependent child" under the group health plan.

Under the new law, the employee or a family member has the responsibility to inform the company's Plan Administrator of a divorce, legal separation, or, a child losing dependent status under the group health plan within 60 days of the later of the date of the event or the date on which coverage would be lost because of the event.

If you do not choose continuation coverage, your group health insurance will end.

SHISD Guidelines for Treatment of Staff in Campus Health Office

Medications: Over the counter medications will be available on a limited basis. Staff requesting medications will be allowed access to them and may choose to take what they feel is appropriate for themselves. Staff members requesting anti-diarrheal medication will be sent home in accordance with SHISD illness policy.

Vital Signs:

Temperatures: may be taken per staff request. Staff will be required to follow SHISD fever policy and will be sent home for a temp of 100.0 or higher.

Blood Pressure: an automatic blood pressure machine will be available for staff use. Any staff with a blood pressure greater than 140 over 90 and symptomatic (such as severe headache, blurred vision and dizziness per National Institute of Health) will be recommended to leave and follow up with their doctor.

Blood Glucose: For staff members requiring blood glucose monitoring that do not have a monitor with them; a monitor is available in the health office for emergency use. Staff with extremely high or low blood glucose levels will be recommended to consult their doctor.

Staff members should consult their own physicians for instruction whenever possible. In the event of an emergency the school health office will advise according to the SHISD illness/injury policy. Health office personnel will notify campus administrators *immediately* of all staff that have been advised to go home. Staff members that are advised to go home or consult immediate medical attention and choose not to do so **MUST** sign a waiver in the health office reflecting their choice to go against medical advice. Staff members may not remain at school if they meet criteria per SHISD illness policy that would require they be sent home, i.e.: fever, vomiting, diarrhea, head injury, severe allergic reaction, etc.

In addition, staff members that are sent home due to the same medical issue on consecutive days must consult their physician, per supervisor's direction. (DEC Local)) The health office staff will consult with staff's supervisor regarding need for medical evaluation. For the staff member's personal safety and that of our students a doctor's note to return to work needs be provided.

Staff injuries will be treated according to SHISD illness/injury protocol. Staff members requiring immediate medical attention will be routed through the Workers Compensation program and be sent to clinic/hospital as needed on an individual basis. All Workers Compensation paperwork will be completed with the assistance of health office personnel and faxed to SHISD central office personnel immediately. A follow up telephone call will also be made to the Workers Compensation Benefit employee at Central Office, within the hour.

Computer Use, Technology Equipment Agreement and Acceptable Use Policy for Staff

Policy CQ Local

Each employee is given access to the Spring Hill ISD's electronic communications system. Through this system, the employee will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. The employee will have access to hundreds of databases, libraries, and computer services all over the world. With this educational opportunity comes responsibility. It is important that each employee read the Spring Hill ISD policy, administrative regulations, and agreement form and ask questions if he/she needs help in understanding them. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that an employee may run across areas of adult content and some material an employee might find objectionable. While Spring Hill ISD will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be the employee's responsibility to follow the rules for appropriate use.

It will be the employee's responsibility as a teacher to monitor the computers in the classroom and in the computer labs to make sure students follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- Each person will be assigned an individual account and is responsible for not sharing the password for that account with others or using it to log on students.
- Staff need to monitor students to ensure that students use their own login to sign on a computer.
- The account is to be used mainly for administrative and instructional purposes.
- Limited personal use is permitted if the use:
 - Imposes no tangible cost to the district,
 - Does not unduly burden the district's computer or network resources, and
 - Has no adverse effect on job performance or on a student's academic performance.
- The employee will be held responsible at all times for the proper use of the account, and Spring Hill ISD may suspend or revoke access if someone violates the rules.
- All Internet use by students must be supervised by adults. The student must have permission to use the Internet and must be supervised by Spring Hill ISD staff at all times. Searches on the Internet, by students, need to be for directed, specific educational purposes only.
- Electronic mail transmissions and other use of the electronic communication system 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.

INAPPROPRIATE USES

- Using the system for any illegal purpose.
- Disabling or attempting to disable any Internet filtering device.
- Encrypting communications to avoid security review.
- Borrowing someone's account with or without permission.
- Posting personal information about self or others (such as addresses and phone numbers).

