

# **Rocksprings ISD**

## **EMPLOYEE HANDBOOK**

**2019 – 2020**



# TABLE OF CONTENTS

<b>Introduction and Notices .....</b>	<b>5</b>
Acknowledgement Tear-Sheet.....	5
Personal Information Election.....	7
Employment Policies .....	8
Employee User Agreement-District Network and Internet Resources .....	9
Board and Administration Information .....	10
Equal Opportunity Employer .....	12
Right of Association .....	12
<b>Important Information About Your Employment in Rocksprings ISD .....</b>	<b>12</b>
Personnel Records .....	12
Attendance and Absences .....	14
Basic Leave Information.....	15
Leave Under the Family Medical Leave Act (FMLA) .....	15
Medical Certification.....	16
Medical Examinations.....	16
Sick Leave Pool/Bank.....	16
Breast Milk Expression.....	16
On-the-Job Injuries.....	16
Administrative Leave .....	17
Jury Duty.....	17
Vacations and Holidays .....	17
Compensation, Benefits, and Pay Schedules .....	17
Overtime/Compensatory Time.....	18
Insurance .....	18
Payroll Deductions.....	19
Duties and Responsibilities .....	19
Visitors to the Workplace .....	20
Duty-free Lunch.....	20
Faculty/Staff Meetings.....	20

Conference Period.....	21
Site-Based Committee and Other Committees .....	21
Staff Development .....	21
Evaluations/ Appraisals .....	21
Transfers/Reassignments.....	22
Safety.....	22
Pest Control .....	22
Asbestos Management Plan .....	22
Maintenance and Repairs .....	23
Standards of Conduct .....	23
Sexual Harassment/Inappropriate Conduct .....	23
Inappropriate Social Relationships with Students .....	24
Electronic Communication Policy .....	25
References for Others .....	25
Principal Notification to Superintendent .....	25
Other Harassment .....	25
Tobacco Use .....	26
Electronic or Vapor “Cigarettes” .....	26
Alcohol and Drug Use.....	26
Weapons.....	27
Appropriate Language.....	27
Dress and Grooming Standards .....	27
Searches.....	27
Outside Employment.....	27
Work-Related Travel .....	27
District Credit Cards.....	28
Purchases .....	28
Complaints and Grievances .....	28
Resignation from Employment .....	29
Termination of Employment.....	29
<b>Important Information about Working with Students in Rocksprings ISD ...</b>	<b>29</b>
Student Records and Confidentiality .....	29

Discipline/Student Supervision and Control .....	30
Emergency Procedures.....	30
Reporting Child Abuse or Neglect.....	31
School Activities and Functions .....	31
Parent Organizations .....	31
Parent Relations .....	31
Counseling Program .....	32
Special Education/Section 504 .....	32
Student Attendance Accounting.....	32
Curriculum/Instruction .....	33
Lesson Plans .....	33
Grade Books/Grading Records.....	34
Grading Guidelines .....	34
Make-up Work.....	34
Homework.....	34
Field Trips.....	35
Using Film/Movies in Class .....	35
Tutorials.....	35
Textbooks/Instructional Technology .....	35
Fund-Raising.....	36
Extracurricular/UIIL Sponsorships .....	36
<b>Appendix.....</b>	<b>37</b>
Request for Scheduled Personal Leave .....	38
Level One Complaint .....	39
Student Activity & Transportation Permission .....	41
Signature pages .....	42-45

# INTRODUCTION AND NOTICES

Welcome—or welcome back—to Rocksprings ISD. The purpose of this Employee Handbook is to inform you of important information about your employment in the district and about working with students of the Rocksprings ISD. This Handbook does not replace the school district’s board-adopted policy manual, which contains all the official policies that govern the operation of the district and your employment in the district. However, the information, rules, and standards set out in this Handbook are also expectations for conduct and performance. This Handbook is not a “contract,” and we can make changes to it at any time.

Nothing in this Handbook supersedes or contradicts any district policy or changes any aspect of the employment relationship between you and the district or any terms and conditions of that relationship. All district employees serve on an at-will basis unless they have received, signed, and returned a written contract authorized by the board of trustees or a written employment agreement authorized by the board of trustees or the superintendent.

## **Rocksprings ISD Vision**

Rocksprings ISD envisions our students becoming productive, successful, self-reliant, life-long learners.

We have tried to make this Handbook easy to read and understand. When we say “you” or “your,” we mean the employee; when we say “we” or “our,” we mean the school district.



**I acknowledge that I have received the \_\_\_\_\_ ISD Employee Handbook for the 2019-2020 school year and that I am responsible for reading, understanding, and complying with the procedures, guidelines, and requirements contained in this Handbook.**

Employee’s Name:

\_\_\_\_\_ (Please Print)

Employee’s Signature:

\_\_\_\_\_

Campus Assigned:

\_\_\_\_\_

Date: \_\_\_\_\_

**The following pages contain several notices about your rights and responsibilities as a school employee. Please complete each form at the end of this handbook and return it to the Human Resources department/personnel office/ superintendent's office within 5 days after you receive this Handbook. We recommend that you keep a copy of your signed forms for your own records.**

# Personal Information Election

Texas Government Code, Section 552.024, states that “each employee or official of a governmental body and each former employee or official of a governmental body shall choose whether to allow public access to the information in the custody of the governmental body relating to the person’s home address, home telephone number, emergency contact information, or social security number, or that reveals whether the person has family members.”

Please indicate below whether you wish your home address, home telephone number, or information that reveals whether you have family members to be disclosed to the public by the school district. We will not provide your social security number to any member of the public.

I wish to allow public access to

- my home address;
- my home telephone number;
- emergency contact information;
- information that reveals whether I have family members; or
- None of the items listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

# Employment Policies

The Rocksprings ISD publishes its entire policy manual on the district's website/posts employment policies on the district's website. You also have the right to obtain a paper copy of the district's employment policies if you make a request for them. If you wish to receive a paper copy of employment policies, please sign below and submit this form to the principal so that the office will know how many sets of policies to prepare.

I wish to receive a paper copy of the district's employment policies.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Position)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

# Employee User Agreement—District Network and Internet Resources

I have read the Network and Internet Use policy [CQ (LOCAL)] included in this Handbook and understand the conditions for use of the network and Internet resources provided by the Rocksprings ISD for the purpose of promoting educational excellence and supporting instructional goals.

By my signature below, I agree that any use of the network and Internet under my user ID or account will be consistent with that policy. **I understand that district employees have the authority to and will monitor network usage, including electronic messages sent and received to ensure compliance with the policy.** Furthermore, I understand that I am responsible for any transactions that occur under my user ID or account and that any violation of the district’s policy will be considered misconduct and a violation of the employee standards of conduct.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee’s Name, Printed

\_\_\_\_\_  
Campus

## RISD School Board and Administration Information

The board of trustees meets regularly on the second Tuesday of each month at 7:00 p.m. in the Administration Board Room. All meetings are open to the public and employees are encouraged to attend if they have an interest in the topics for a particular meeting. Agendas will usually be posted no later than 72 hours at the central administrative office and on the district's website, [www.rockspringsisd.net](http://www.rockspringsisd.net).

# **ROCKSPRINGS INDEPENDENT SCHOOL DISTRICT**

**2019-2020**

## **BOARD OF TRUSTEES**

**President**

**Brady Hyde**

**Vice-President**

**Garrett Grooms**

**Secretary**

**Dawn Rudasill**

**Board Member**

**Paco Ramirez**

**Board Member**

**James Palacio**

**Board Member**

**Katy Shanklin**

**Board Member**

**Manuel Montoya**

# ***RISD ADMINISTRATION***

**Superintendent**

**Daren Worrell**

**Principal**

**Brian McCraw**

**Boys Athletic Director**

**Sean Berry**

**Dean of Students**

**Eddie Byrom**

**Girls Athletic Director**

**Allison Burluson**

**Maintenance Supervisor**

**Paul Meeks**

**High School Secretary**

**Norma Vasquez**

**Counselor/Testing Coordinator**

**Franchesca Tucker**

**HR/Superintendent Secretary**

**Patricia Flores**

**PEIMS Coordinator**

**Cecily Iselt**

**Nurse/Elementary Secretary**

**Shanna McDonald**

**Cafeteria Supervisor**

**Rachel Rangel**

**Tech Support**

**Julio Ramirez**

**Transportation Supervisor**

**Mario Gonzales**

**Director of Bands**

**Tim Smith**

**DAEP Director**

**Kathy Fulton**

## **Equal Opportunity Employer**

**Rocksprings ISD is an Equal Opportunity Employer and does not discriminate in employment based on sex, race, religion, national origin, age, disability, or status as a veteran.**

The District's Title IX coordinator is Daren Worrell, Superintendent, (830) 683-4137, P.O. Box 157, Rocksprings, Texas 78880. Our ADA Coordinator is Daren Worrell, Superintendent PO Box 157, Rocksprings, TX 78880. Employees with disabilities may contact the ADA coordinator to initiate interactive reasonable accommodation plans when necessary or appropriate.

## **Right of Association**

All employees enjoy the right of association and are free to participate or not participate in professional or political organizations of their own choosing. No district administrator will require or coerce you to participate or not participate in any professional or political organization, make or refrain from making a charitable contribution, or attend a meeting called for the purpose of soliciting charitable contributions. No employment-related decisions will be made based on participation or nonparticipation in any professional or political organization or the decision to make or not make a charitable contribution.

School facilities and equipment, however, cannot be used for any political or partisan purpose, except as authorized by the principal or superintendent under district policy. We also will not permit partisan political activity or campaigning by employees in the classroom or other instructional settings or at school-sponsored or school-sanctioned activities or events, including wearing campaign buttons.

## **IMPORTANT INFORMATION ABOUT YOUR EMPLOYMENT IN ROCKSPRINGS I.S.D.**

**Personnel Records:** We will maintain records about you at both the campus and central administrative offices. You have the responsibility to make sure that all required records, including your official service record, certificates, licenses, professional development records, and the like are submitted to the appropriate offices when requested. If you have a name or address change during the school year, you must notify us within five days. We will use the address and phone number on file to contact you with official communications, so it is critical that you keep these numbers up to date.

Under the Texas Public Information Act and because you are a public employee, **most of the records we have and keep related to your employment, including your salary, are available to anyone upon written request.**

Employees may direct that their home addresses, emergency contact information, and telephone numbers not be released by completing the form, “Personal Information Election,” at the beginning of this Handbook. Official written evaluations for teachers and administrators and other documents that evaluate teachers or administrators are confidential in most circumstances, including the Texas Public Information Act. The Texas Education Agency may access evaluations when conducting an investigation. If we receive a request for copies of your personnel records, we will consult with the school’s attorneys to determine which records must be released and will take the necessary steps under the Public Information Act to withhold records that are confidential.

Professional employees who obtain additional certification while employed with the District must provide copies of those certificates to the central office. If you agree to obtain additional certification at our request, you must submit transcripts and certification testing registration forms and test results related to that additional certification to the central office.

We will maintain the following personnel records at the central administrative offices.

**All Employees:**

- Application References
- Signed employee notices, including Drug-free Workplace
- Completed I-9 Form (and documentation)
- Completed W-4 Form
- Teacher Retirement System enrollment form
- Copy of social security card
- Notice of reasonable assurance (noncontract employees only)
- Evaluations, directives, reprimands
- Verification of additional training/workshops
- Employee leave request and approval forms
- Service record and any required attachments

**Professional Employees:**

- Affidavit Concerning Improper Relationships (Employees hired as of September 1, 2017)
- Credentials (valid Texas certificate or permit) Official college transcripts
- Employee-signed contract of employment or employment agreement, if applicable
- Teaching schedule or other assignment record
- Teacher-signed receipt for a copy of TEC Chapter 37, Subchapter A regarding student discipline and related local board policy

- Evaluations and PDAS information, directives, reprimands

#### **Educational Aides:**

- Certification
- Official transcripts of any college work

#### **Bus Drivers:**

- Proof that applicant is at least 18 years of age
- Proof of valid driver's license
- Pre-employment drug-screening test
- Post-offer employment physical
- Driver's license check and proof of safe driving record
- Valid driver training certificate
- Previous employers' alcohol-and drug-screening test information

**Attendance and Absences:** Punctual and consistent attendance at work is a fundamental requirement of your employment in Rocksprings ISD. **Excessive absences or repeated tardiness in reporting for duty can result in the termination of your employment.** "Excessive" absences are any that are not in compliance with our policies and procedures for taking available local, state, or federal leave. If you are going to be absent or late for work, you must contact your supervisor no later than 7:00 a.m. This contact must be made every time you are absent or late unless you have provided the superintendent or other appropriate central office personnel with more specific long-term information from your treating health care provider. The person to contact with information about being absent should be the supervisor or principal so that administrators know who is absent and why. This helps prevent having absent employees "fall through the cracks." Administrators also need to consistently document employees who do not comply with this requirement. Remember that making calendar notations is not sufficient documentation unless you also notify the employee in writing of these lapses with a directive to correct the behavior. These written notices should occur no later than the second incident and every time thereafter.

We do not have a category of leave called "leave without pay." If you are absent in excess of the number of days of paid leave you have available under district policy, you are simply absent and will not be paid for those days. Employees who are paid on a salary basis will have appropriate deductions made from the regular salary payment for absences in excess of accumulated leave. If you do not comply with our policies and procedure for notice of an absence or for requesting leave, you will not be paid for those days of absence even if you have leave available.

### Basic Leave Information

The complete text of the policy on leaves and absences [DEC (LEGAL) and (LOCAL); DECA (LEGAL)] is included in the Appendix, but we are providing a brief summary of the most commonly used kinds of leaves in this Handbook.

All full-time employees receive five days of state personal leave each year. Part-time employees or those who work less than a full year receive a pro-rated number of days. Additionally, the district provides 5 days of local leave each year. Refer to DEC (LOCAL) for specifics on using each kind of leave. You can always use accumulated state or local leave for your personal illness or injury or the illness or injury of an immediate family member.

Days taken as “personal leave” must be requested 1 day in advance. You cannot use personal leave during the first and last weeks of a semester, immediately before or after a holiday, or during state or local testing periods. Only 3 employees at a campus or department may be absent for personal leave at one time. We will try always to honor timely requests for personal leave that comply with policy requirements, but your principal or supervisor may withdraw approval if unforeseeable absences among other staff (bad weather, flu or other transmittable disease) would affect the efficient and effective operation of the campus or department.

### **Leave Under the Family and Medical Leave Act (FMLA)**

If you provided at least 1250 hours of service to the district in the previous school, you are eligible to receive up to 12 weeks of family medical leave during the year. You can use family medical leave after the birth or adoption of a child or for a serious health condition of your own or of an immediate family member. During family medical leave, we will continue to pay the district’s portion of premium to maintain your individual participation in our health insurance program as if you were on active duty, but you will have to make arrangements for making payments of any employee portion you normally make for coverage.

All communications about chronic, serious, or recurring health conditions for you or an immediate family member must be directed to the Human Resource (Patricia H. Flores) to ensure you receive the benefits to which you are entitled and to protect the confidentiality of the medical information you provide to us.

When you can foresee the need for family medical leave, such as for child birth, scheduled surgery, or scheduled medical treatments, you must notify us and request the leave at least 30 days in advance. If 30 days notice is not possible, you must inform us of the need for leave at least two working days before the leave. In emergencies when the need for family medical leave is not foreseeable, you or a close family member must notify us of the need for family medical leave as soon as practicable, generally on the same day that you are aware of the need for family medical leave or the next business day.

### Medical Certification

We have the right to and will ask you to provide periodic information from your treating doctor to verify the need for family medical leave or other medical absences and to give us some idea of when you will be able to return to duty. We will provide forms for your doctor to complete. Your failure to provide the necessary information to us can affect your eligibility for leave and will be treated as a failure to follow district policy and procedures.

### Medical Examinations

We have the right to and will ask you to have a medical or psychological examination paid for by the district if we believe that your condition is interfering with the performance of your regular duties or that you are a health or safety risk to yourself or others. Your failure to cooperate in this situation will be treated as a failure to follow district policy and comply with directives.

Sick Leave Pool/Bank An employee who has exhausted all paid leave and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which District employees may donate only local leave for use by the eligible employee. If the employee is unable to submit the request, a member of the employee's family or the employee's supervisor may submit the request to establish a sick leave pool. The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool (Policy DEC LOCAL). The request is submitted to the Superintendent.