- Downloading or using copyrighted information without permission from the copyright holder.
- Intentionally introducing a virus to the computer system.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through the improper use of the computer system, including, but not limited to: personal email account access (e.g. Hotmail, AOL, Yahoo, etc.), instant messaging, online shopping, non-instructional or non-educational games, personal use of streaming media such as online radio stations or video broadcasts, or participating in chats (chat rooms) unless sponsored and overseen by district staff.
- Wasting school resources by inappropriate use of the network for sending and receiving a large number of personal messages, including using group email distributions lists to send non- administrative or non-instructional messages to other users.
- Gaining unauthorized access to restricted information or resources.
- Downloading or installing programs without explicit permission from the network administrator.
- Use that violates the student code of conduct or employee standards of conduct.

TECHNOLOGY EQUIPMENT CHECKOUT

- Technology equipment may be available for teacher checkout through the technology department or the campus media centers for teacher use during the school year. This equipment may include a teacher laptop, LCD projector, document camera, student response system, mimeo interactive or other equipment.
- This equipment is for instructional/educational use and should be used to further technology in the classroom.
- Staff members will be responsible for securing equipment in such a manner that it will not be subject to theft or damage.
- A work order needs to be submitted to the technology department, in a timely fashion, for any equipment needing repairs or not functioning properly.
- Laptops and classroom computers need be logged onto the SHISD network at least once a week for updates.
- SHISD suggests that staff members who are issued a laptop include insurance coverage of the laptop on his/hers homeowners or renters insurance if they plan to take the laptop home to do school work.
- All technology equipment must be turned in at the end of the school year or during the school year if teacher retires, takes an unpaid leave of absence, changes campuses, or if requested by the technology department.

□

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the Employee Standards of Conduct and applicable laws.

The employee agreement must be renewed each academic year. Employees with question about computer use and data management can contact Travis Brown, Director of Technology

Distribution of Organization's Material

Professional organizational material may not be distributed on school time, but may be distributed in school mailboxes or personally, before or after school. The intra-school mail shall not be used.

Foods of Minimal Nutritional Value – Texas Public School Nutrition Policy

All Texas public schools participating in the federal child nutrition programs must comply with the nutrition policies set forth in the Texas Administrative Code (TAC). Foods of Minimal Nutritional Value (FMNV) fall into four categories of foods and beverages and are restricted by the U. S. Department of Agriculture under the child nutrition programs.

Fundraising/Soliciting by School Groups

No teacher, employee, student, or club of the Spring Hill schools shall solicit funds or sell items for profit unless prior approval has been given by the principal of the school involved and by the superintendent of the school system. The superintendent may, if he prefers, submit the requests to the school board. It is anticipated that only in rare cases will this matter be submitted to the board.

Sick Bank Guidelines for Spring Hill ISD

SECTION I: PURPOSE AND DEFINITION

Purpose

The purpose of the Sick Leave Bank is to provide additional sick leave days to members of the bank in the event of an unexpected extended illness, non-elective surgery, or a disability due to an injury. Days may be granted for use only after the member has exhausted all available accumulated state, local and extended sick leave days.

Definitions of Sick Leave Days for Members. Sick leave days from the bank are those days granted to a member, who through an unexpected critical illness, surgery, injury, catastrophic illness, or disability, is unable to perform the duties of his/her position.

SECTION II: MEMBERSHIP

Eligibility

All personnel eligible for personal leave shall be eligible for membership.

A. Procedure for Joining the Sick Leave Bank

1. Any employee who is eligible to join the Sick Leave Bank may do so by contributing one (1) day of local personal leave. An employee desiring to join during the current school year must be able to earn at least one (1) day from the time of his/her employment until the completion of his/her total number of days of work at the end of the school year. An employee must work a total of thirty-six (36) days to earn one day of local personal leave.
2. The enrollment period for current employees and new employees hired prior to the opening of the school year shall be July 1 through September 30.
3. All personnel who join the bank within the enrollment period are eligible for membership beginning with their first official day of work.
4. New personnel employed after the enrollment period are eligible to join as soon as they begin their work. Such personnel must join within thirty-one days from their actively-at-work date.
5. Employees desiring to join the bank shall complete the membership application form and submit it to the HR Dept. HR shall verify the employee's eligibility.

SECTION III: REGULATIONS CONCERNING CONTRIBUTION OF DAYS

- A. To become a member of the bank, an employee must contribute one day of local personal leave for the current school year. Employees must join annually.
- B. The one-day donated becomes the property of the Spring Hill ISD Sick Leave Bank. ALL DONATIONS WILL REMAIN IN FORCE AND CANNOT BE RETURNED EVEN UPON CANCELLATION OF MEMBERSHIP.
- C. For bank purposes, the school year will be from July 1 through June 30.
- D. If a member decides to cancel his/her membership in the bank, the days contributed for the membership remain the property of the bank. If, at a later date, this individual wishes to rejoin the bank, he or she may do so during the enrollment period by again donating a day.