### Breast Milk Expression

The district allows female employees who have given birth in the last year to have a reasonable amount of break time to express breast milk in a facility that is not a multiple user bathroom and is shielded from view and free from intrusion. For non-exempt employees, such breaks are unpaid and do not count as hours worked. Notify your supervisor of your needs and to schedule breaks.

### On-the-Job Injuries

If you are injured while performing your duties for the district, you must notify your supervisor immediately so that we can comply with our responsibilities under workers' compensation laws. We provide workers' compensation coverage for all employees. If an injury at work causes you to be absent, it is your responsibility to inform us whether you wish to use accumulated leave in order to receive full pay during your absence to the extent of accumulated leave or whether you wish to save your accumulated leave and receive only the temporary income benefits that are available under the workers' compensation laws. **If you do not inform us of your choice, we will NOT charge your absence to accumulated leave and you will receive only temporary income benefits.** If absence because

of a work-related injury also qualifies as a serious health condition under family medical leave, you will also be charged with family medical leave during your absence.

### Administrative Leave

The superintendent can order that any employee be placed on administrative leave, usually with pay, when he/she determines that it is in the district's best interest to do so.

### Jury Duty

You will be paid your regular rate of pay and will not use accumulated leave while you are responding to a call for jury duty. But if you are selected to serve, you must endorse your jury pay to the district to help defray the cost of a substitute.

**Vacations and Holidays:** Only employees in 12-month positions receive paid vacation. We encourage eligible employees to schedule and take vacation they have earned.

If you are in a position eligible for vacation, you will earn paid vacation days at the rate of 10 days per year. You are not eligible to take paid vacation until you have completed 1 month of employment. Vacation must be scheduled at least 2 weeks in advance with your supervisor who may consider the needs of the district and other scheduled absences in approving requests for vacation. The maximum number of vacation days that you can accumulate is 10; the maximum length of vacation at one time is 2 weeks. Accumulated but unused vacation cannot be converted into pay at the termination of employment.

The annual district calendar published at the beginning of this Handbook shows the days scheduled as paid holidays.

**Compensation, Benefits, and Pay Systems:** The board of trustees annually will adopt or approve salary and pay systems for all classes of employees in conjunction with the annual budget adoption process. We do not pay anyone on a "daily" basis; non-exempt employees are paid based on the hours worked within a pay period or on a monthly salary basis; contractual or exempt employees are paid on a monthly salary basis. The superintendent will make decisions about where to assign individual employees within the ranges and positions set in the systems. The Human Resources/personnel/business office will notify you at the beginning of the school year of your anticipated pay rate and whether you are classified as exempt or non-exempt for purposes of providing overtime or compensatory time. **This notice is not a contract; it is provided for your information only.** If we discover during the school year that either you or we made an error in that information, we will make adjustments to remaining salary or pay to correct the error. This correction during the payment term may increase or decrease your regular pay check.

We pay employees monthly on the 15th. As a benefit to employees, we provide a direct deposit option for your pay checks. If you wish to take advantage of this convenience, please contact the Human Resources/personnel/business office to make arrangements.

Professional employees (teachers, administrators, counselors, librarians, registered nurses, supervisors, etc.) earn a monthly salary based on the number of months required under their contracts or assignments. Employees with 10- or 11-month contracts or assignments will have a portion of that monthly salary set aside each month to provide a regular paycheck during the one or two months in the summer when they are not actively providing service to the school district. This is known as annualizing compensation. All other employees are paid for hours actually worked during a pay period and will not have pay set aside for this purpose.

As a benefit to our employees and to provide a measure of predictability for employees' personal budgeting purposes, we will calculate or estimate an expected monthly pay for all employees, whether employed by contract for a specific amount of money over the entire term or employed on an at-will basis at an hourly rate of pay. If you are under a contract for fewer than 12 months or in a position that does not require you to provide active service for 12 months of the year, we will set aside a portion of that monthly pay each month to provide a regular paycheck during the one or two months in the summer that you are not actively working. This is known as annualizing compensation. Each month, however, we will compare your estimated monthly pay with the number of hours or days actually worked, including days of paid leave in accordance with district policy, and will make adjustments as necessary to ensure that you are paid correctly for time worked.

Overtime/Compensatory Time If you are an employee who is covered by the minimum wage and overtime requirements of the Fair Labor Standards Act, you must keep accurate records of all time worked for the district. This means that you must record on the documents or through the system that we provide the actual time that you begin work each day, the time you take for lunch, and the time you stop working each day. We generally expect that non-exempt employees will not work more than 40 hours in a work week. Our work week begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday.

**All overtime must be approved in advance by your supervisor. Working overtime without prior authorization is insubordination and may result in the termination of your employment.**

Nonexempt employees may receive compensatory time off rather than overtime pay.

Compensatory time will be paid at the rate of 1 1/2 hours of paid time off for every hour worked in a work week above 40 hours. You can accumulate a maximum of 60 compensatory time hours before we will require you to take compensatory time off.

When a non-exempt employee is paid overtime pay, you will receive 1 1/2 times your regular rate of pay for every hour worked in a work week above 40 hours. This pay will be included in the regular payroll check immediately following the pay period in which the overtime was worked.

Insurance We will hold meetings with all staff at the beginning of each school year to provide information about the insurance programs that are available to you, including optional coverage for long-term and short-term disability, additional group life insurance, vision and dental coverage, etc. We make a contribution to the basic health coverage for all employees and will make this contribution so long as you are using accumulated paid leave or family medical leave. If you have an illness or injury that exhausts all paid and family medical leave, you may continue to participate in our health insurance for 18 months by paying your own premiums in advance. At the end of that time, you will be offered the opportunity to pay for continuation coverage.

### Payroll Deductions

We will make all required state and federal deductions from your gross pay each pay period. We will comply with any court order to deduct child support payments from your gross pay and with any valid orders to deduct federal school loan payments or pay a portion of your wages directly to the Internal Revenue Service. Other regular deductions may include:

- amounts that you are required to pay to maintain health insurance coverage for yourself and any dependents you have chosen to include in the district's health plan,
- amounts that you elect to pay for optional insurance coverage or additional investments, or
- professional organization dues if you have requested us to make those payments.

We provide a Section 125 Cafeteria Plan under federal tax laws that allow you to request that some regular and optional deductions be made from your gross salary before federal income withholding taxes are calculated. We will hold information sessions at the beginning of the school year to explain this program and give you the opportunity to make decisions and complete any paperwork necessary to participate.

**Duties and Responsibilities:** All employees are subject to assignment and reassignment. At the campus level, the principal will ultimately determine your assignment. The superintendent can make assignments and reassignments between campuses and positions. Teachers may be assigned to any teaching assignment for which they are or can be qualified.

You will receive a copy of the job description for your assignment at the beginning of your employment or when your job description changes. Your principal or supervisor can assign additional duties if needed in order to make sure that the campus or department is running effectively and efficiently. Ordinarily, you will not receive any additional compensation for those duties, except as may be necessary to provide overtime/ compensatory time for non-exempt employees.

The work day is not the same as the instructional day. Principals may set hours of work for employees that require you to be on duty before daily instruction begins and after daily instruction ends. The work day for employees is

- 7:30 a.m. to 4:00 p.m. for teachers (30 minutes duty free lunch)
- 7:45 a.m. to 3:45 p.m. for instructional aides (30 minutes duty free lunch)
- 7:30 a.m. to 4:00 p.m. for office support staff
- 7:30 a.m. to 4:00 p.m. for central administration staff
- as assigned for food service employees
- as assigned for maintenance/custodial staff
- as assigned for transportation staff

If you wish to leave campus during the school day for any reason other than taking a duty-free lunch, you must receive permission from the principal or your direct supervisor and sign out in the office indicating the time and purpose for leaving campus and sign in when you return.

#### Visitors to the Workplace

Any visitor for you during the working day must check in with the principal or supervisor and receive permission to go to your work site. Ordinarily we will not allow personal visitors to disrupt classroom instruction, so teachers should inform potential visitors of the time scheduled for a conference period or lunch period. We will not allow frequent or lengthy visits by friends or family to interfere with your performance of your assigned duties.

#### Duty-free Lunch

All teachers and librarians will receive a 30-minute duty-free lunch at least four days each week. During this time, teachers and librarians have no responsibilities related to supervising students and may leave campus, provided they return within the allotted 30 minutes. If we are experiencing a personnel shortage, economic conditions that limit our ability to hire lunchroom monitors or support staff for this purpose, or in unforeseen circumstances, we may have to assign teachers and librarians to supervise students during their lunch no more than one day per week. We will make efforts, though, to provide lunch room supervision using parent volunteers or support staff so that teachers and librarians can be provided a duty-free lunch each school day.

#### Faculty/Staff Meetings

Your principal will periodically schedule meetings for all teachers and other professional staff and sometimes for all staff. These meetings will usually be in late afternoon after students have been released for the day. Important information about district and campus operation and programs at the campus is communicated in these meetings, which also provide an opportunity for employees to communicate ideas and issues to the administration. You must attend these

meetings unless you have contacted the principal in advance and received permission to be absent.

### Conference Period

All teachers will receive a conference period of not less than 45 minutes daily /5 days per week. The purpose of the conference period is for teachers to plan and prepare instruction, to grade student work, to hold meetings with parents, and to hold meeting with students. We cannot require you to do anything else during your conference period; **however, you are required to use your conference period for those stated purposes.** You will not ordinarily be permitted to leave campus during your conference period to run errands, keep doctor or other appointments, or for any other purpose. Very occasionally, we may allow teachers to oversee another teacher's classroom during a conference period to provide for an unexpected absence or other administrative reason.

**Site-Based Committee and Other Committees:** Our district and campus site-based committees provide a valuable service to the district and the campus. If you are interested in serving on this or any other committee, please see your principal for more information.

**Staff Development:** A prepared, well-trained professional and instructional support staff is essential to our providing a quality education to all the students of Rocksprings ISD. We have scheduled 9 days of professional development into the annual calendar. On these days students will not be present, and professional and instructional support staff must participate in training and development opportunities, under the conditions and guidelines described here.

Seven of the scheduled professional development days are mandatory for all professional and instructional support staff to attend the two week before school begins and two before the second semester begins. During these days, all staff will participate in trainings. The calendar in the front of this Handbook identifies the mandatory professional development days.

Four of the nine professional development days may be substituted as comp days if the employee has attended summer professional development approved by the principal. All comp day requests must be submitted to the appropriate campus secretary. Employees who have not made arrangements to substitute individual training or professional development must be present and participate in provided professional development.

**Evaluations/Appraisals:** All employees will be evaluated or appraised in writing by their supervisors. Teachers will ordinarily be appraised annually, but may be appraised less frequently if they agree in writing and the most recent appraisal showed no areas of deficiency. However, everyone will be evaluated at least every five years. **{Here is what is written in DN (LOCAL) "Evaluation and appraisal ratings shall be based on the evaluation instrument and cumulative performance data gathered by supervisors throughout the year. Each employee shall have at least one**

**evaluative conference annually, except as otherwise provided by policy, to discuss the written evaluation and may have as many conferences about performance of duties as the supervisor deems necessary. [See also DNA and DNB – Policies DNA and DNB refer to professional personnel only. It covers T-TESS and T-PESS]}**

You will have an opportunity for a conference with your supervisor to discuss your evaluation and expectations for performance. An important part of your supervisor's job is overseeing and assessing employee performance throughout the school year, and your supervisor may provide written documentation to you relating to your performance as he or she determines appropriate.

Teachers are appraised using the Texas Teacher Evaluation and Support System (T-TESS) and will receive orientation to the system early each school year.

**Transfers/Reassignments:** You can request a transfer to another campus or department for the following school year by completing a Transfer Request Form and submitting it to Human Resources/personnel office/superintendent no later than May 25, 2018. We will talk to your current principal or supervisor and the principal or supervisor of the campus or department where you want to transfer. Under state law, the principal of the receiving campus has the authority to approve or reject all staff assigned to his or her campus.

The superintendent has the authority under state law and district policy to transfer or reassign any employee in the district.

We will usually post vacancies within the district on bulletin boards in the central administrative office and in the principal's office of each campus or on the district's website. All current district employees are eligible to apply for other jobs in the district, but we will not consider any applicant for any position who does not meet the minimum requirements posted for the position. If a current employee is selected for an interview, the employee will be notified and an interview time scheduled.

**Safety:** All employees share the responsibility for helping to keep the workplace safe and to avoid injury to themselves or others. We will provide training from time-to-time for all employees on how to avoid accidents in the workplace. Violating safety standards pertinent to your assignment can result in disciplinary action. We remind you that you must report a job-related injury immediately to your supervisor so that the district can complete required reports under the workers' compensation statutes and rules.

We comply with the state Hazard Communication Act and maintain current lists of hazardous chemicals used in the district and current Material Safety Data Sheets. If you want or need this information, please contact your principal or supervisor.

**Pest Control:** Periodically, district buildings and grounds are treated by licensed or trained individuals to control unwanted pests, such as insects and rodents. We will post notices of those treatment dates as required by law and will schedule treatment times when students or employees are least likely to be in the building or on the grounds.

**Asbestos Management Plan:** The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos that mat have been used in district facilities, is available in the Superintendent's office during regular business hours, 8 a.m. to 4 p.m., Monday through Friday. If you have any questions, please contact Superintendent (830) 683-4137.

**Maintenance and Repairs:** We strive to keep all our facilities clean, well-maintained, and in good repair. Teachers and other employees must ensure that they do not store items in their classrooms or offices that will attract pests of any kind. If your classroom or office needs maintenance or a repair, complete a Maintenance Request Form and submit it to your principal or supervisor.

If you believe that your work area or classroom is not being adequately cleaned, contact your principal or supervisor. Do not take it on yourself to direct the work schedule or activities of our custodial and maintenance staff.

**Standards of Conduct:** We expect all district employees to treat each other, students, and parents or other patrons of the district with common courtesy and respect at all times. We hold our students to a high standard of conduct, as expressed in the Student Code of Conduct, and we expect no less of our employees. All district employees serve as role models for our students and must conduct themselves at work and in public as honest, law-abiding citizens who publicly demonstrate good judgment and professional decorum, at all times.

The Educators' Code of Ethics is included in the Appendix of the Handbook. By law, it applies to all district employees who hold a certificate issued by the State Board of Educator Certification. By local policy, it applies to all employees in the district. You should read and be familiar with the standards and expectations expressed there because these are the standards and expectations we will impose on you.

If you are arrested for or convicted of a felony or any crime of moral turpitude, you must report that fact to your principal or immediate supervisor within 3 days. Offenses involving moral turpitude include without limitation theft or attempted theft of any kind, fraud of any kind, sexual offenses, any assaultive or violent offense, bribery, perjury, drug or alcohol offenses, offenses constituting abuse or neglect under the Texas Family Code, or any other offense contrary to justice, honesty, modesty, or good morals.

### Sexual Harassment/Inappropriate Conduct

We do not allow employees to engage in sexual harassment of other employees, students, parents, patrons, or vendors to the school. No district employee is permitted to have a sexual or romantic relationship with a student, regardless whether the student or parent welcomes or approves of the relationship.

Sexual harassment is any unwelcome conduct of any kind that is based on a person's sex or that would not occur but for the sex or gender of the person and

that is so severe or pervasive that it deprives a person of the benefit of his or her job or education. Isolated incidents of inappropriate sexually charged conduct may not amount to sexual harassment, but they are still prohibited under our standards of conduct and should be reported to an administrator so that he or she can look into the situation.

We provide mandatory training periodically for all employees on how to recognize, prevent, and avoid sexual harassment.

If you believe you are the victim of sexual harassment or any other inappropriate conduct by a co-worker or even a student, you should contact the Title IX coordinator or your principal to discuss the matter and perhaps to file a complaint. Our complete policy on sexual harassment and the process for bringing a complaint is included in the Appendix to this Handbook.

### Inappropriate Social Relationships with Students

School employees are always in the public eye, and the expectation is that they will always observe professional boundaries in their personal relationships with students, including students enrolled in private or public schools. District policy also prohibits employees from having “inappropriate social relationships” with students. So there is no confusion or misunderstanding about the District’s standards on this issue, the following interactions or communications with students will generally be considered an “inappropriate social relationship”:

- Communications with students, whether by telephone, email, instant message, Twitter, text message, or any other form of electronic or digital communication at any time, unless the communication is directly related to your assigned duties and responsibilities, e.g., the student’s homework, class or team activity, school club, or other school-sponsored activity;
- Engaging in personal conversations with students about either the student’s or your own personal relationships or problems with spouse, boyfriend, girlfriend, or significant other;
- Taking a student away from school during the school day without obtaining express permission of the student’s parent or the principal;
- Visiting students at their homes when a parent is not present or inviting a student to your home without prior express permission of the student’s parent;
- Giving gifts of a personal nature (clothing, perfume or cologne, jewelry, etc.) to students at school or at any time without the parent’s knowledge and permission; and
- Playing “favorites”, e.g., allowing specific students to get away with conduct that is not permitted from other students.