SECTION IV: REGULATIONS CONCERNING GRANTING OF SICK LEAVE DAYS FROM THE BANK

A. Granting of days from the Sick Leave Bank.

1. A member may apply for days from the Sick Leave Bank only after being absent from work for five (5) consecutive days. Medical certification must support the need for leave.
2. Conditions known to exist by current employees on or before joining of the Sick Leave Bank within the enrollment period will be covered under provisions of the Sick Leave Bank.
3. Conditions known to exist by new employees on or before the joining of the Sick Leave Bank will not be covered under provisions of the Sick Leave Bank during the first sixty (60) days of employment.
4. Sick leave days from the Bank are available only in the event of unexpected critical illness, surgery, injury, catastrophic illness, or disability. Complications arising from childbirth will be based upon medical certification.
5. Sick leave days from the Bank will be granted only after the member has exhausted all available state, local and extended sick leave days.
6. Days from the Bank shall be granted only for illness, injury, surgery or other disability to an employee or a member of the employee's immediate family which necessitated an absence from work for five (5) consecutive working days or longer. In case of chemotherapy or other cancer treatment, days can be granted for one to four days absence. Immediate family shall include:
 - a. Spouse
 - b. Son, stepson and son-in-law
 - c. Daughter, stepdaughter and daughter-in-law
 - d. Parents, stepparents and parent-in-law
 - e. Grandparents
 - f. Minor residing in residence under legal guardianship
1. Sick Leave Bank days shall be granted only for absences from working days and will not be granted for holidays, vacations days or other such days for which the member is not paid.
2. The maximum number of Sick Leave Bank days that may be granted to an employee during the year (July 1 through June 30) will be twenty percent (20%) not to exceed thirty (30) days.
3. If a member who has received less than thirty (30) days from the Sick Leave Bank returns to work and then is ill again with the same or a different illness, he/she may apply to the Sick Leave Bank for additional days needed, the total not to exceed thirty (30) days per year. Each separate illness must meet the initial criteria.

4. Sick leave days from the Bank may not be granted for the period of disability when monies are paid to the member under the Workers' Compensation Act.
5. A contributor will lose the right to utilize the benefits of the Bank only by:
 - a. Termination of employment in the Spring Hill Independent School District.
 - b. Written cancellation of participation by the member at any time.

SECTION V: PROCEDURES FOR APPLYING FOR SICK LEAVE DAYS

Should the member have an unexpected critical illness or injury necessitating the need for additional days after all accumulated state, local and extended sick leave days will have been used, the member may submit a request for days from the Bank. Current medical certification must accompany this request or be on file in HR.

If a member is critically ill and unable to file an application for sick leave days from the Bank, a family member, a designated individual or immediate supervisor may initiate the application form at the request of the employee.

SECTION VI: FINAL DECISIONS

Procedures for deciding any questions not covered herein:

Any question concerning membership, regulations or application for sick leave days that may arise after adoption of this plan and not specifically covered herein, shall be submitted to HR who will make a recommendation to the Superintendent or his designee for a final decision.

SECTION VII: AMENDMENT PROCESS

- A. These Administrative procedures may be amended upon recommendation of HR followed by approval of the Superintendent of Spring Hill ISD
- B. Any policy change in this program must also be approved by the Board of Trustees of the Spring Hill ISD. These changes would include, but are not limited to:
 1. Eligibility
 2. Ineligibility requirements
 3. Change in number of days within pool
 4. Decisions having financial impact on the district
 6. Sick Leave Bank days shall be granted only for absences from working days and will not be granted for holidays, vacations days or other such days for which the member is not paid.
 7. The maximum number of Sick Leave Bank days that may be granted to an employee during the year (July 1 through June 30) will be twenty percent (20%) not to exceed thirty (30) days.
 8. If a member who has received less than thirty (30) days from the Sick Leave Bank returns to work and then is ill again with the same or a different illness, he/she may apply to the Sick Leave Bank for additional days needed, the total not to exceed thirty (30) days per year. Each separate illness must meet the initial criteria.
 9. Sick leave days from the Bank may not be granted for the period of disability when monies are paid to the member under the Workers' Compensation Act.
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 - a. Termination of employment in the Spring Hill Independent School District.
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If a member is critically ill and unable to file an application for sick leave days from the Bank, a family member, a designated individual or immediate supervisor may initiate the application form at the request of the employee.