### Electronic Communication Policy

- Electronic communication 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-mails, text messages, instant messages, and any communications made through an Internet website, including a social media website or a social networking website.
- When contacting a student via electronic means, the employee shall copy the student's parent/guardian in the communication. This includes cc: in email and texting to both the student and parent/guardian's phone number.
- Each employee has the right to refuse to provide his/her personal email address, telephone number, or other personal electronic account information.
- In the event a student sends an inappropriate message to an employee, that employee should notify the principal of the campus in which the student attends school. The employee should notify the principal in writing that an inappropriate message was sent within 48 hours of receipt of the message.

### References for Others

**Senate Bill 7** of the 85 Legislative Session allows the State Board of Education to suspend or revoke the certification of an educator that assists another person in obtaining employment at a school district or charter school if the person knew that the other person had previously engaged in sexual misconduct with a minor or student in violation of the law.

### Principal Notification to Superintendent

A principal must notify the superintendent within 7 business days of an educator's termination or resignation following an alleged incident of an inappropriate relationship with a student or the principal's becoming aware of an educator's criminal record that was not obtained through the Criminal History Clearinghouse.

### Other Harassment

We also do not allow employees to harass each other based on race, color, gender, national origin or ethnicity, religion, age, or disability.

Harassment on these bases includes physical, verbal, or nonverbal conduct when it is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with someone's work performance; creates an intimidating, threatening, hostile, or offensive work environment; or otherwise adversely affects someone's employment opportunities.

If you always conduct yourself in the workplace with common courtesy and respect for your co-workers, harassment will never be a problem for you. You should be sensitive to the desires of your co-workers in making or displaying personal

religious expressions in the workplace and should not engage in unwelcome religious discussions or proselytizing in the workplace.

If you believe you are the victim of harassment or any other inappropriate conduct by a co-worker or even a student, you should contact the Title IX coordinator or your principal to discuss the matter and perhaps to file a complaint. Our complete policy on harassment and the process for bringing a complaint is included in the Appendix to this Handbook.

### Tobacco Use

We do not allow any use of any tobacco product on school property, indoors or outdoors, at any time by any person. This prohibition includes any tobacco use in a school-owned vehicle. Because you are a role model for students, we also prohibit you from using any tobacco product in the presence of students when you are serving in any school-related capacity. If you are a tobacco user, you must leave school property—with the permission of your supervisor—in order to smoke or otherwise use a tobacco product.

### Electronic or Vapor “Cigarettes”

The district recognizes that electronic or vapor cigarettes are not “tobacco”; nonetheless, we believe the use of those devices in the presence of students or while otherwise on school property or at school events may encourage students to experiment with tobacco cigarettes or other nicotine delivery devices. Thus, employees will not use electronic or vapor “cigarettes” in school buildings or the presence of students. Employees may use these devices in their own cars on school property, however, during times when they are not otherwise required to be on duty.

### Alcohol and Drug Use

You are prohibited from using or being under the influence of alcohol or any illegal drug or controlled substance at work or at any school-sponsored activity, whether you have an official role in that activity or not. If we have any reason to believe that you are under the influence of alcohol or drugs at school or while engaged in any school activity, we may transport you to a medical facility and require you to be tested, at our expense, to determine blood alcohol level or other relevant information.

We conduct pre-employment and random testing for drug and alcohol use for all transportation department employees and other employees in safety sensitive positions. If you are required to have a commercial driver’s license or drive a school-owned vehicle as any part of your assigned duties and responsibilities, you will be subject to drug and alcohol testing. We are required to make a report to Texas Department of Public Safety if you test positive for alcohol or drugs, refuse to provide a specimen for testing, or provide an adulterated or diluted, or substitute specimen for testing. If you have questions about the details of the drug testing program for employees, talk to your supervisor and also see policy DHE (LEGAL) and (LOCAL).

You cannot provide alcohol or illegal or prohibited drugs to students and must not allow students to use alcohol or illegal drugs in your presence, at any time or place. You are also prohibited from providing any type of over-the-counter medication or dietary supplement to students. Only designated school employees may administer prescription medications or over-the-counter medications to students, in accordance with Board policy.

### Weapons

You cannot bring any firearm or any other prohibited weapon on school premises unless you have written permission from the superintendent or board of trustees. A list of prohibited weapons and their definitions is in the Code of Student Conduct and in board policy at FNCG (LEGAL).

### Appropriate Language

As a role model for students in the school setting, including at extracurricular activities at any location, all employees are expected to refrain from using profanity or vulgar language, both in the presence of students, whether enrolled in this district or any other district, and to each other.

### Dress and Grooming Standards

You must maintain a clean, neat, modest, professional appearance at school and school activities. All employees must display school identification at all times on school property or at school-sponsored activities. Food service and maintenance/custodial employees may be required to comply with specific dress and grooming standards for health and safety reasons. Your supervisor will provide more detailed information about these requirements.

### Searches

We can search you, your work area, your vehicle on school property, or your other possessions or property at school with or without your consent if we have a reasonable basis to believe that the search will turn up evidence of work-related misconduct. Any search we conduct will be reasonably related in scope to the circumstances that justified the search in the first place.

**Outside Employment:** You are free to have employment outside the district so long as those duties do not interfere with your performance of duties for the district and are not inconsistent with your position in the district. However, if you are using family medical leave, temporary disability leave, or any other type of medical leave under our policies, you may not work at any other employment during that leave. Teachers may not tutor their own students for pay during the school year.

**Work-Related Travel:** Any travel on our behalf must be approved by the principal or superintendent in advance. A minimum of 7 days in advance needs to be done. Reservations and costs for air travel and overnight accommodations will usually be made with district credit cards through the business office. We have an approved per diem rate for meals when traveling on school business. You will not be reimbursed for any amounts in excess of the approved per diem amount. No

employee may receive both a per diem allotment and reimbursement for actual meal expenses. No employee may receive a per diem allotment for meals purchased with a district credit card. We will reimburse you for your out-of-pocket expenses for rental cars, parking, and other approved expenses at a rate not to exceed that permitted under the state travel allowance guide, provided you submit receipts and complete the district's required travel expense form. We will not reimburse you for alcohol and will not pay for personal charges on hotel/motel rooms such as in-room movies.

When feasible, work-related travel will be in a district-owned vehicle, and we will reimburse you at the rate authorized under the state travel allowance guide for gasoline purchased with your own credit card or money. If you use your own car for approved work-related travel, we will pay you for mileage at the current approved rate, but will not reimburse you for gasoline, which is included in the mileage rate.

**District Credit Cards:** We will issue district credit cards to certain employees, campuses, and departments. Your principal or supervisor will provide detailed information on use of district cards; however, these cards are for district-related and - approved use only. If you are issued or allowed to use a district credit card, you may not use it for any personal expense at any time. It is a violation of the terms under which the card is issued to us and of employee standards of conduct for you to make a personal purchase with the card, even if you reimburse the district at a later time. Receipts must to be turned in to the Business Office.

**Purchases:** All purchases with school funds, or for which you will seek reimbursement from school funds, must be approved in advance with an authorized purchase order. Again 7 days in advance. We will not pay for or reimburse for any purchases that do not comply with our required procedures. You will be personally responsible for any purchases that do not comply with our required procedures. No school employee other than the superintendent and others specifically designated by the board of trustees can sign a contract that binds the district. All contracts for purchases of goods or services, including vending contracts, yearbook publication contracts, graduation supply contracts, and so on must be submitted to the business office for review and approval **before they are signed**. If you sign a contract other than in accordance with these requirements, we will not be responsible for any amounts to be paid under that contract and you may be personally responsible.

**Complaints and Grievances:** We encourage you to attempt an informal resolution of any complaints or concerns you have about the workplace by talking to your principal or supervisor. However, you have the right to bring a written complaint about wages, hours, or conditions of work or if you believe that you have been harmed in some way by the violation of a law or policy. Complaints must be filed within 15 business days of the event you are complaining about. We will not entertain untimely complaints. Our policy generally provides for a three-step process, beginning with the principal or immediate supervisor and ending with the board of trustees.

At-will employees may complain about the termination of their employment through this process, and probationary teachers whose employment is terminated at the end of a school year in the best interest of the district may also use this process to present a concern about that decision to the board of trustees. All other employees must use the specific processes described in law, policy, and their contracts to raise issues related to contract nonrenewal or termination.

The full text of our DGBA (LEGAL) and (LOCAL) policies regarding complaints and grievances and the form for filing a complaint are included in the Appendix to the Handbook.

**Resignation from Employment:** Any employee who has a probationary, term, or continuing contract must submit a written resignation to the superintendent. Do not submit a resignation to the principal. The superintendent is the only person with authority to accept resignations from contract employees. Other employees can resign by informing their immediate supervisor, preferably in writing, who will inform the superintendent. Resignations submitted by a contract employee to be effective at the end of the school year are final when they are submitted and cannot be withdrawn. It is not necessary for the Superintendent or any other person or body to take action to accept a resignation effective at the end of a school year.

**Termination of Employment:** Please refer to our policies regarding termination or nonrenewal for the processes involved in ending employment in the district. Generally, at-will employees can be dismissed from employment at any time for any reason or no reason, provided it is not an illegal reason.

We will try to conduct an exit interview with every employee who leaves district employment for any reason. We will delay the delivery of the last paycheck until all district equipment, keys, or any other district-owned property or materials have been returned and accounted for.

## **IMPORTANT INFORMATION ABOUT WORKING WITH STUDENTS IN ROCKSPRINGS ISD**

Much of the information in this section of the Handbook applies primarily to teachers and other professional employees working directly with students on a daily basis. Some of the information, however, applies to all employees. We will use the term “employees” when we mean everyone and “teachers” when we mean professionals. We will also continue to use “you” and “your” as appropriate.

**Student Records and Confidentiality:** Education records and information maintained about students that is related to their education are confidential under federal law. You will often learn personal information about your students and their families in the course of your work for the district. You must not discuss students or their families—their conduct, their academic achievement or academic failings, or personal information—with anyone unless you need to share the

information with another employee or someone working with the school district for a reason related to the child's education. Board policy at FL contains complete information related to the confidentiality of student records.

**Discipline/Student Supervision and Control:** The board-approved Student Code of Conduct contains all the rules and requirements for conduct and discipline. You will receive a copy of the Code and must be familiar with the rules of conduct. Each employee has the responsibility to be mindful of student conduct at all times and to intervene if students are harming each other or school property. In other situations, if you observe student misconduct, promptly inform the principal or assistant principal. In most circumstances, only professional employees will actually impose or administer disciplinary consequences. Employees can use reasonable restraint of students to prevent injury to the student or other students or employees, or to prevent property damage. However, students with disabilities can be restrained only in emergency situations.

Classroom teachers have the authority and responsibility to develop and communicate rules for classroom behavior. We expect you to handle minor disturbances in the classroom through these rules. However, if a student engages in classroom conduct that violates the Code of Conduct, complete a discipline referral form and send the student to the office.

Any employee who observes students acting in any way that could be construed as harassment or bullying under the Code of Conduct must promptly report the conduct to the principal or assistant principal and should intervene to correct or stop the conduct when possible. If you reasonably believe the conduct is sexual abuse or other maltreatment of a child, then you must also make the required report to Child Protective Services or local law enforcement.

Classroom teachers should not leave students unattended at any time and must not leave them unattended for more than a minute or two in an emergency. This rule is particularly important at the elementary grades, but also applies at the secondary grades. If you must leave your classroom during instruction because of an emergency, inform the office so that we can make arrangements to have an adult present in the classroom while you are gone.

**Emergency Procedures:** We have developed a district-wide plan for use in case of dangerous weather or other emergency or crisis situations. This plan is to be posted at each campus office. You must be familiar with these procedures and follow them. Your calm demeanor and confidence in dealing with an emergency or crisis situation at school will help your students remain calm so that they can respond as needed. We will conduct emergency procedure exercises periodically—some announced to staff, some unannounced.

In situations where weather conditions may interfere with the school schedule, listen to Junction Radio Station 93.5, watch KENS-5, or check the district's website. The superintendent will make all decisions regarding the necessity for an early release, delayed start time, or school closure because of the weather. The superintendent will also send out a phone message through our School Reach Program.

**Reporting Child Abuse or Neglect:** We provide annual training to all staff on recognizing the signs of sexual abuse or other maltreatment of a child, which includes child abuse and neglect, as those terms are defined in the Texas Family Code. All employees have a legal duty to make a report to local law enforcement or to Child Protective Services if they have reason to believe that a child has been or may be abused or neglected. A report that a parent or other person responsible for the care, custody, or welfare of a child may have abused or neglected the child must be reported to Child Protective Services. Professionals, as well as paraprofessionals who hold an aide certificate, have a legal duty to make this report orally within 48 hours and to follow that with a written report. You have not fulfilled this duty if you simply make a report to your supervisor. While we want you to inform the principal if you believe a report is required, you must still make the report yourself. If you are not certain whether you have observed child abuse or neglect, you should err on the side of reporting. Professionals can receive sanctions against their certificates and any person can face criminal charges for knowingly failing to make a report of known or suspected child abuse or neglect. Your identity will be protected when you make a good faith report.

**Child Abuse Reporting Hotline:** 1-800-252-5400

**Edwards County Sheriff:** 1-830-683-4104 or 1-830-683-5110

During “Back-to-School” nights at the beginning of the school year, all teachers are required to be present unless you have made advance arrangements with the principal or are too sick to attend. This event is an opportunity to meet parents, explain briefly how you operate your classroom, and give parents an opportunity to ask questions and tell you things they think you need to know about their children.

We will let you know when you are expected to attend other events or activities.

**Parent Organizations:** We have a parent-teacher organization at the campus in the school district. We encourage teachers to be familiar with and take part in, as they choose, the activities of the parent group at their campus.

**Parent Relations:** All written and oral communications from teachers or other staff to parents must be professional and courteous and always made with the child’s best interest at heart. Teachers and other professionals should always respond as promptly as reasonable under the circumstances to parent communications to them, either in writing or by telephone.

We provide a conference period so that you can schedule meetings with parents at their request or at yours. If you schedule a meeting with a parent, you must inform the principal’s office so that we will know to expect the parent to check in. We generally encourage parents to visit their children’s classroom occasionally, but parents must make prior arrangements with you and you need to let us know in advance. Parents or other visitors must always check in at the principal’s office

and receive a Visitor's Pass. Do not allow parents to come directly to your room to pick up a child unless you have received prior specific authorization from the principal.

If for some reason a problem in communication develops between you and a parent, your principal or another administrator will be glad to be present at your conferences with the parent, at your request.

Only materials that have been approved by the principal can be sent home with students in their backpacks or otherwise. Do not rely on students to deliver important communications from you to their parents, such as progress reports, report cards, requests for a conference, or concerns about the child's conduct or performance.

**Counseling Program:** We have a comprehensive developmental guidance and counseling program and encourage you to refer students as you see a need. We generally expect you to be sensitive to students and supportive of them and their personal issues without becoming overly involved in their personal lives. Most classroom teachers are not trained counselors. While we want you to be a receptive ear to students, we also expect you to know your own limits and to refer immediately students who come to you with concerns about drug or alcohol use of their own or in their family, who come to you with concerns about pregnancy or sexual matters, or who express a desire to injure themselves or others.

**Special Education/Section 504 Programs:** Classroom teachers and other professionals can refer students, based on the teacher's academic or behavioral observations or concerns, for assessment to determine if they have a disability that makes them eligible for special education or related services. However, you cannot suggest any particular diagnosis to parents or recommend to them that a child use any psychotropic drug. We will provide training opportunities for classroom teachers and other professionals in knowing when to refer students and in working with students with disabilities in the regular classroom. Response to Intervention (RTI) must be done prior to referrals to any program.

If you are a teacher for a student with disabilities, you may be required to attend Admission, Review, and Dismissal (ARD) committee meetings and participate in reviewing or planning the child's Individualized Education Program (IEP). These meetings may occur during your conference period because they are meetings to plan for a student's instruction, and you must attend if scheduled.