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- C. These Administrative procedures may be amended upon recommendation of HR followed by approval of the Superintendent of Spring Hill ISD
- D. Any policy change in this program must also be approved by the Board of Trustees of the Spring Hill ISD. These changes would include, but are not limited to:
 - 1. Eligibility
 - 2. Ineligibility requirements
 - 3. Change in number of days within pool
 - 4. Decisions having financial impact on the district

Student and Sponsor Travel

All overnight trips should be cleared by the Superintendent prior to discussions and planning with students and/or parents. Out-of-state trips must be approved by the Board.

Staff members and student activity sponsors must receive approval for professional leave and/or travel expenses. The Request for Professional Leave and/or Transportation Forms must be submitted to the building principal who will forward the approved request to the central office for approval by the superintendent or his designee. Forms will then be returned to the building principal who will disburse them to the appropriate personnel. A minimum of one week notification is requested for travel approval. The same guidelines apply for use of bus requests.

Guidelines for Request for Chartered Bus Trips by Athletic Teams

Chartered buses may be requested by coaches for teams only under the following conditions:

- Requests will only be considered for playoff events beyond district Championships.
- Game sites must be outside of a 100-mile radius from Spring Hill.
- The Athletic Director, Principal and Superintendent must agree that the above conditions have been met.
- The district will bear the cost for the trip.
- Time constraints and other expenses will be determined prior to the event by the Athletic Director, Principal and Superintendent.

Workers' Health and Safety

The Texas Workers' Compensation Commission has established a 24-hour toll free telephone number for reporting unsafe conditions in the workplace that may violate occupational health and safety laws. Spring Hill ISD is prohibited by law from suspending, terminating or discriminating against any employee who in good faith reports an alleged occupational health or safety violation. Contact the Division of Worker's Health & Safety, Texas Workers' Compensation Commission at 1-800-452-9595.



SPRING HILL INDEPENDENT SCHOOL DISTRICT

2018-19 Teacher Appraisal Timeline

August 13 – 31	<p>Teacher Orientation on T-TESS at campus level (1 day)</p> <p>Teacher self-assessment and goal setting meeting with principal (review of teacher and student data to self-assess, establish goals and develop a professional development plan with the principal – for teachers receiving formal T-TESS observation)</p>
August 31	Due: Teacher Self-Assessment/Goal Setting/Professional Development Plan Document Part I
September 21	<p>Teacher self-assessment and goal setting meeting with principal (review of teacher and student data to self-assess, establish goals and develop a professional development plan with the principal – for teachers not receiving formal T-TESS observation)</p> <p>Due: Teacher Self-Assessment/Goal Setting/Professional Development Plan Document Part I</p>
September 10 – April 18	Formal observations and walk-throughs with ongoing analysis of results and options
April 8	<p>Last day for teachers to turn in evidence for Domain 4</p> <p>Last day for teachers to request a second T-TESS formal observation</p>
April 15	Due: Teacher Self-Assessment/Goal Setting/Professional Development Plan Document Part II and Part III
April 18	<p>Last day to conduct formal observations</p> <ul style="list-style-type: none"> • Teacher has 3 working days to complete and submit a self-reflection of the formal observation • Teacher will receive a written summary and oral feedback from the T-TESS evaluator in a post-conference meeting within 5 working days of the actual observation.
April 18 – 29	<p>Conclude all End-of-Year conferences to discuss final scores for Domains 1-3, review evidence for Domain 4, and discuss next year's goal(s) and professional development plan (confirm Teacher Self-Assessment/Goal Setting/Professional Development Plan Document Part III)</p> <p>Note: Domain 4 is not scored in summative form until after the teacher has been afforded the opportunity to present evidence related to each of the 4 dimensions in this domain due by April 9 and reviewed at the End-Of-Year conference.</p>
May 2	Last day to complete summative evaluations
August 31 – May 23	Administrators conduct informal observations and walk-throughs

No formal observations to take place on following days (walkthroughs are allowable):

August 20 – September 7	First three weeks of school year
October 5 and October 9	Day before and after a holiday
November 16 and November 26	Day before and after a holiday
December 21 and January 8	Day before and after a holiday
January 18 and January 22	Day before and after a holiday
February 14 and February 19	Day before and after a holiday
March 8 and March 18	Day before and after a holiday
April 18 and April 22	Day before and after a holiday

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