Even if you are not a member of the ARD committee, you must follow the IEP for any student with disabilities in your classroom and make sure that you are making any and all the accommodations in and modifications to instruction or the instructional setting that are called for in the IEP. Non-instructional staff must also comply with any administrative directives for handling or working with students with disabilities.

**Student Attendance Accounting:** We rely on accurate student attendance accounting for state funding and for determining one of the school's ratings under

the Achievement Indicator System. You must complete daily attendance records for each class. Students will be tardy if they arrive after 8:00 a.m.

The official attendance count for the day is taken at 8:55 a.m. and recorded by 9:10 a.m. during 2<sup>nd</sup> period.

Accurate record keeping is also necessary because of the attendance for credit law, which generally requires that students be present for 90% of the days class is taught in order to get credit for the class. The campus attendance committee ultimately determines whether credit will be granted for a student with excessive absences. You may be called on to serve as a member of the attendance committee.

**Curriculum/Instruction:** Teachers must teach the curriculum approved by the board of trustees, which is focused on the Texas Essential Knowledge and Skills (TEKS) adopted by the State Board of Education. The TEKS are aligned with the statewide assessment program for all students, which is administered annually at some grade levels. As you are all aware, campus and district ratings rely to a great extent on student achievement as demonstrated through success on the state assessments. For all these reasons, each teacher must devote his or her best energy and efforts to delivering the required knowledge and skills to their students and making sure that students are learning. TEKS Resources the VAD and YAG need to be used by all teachers.

Teachers do not have the latitude to select their own instructional materials. You must use the district-provided textbooks or other instructional materials and curriculum and must obtain prior approval from your principal to use any other materials in your classroom.

We have included in the Appendix to the Handbook, board policy EFA (LEGAL), (LOCAL), and (EXHIBIT) regarding federal copyright limitations on the use of copied materials in the classroom. Any copying you do for your classes must conform to the fair use guidelines in the EFA (EXHIBIT).

We encourage teachers to be creative in how they impart the essential skills and knowledge but you must obtain prior approval from your principal to conduct any special activity in the classroom that is not covered in the curriculum guide for your subject or grade level.

**Lesson Plans:** All teachers must prepare lesson plans for each subject or class each week. These plans must be submitted by email to the principal by Friday at 4:00 pm of each week. We will provide the format for lesson plans, which must indicate the plan of instruction for each day/week in sufficient detail that a substitute teacher could follow through and deliver the scheduled lessons. Lesson plans must also indicate plans and techniques for differentiating instruction and implementing modifications for students with disabilities as required by IEPs or Section 504 plans.

**Grade Books/Grading Records:** You must maintain timely recorded grades for students in grade books we will issue to you/in the computerized grade recording and reporting system. **Grades are to be entered directly into the computer on a weekly basis.** Grades must be turned in no later than Monday

at 10:00 AM for each grading period and the day after semester exams at 8:00 AM. Any grade books we provide must be turned in to the principal at the end of each school year.

**Grading Guidelines:** You may establish grading standards and guidelines for your classroom, provided they are consistent with the campus and district standards described below. You may choose to accept late work, but are not required to do so. If you elect to accept late work, you may only give credit if the assignment is turned in within 5 days of the due date. On the 6<sup>th</sup> day the grade will be recorded as a zero. Consistently use the due date feature of Gradebook to accurately keep record of this. You are required to have your grading policy approved by the principal before the school year begins. You must communicate your individual requirements and the campus requirements to students at the beginning of each school year or semester. All teachers, unless otherwise directed by the principal, must enter a MINIMUM of two grades per week into Gradebook during each six week grading period. Teachers must have a minimum of 12 daily grades per six weeks and two test grades per six weeks. Other grade requirements as assigned by the principal will also be required to be entered into Gradebook.

For all grade levels 1st-12<sup>th</sup> grade, the grading scale will be as follows:

**Daily Work** (including homework, classwork, quizzes, etc.) 60% of total grade

**Tests** (including unit tests, chapter tests, six week exams) 40% of total grade

\***Accelerated Reader** (AR) scores will be calculated as no more than 10% of the total class grade.

You cannot use grade reductions to discipline students for classroom misconduct, but you can give zeros or grade reductions for work that is not turned in, work that is late, work that does not fulfill the assignment, for cheating or plagiarism.

### **Make-up Work**

Students who have been absent for illness or any other reason have the responsibility to contact you about any make-up work they need to do. Ordinarily, students have the number of days they have been absent to complete and turn in make-up work. That is, a student who misses one day has one day after returning to class to complete the make-up assignment. Make-up assignments should be the same or essentially equal to the assignment or work assigned for students who were present. If students know in advance they will be absent because of an extracurricular activity on the date an assignment or project is due, your grading guidelines may require the assignment or project to be turned in before the extracurricular absence.

### **Homework**

We expect teachers to use homework to reinforce skills and concepts introduced in the classroom. You cannot use homework assignments to introduce new concepts or information other than a reading or viewing assignment to prepare for instruction the following day. Grade level teams should coordinate their homework assignments so that students are not overburdened; however, as students advance in grade level, the amount of time reasonably devoted to

homework each evening will increase. In making homework assignments, keep in mind the balance for students of school, play, and family.

**Field Trips:** Well-planned and well-executed field trips are a valuable instructional experience for students of all ages. If you or your grade level or team want to take students on a field trip, ***you must first*** get principal approval for the activity and the scheduled date, as well as submit a request for necessary transportation. A proposal for a field trip must be coordinated with the TEKS for the course, define the curricular objectives for the trip, and fit in with the current instructional unit. Field Trip Requests forms as well as Field Trip Meal Money Request forms can be found on the district website and must be submitted to the campus principal for approval. The campus principal must approve all field trips **BEFORE** contacting parents, sponsors, or any other persons when coordinating an event.

Field trips will always be taken on school transportation and never by private passenger vehicles. Students must submit signed parent permission slips before the trip. We encourage you to enlist the help of parents to assist in supervising students on the field trip. You will need a ratio of one adult for each 3-10 students

If you will have certain criteria for students to participate in the field trip, you must communicate those well in advance to students and parents. Any criteria should be designed to maximize student participation. Criteria for participation must not be designed in such a way that all students who are ineligible can be readily identified as students who are failing the class. You must plan an alternate instructional activity for students who are not eligible to participate in the field trip.

**Using Film/Movies in Class:** Movies can be used effectively for instruction in many courses. Appropriate video clips and instructional videos may be shown as a part of a lesson, but must be denoted in lesson plans with the TEKS the video addresses listed. Movies shown must be preapproved by the principal.

Movies, video clips, and instructional videos should always be age-appropriate for the students in the class. As a general rule, R-rated movies will not be used in the classroom. However, with principal permission, specific notice to parents, and specific parent permission, R-rated films may be shown to high school students when they are determined to be of significant instructional value. You must plan an alternate instructional activity that will accomplish the same instructional goals for students who do not have parent permission to view the film.

**Tutorials:** Teachers may provide tutorial sessions Monday-Thursday from 3:33-4:00 PM. Students who have grades below 70 are highly encouraged to attend provided tutorials. The student's teacher is responsible for providing skill based tutorial activities. RISD is not responsible for transportation to and from tutorial sessions. Teachers providing tutorials are required to contact parents of all students attending a tutorial period on or before the date of the tutoring session.

**Textbooks/Instructional Technology:** At the beginning of the school year or semester, you will assist in the distribution of state-adopted textbooks or

instructional technology to students in your classes. At the end of the year or semester, you are responsible for accounting for the return of textbooks or instructional technology issued to your students. However, we will not require you to pay for any textbooks or instructional technology that your students steal, misplace, or do not return.

Some students will not be issued textbooks if they did not properly return books issued in the previous year. You will have a few classroom copies of the textbook or other instructional materials for those students to use in class, but they cannot take the books home or to their lockers. Teacher Edition textbooks as well as any and all other teaching materials must be returned to the campus textbook coordinator at the conclusion of the school year.

**Fund-Raising:** You cannot use instructional time to administer or facilitate fund-raising efforts of student or other organizations.

If you are the sponsor of a student group or organization that wishes to conduct a fund-raising campaign, you **must** get prior approval from the principal for the activity. Elementary students will not be allowed to conduct any fund-raising activities that involve door-to-door solicitation; however, with adult supervision at all times, secondary students may conduct door-to-door fund-raising campaigns.

As a sponsor of a student group or organization, you are personally responsible for accounting for all funds raised or collected by students in your group. These amounts must be deposited with the principal daily for safekeeping and deposited to the activity account for the group or organization. You cannot keep funds collected from students for any purpose in your classroom or at your home.

Your failure to follow established procedures related to depositing, handling, and accounting for the proceeds from fund-raising activities or any other monies associated with student activities or organizations may affect your employment.

**Extracurricular /UIL Sponsorships:** Your principal can and will assign extra duties related to sponsorship of extracurricular student groups and UIL academic activities. Some of these assignments may have additional stipends according to the schedule approved by the board of trustees; some may not. A teacher's primary responsibility is **always** the delivery of the required curriculum to students in your classes.

## **APPENDIX**

Board Policies CQ (LEGAL) and (LOCAL): Technology Resources  
Board Policies CY (LEGAL),(LOCAL), and (EXHIBIT): Intellectual Property  
Board Policies DEC (LEGAL) and (LOCAL): Leaves and Absences  
Board Policies DECA (LEGAL): Family Medical Leave  
Board Policies DB (LEGAL), (LOCAL): Employee Rights and Privileges  
Board Policies DGBA (LEGAL) and (LOCAL): Employee Complaints/Grievances  
Board Policies DIA (LEGAL), (LOCAL) and (EXHIBIT): Employee Welfare-Freedom from Discrimination, Harassment, and Retaliation  
Board Policies FFH (LEGAL) and (LOCAL): Student Welfare-Freedom from Discrimination, Harassment, and Retaliation  
Board Policies FFI (LEGAL) and (LOCAL): Freedom from Bullying  
Request for Scheduled Personal Leave\*  
Request for Sick Leave Pool/Bank  
Vacation Scheduling Form  
Transfer Request Form  
Educators' Code of Ethics [*Download from SBEC website or use DH (EXHIBIT)*]  
Travel Expense/Request for Reimbursement Form  
Requisition/Purchase Order  
Level One Complaint Form\*  
General Activity/Transportation Permission Form\*  
Maintenance Request Form  
Transportation Request Form  
Request for Fund-Raising Activity  
Monies Collected from Students-Tabulation  
Discipline Referral Form  
Parent Contact Log

# Request for Scheduled Personal Leave

Use this form to request personal leave in situations that do not involve your own personal illness or injury or the illness or injury of a member of your immediate family. This form must be turned in to the principal or immediate supervisor at least 1 day before the requested date of absence.

Name:

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Assignment:

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Beginning Date: \_\_\_\_\_

Ending Date: \_\_\_\_\_

No more than \_\_\_\_\_ staff or \_\_\_\_\_ of the staff may use scheduled personal leave on the same day.

The principal or supervisor may withdraw approval for scheduled personal leave if unforeseeable absences among other staff (bad weather, flu or other transmittable disease) would affect the efficient and effective operation of the campus or department.

**You will not be paid for days of personal leave if you do not comply with this procedure for scheduling.**

For Office Use Only:

Number Days Requested: \_\_\_\_\_

Number Days Available: \_\_\_\_\_

Number Days Charged: \_\_\_\_\_

# **Rocksprings Independent School District Employee Complaint Form Level One**

Complete this form in accordance with District policy DGBA (LOCAL). Your complaint will be dismissed if it is submitted with incomplete information. Submit your Level One complaint to your campus principal, immediate supervisor, or other person specified in policy DGBA (LOCAL).

1. Name

\_\_\_\_\_

2. Position/Campus \_\_\_\_\_

3. The date of the event or action that gave rise to this complaint \_\_\_\_\_

4. A detailed factual description of all of the circumstance(s) that gave rise to this complaint. (Use additional pages if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Explain specifically how you were harmed or injured by the facts that you provided in response to item 4 above.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Specifically identify, and attach if possible, any documents upon which you will rely during the grievance process and explain what those documents will prove. (If you do not have these documents at the time you file your grievance, you will be able to provide copies at the Level One conference. However, please identify to the best of your ability what those documents are and what you think they will prove.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Identify the specific policy or policies, constitutional or statutory provision, or administrative regulations that you allege have been misapplied or the specific

type of discrimination that you allege was committed. For each, provide the facts that support your allegations.

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8. The district wants to have all complaints resolved informally or at the lowest possible level. Explain your efforts to informally resolve your complaint including whom you spoke with, when you met, and the response you received. If you did not attempt informal resolution, give a detailed explanation why not.

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9. Identify the remedy you seek for this complaint.

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Employee's Signature

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Date Submitted

Name, address, and telephone and fax number of representative, if any.

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## Student Activity and Transportation Permission

\_\_\_\_\_  
(Last name)                      (First)                      (MI)                      (Phone)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Many of \_\_\_\_\_ ISD's curricular and extracurricular activities involve transporting students from school to the site of the activity using school buses or other school-owned or –provided vehicles. By my signature below, I consent to my minor child's participation in those activities and the transportation necessary to participate. I understand that the school district has no liability for any personal injury or death that may occur while my child is participating in curricular and extracurricular activities and that the school district is not responsible for the cost of medical treatment for any injuries that may occur while my child is participating in curricular and extracurricular activities including the cost of emergency care or emergency transportation.

\_\_\_\_\_  
(Parent Name—Printed)

\_\_\_\_\_  
(Parent Signature)

## Consent to Medical Treatment

By my signature below, I authorize the principal or other professional employee who is supervising curricular and extracurricular activities to consent to emergency medical treatment for my minor child's illness or injury that may occur while my child is participating in curricular and extracurricular activities. I also authorize emergency transport of my child by available emergency medical services.

**KNOWN ALLERGIES:** \_\_\_\_\_

**CURRENT MEDICATIONS:** \_\_\_\_\_

**INSURANCE INFORMATION:** \_\_\_\_\_

**INSURANCE RESPONSIBLE PARTY:** \_\_\_\_\_

\_\_\_\_\_  
(Parent Name—Printed)

\_\_\_\_\_  
(Parent Signature)

# ACKNOWLEDGEMENT FORM

I \_\_\_\_\_ acknowledge that I have received the  
\_\_\_\_\_ ISD Employee Handbook for the 2018–2019 school year  
and that I am responsible for reading, understanding, and complying with  
the procedures, guidelines, and requirements contained in this Handbook.

Employee's Name:

\_\_\_\_\_  
(Please Print)

Employee's Signature:

\_\_\_\_\_

Campus Assigned:

\_\_\_\_\_

Date: \_\_\_\_\_

***Sign & Return to HR- Patty Flores***

## Personal Information Election

Texas Government Code, Section 552.024, states that “each employee or official of a governmental body and each former employee or official of a governmental body shall choose whether to allow public access to the information in the custody of the governmental body relating to the person’s home address, home telephone number, emergency contact information, or social security number, or that reveals whether the person has family members.”

Please indicate below whether you wish your home address, home telephone number, or information that reveals whether you have family members to be disclosed to the public by the school district. We will not provide your social security number to any member of the public.

I wish to allow public access to

- my home address;
- my home telephone number;
- emergency contact information;
- information that reveals whether I have family members; or
- None of the items listed above.

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Signature

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Printed Name

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Date

**Sign & Return to HR- Patty Flores**

# Employment Policies

The Rocksprings ISD publishes its entire policy manual on the district's website/posts employment policies on the district's website. You also have the right to obtain a paper copy of the district's employment policies if you make a request for them. If you wish to receive a paper copy of employment policies, please sign below and submit this form to the principal so that the office will know how many sets of policies to prepare.

I wish to receive a paper copy of the district's employment policies.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Position)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Sign & Return to HR- Patty Flores**

# Employee User Agreement—District Network and Internet Resources

I have read the Network and Internet Use policy [CQ (LOCAL)] included in this Handbook and understand the conditions for use of the network and Internet resources provided by the Rocksprings ISD for the purpose of promoting educational excellence and supporting instructional goals.

By my signature below, I agree that any use of the network and Internet under my user ID or account will be consistent with that policy. **I understand that district employees have the authority to and will monitor network usage, including electronic messages sent and received to ensure compliance with the policy.** Furthermore, I understand that I am responsible for any transactions that occur under my user ID or account and that any violation of the district’s policy will be considered misconduct and a violation of the employee standards of conduct.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee’s Name, Printed

\_\_\_\_\_  
Campus

**Sign & Return to HR- Patty Flores**