

# Junction ISD



Employee Handbook  
2018-2019

# Employee Handbook 2018-2019 Contents

**Employee Handbook Receipt and Acknowledgement**

**Electronic Policy Distribution Acknowledgement**

**Electronic Communication & Data Agreement**

**Table of Contents**

<b>Introduction</b>	1
<b>District Information</b>	2
Mission Statement	2
District Goals and Objectives	2
Board of Trustees	2
Administration	2
<b>Employment</b>	3
Equal Employment Opportunity	3
Job Vacancy Announcements	3
Employment after Retirement	3
Contract and Noncontract Employment	3
Probationary Contracts	3
Term Contracts	3
Noncertified Professional and Administrative Employees	4
Certification and Licenses	4
Searches and Alcohol and Drug Testing	4
Health Safety Training/First Aid and CPR Certification	5
Reassignments and Transfers	5
Workload and Work Schedules	5
Notification of Parents Regarding Qualifications	6
Outside employment and tutoring	6
Performance Evaluation	6
Employee Involvement	7
Staff Development	7
<b>Compensation and Benefits</b>	7
Salaries, Wages and Stipends	7
Academic Incentives	7
Paychecks/Payroll Deposits	8
Payroll Deductions	8
Overtime Compensation	8
Travel Expense Reimbursement	9
Health, Dental, and Life Insurance	9
Supplemental Insurance Benefits	9
Cafeteria Plan Benefits	9
Workers' Compensation Insurance	10
Unemployment Compensation Insurance	10
Teacher Retirement	10
Other Benefit Program	10
Leaves and Absences	10
Personal Leave	11
State Leave	12
Local Leave	12

<i>Reimbursement of Leave Upon Retirement</i>	13
<i>Family and Medical Leave</i>	13
<i>Temporary Disability</i>	16
<i>Workers' Compensation Benefits</i>	16
<i>Assault Leave</i>	16
<i>Jury Duty</i>	17
<i>Other Court Appearances</i>	17
<i>Military Leave</i>	17
<b>Employee Relations and Communications</b>	
<i>Employee Recognition and Appreciation</i>	18
<i>District Communications</i>	18
<b>Complaints and Grievances Chain of Command</b>	18
<b>Employee Conduct and Welfare</b>	19
<i>Standards of Conduct</i>	19
<i>Code of Ethics</i>	19
<i>Discrimination/Harassment/Retaliation</i>	21
<i>Harassment of Students</i>	22
<i>Reporting Suspected Child Abuse</i>	22
<i>Child Sexual Abuse and Maltreatment of Children</i>	23
<i>Computer Technology Resources</i>	23
<i>Computer and Electronic Media Personal Use</i>	23
<i>Electronic Media with Students</i>	24
<i>Criminal History Background Checks</i>	26
<i>Employee Arrests and Convictions</i>	26
<i>Alcohol and Drug Abuse Prevention</i>	26
<i>Tobacco Use</i>	27
<i>Fraud and Financial Impropriety</i>	27
<i>Conflict of Interest</i>	27
<i>Gifts and Favors</i>	27
<i>Copyrighted Materials</i>	28
<i>Associations and Political Activities</i>	28
<i>Charitable Contributions</i>	28
<i>Safety</i>	28
<i>Possession of Firearms and Weapons</i>	29
<i>Visitors in the Workplace</i>	29
<i>Asbestos Management</i>	29
<i>Pest Control Treatment</i>	29
<b>General Procedures</b>	
<i>Bad Weather Closing</i>	29
<i>Emergencies</i>	30
<i>Purchasing Procedures</i>	30
<i>Name and Address Changes</i>	30
<i>Personnel Records</i>	30
<i>Building Use</i>	30
<b>Termination of Employment</b>	
<i>Resignations</i>	30
<i>Dismissal or Nonrenewal of Contract Employees</i>	31
<i>Dismissal of Non-Contract Employees</i>	31
<i>Exit Interview and Procedures</i>	31
<i>Reports to Texas Education Agency</i>	32

**Student Issues**

*Equal Educational Opportunities*----- 32  
*Student Records*----- 33  
*Grading Policy*----- 33  
*Parent and Student Complaints--Chain of Command* ----- 33  
*Administering Medication*----- 34  
*Dietary Supplements* ----- 34  
*Psychotropic Drugs* ----- 34  
*Student Conduct and Discipline*----- 34  
*Student Attendance*----- 34  
*Bullying* ----- 35  
*Hazing* ----- 35  
***Continuing Professional Educator Requirements***----- 36  
***Electronic Communication/Data Management Acceptable Use Policy*** ----- 39  
***Travel and Subsistence Procedures Manual***----- 44  
***Business Office Procedures***-----50  
***Appraisal Calanders***-----52&53

# JISD

## Junction Independent School District Acknowledgement of Electronic Distribution of Employee Handbook and Student Code of Conduct

I \_\_\_\_\_ have been offered the option to receive a paper copy of or to electronically access at [www.junctionisd.net](http://www.junctionisd.net) the Junction ISD Employee Handbook for 2016-17.

I have chosen to:

\_\_\_\_\_ Receive a paper copy of the Employee Handbook

\_\_\_\_\_ Accept responsibility for accessing the Employee Handbook and the Code of Conduct by visiting the web address listed above.

Signature of Teacher: \_\_\_\_\_

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

## Acknowledgement of Electronic Distribution of Policies 2018-2019

I hereby acknowledge that I have been offered the option to receive a paper copy or to electronically access at [www.junctionisd.net](http://www.junctionisd.net) (click on District Information, on the right side of the page, click on "District Policy", all Policies are accessible through this process) the Board policies regarding employment as required under Education Code 21.204(d) and the Board policies regarding student discipline as required under Education Code 37.018. Board policies regarding employment include (LEGAL) AND (LOCAL) policies and exhibits found at the following codes in the local policy manual:

DAA	Equal employment opportunity
DBAA	Criminal history and credit reports
DBD	Conflict of Interest
DC	Employment practices
DCB	Term Contracts
DEA series	Salaries, wages, incentives and stipends
DEC series	Leaves and absences
DF	Termination of Employment
DFAC	Return to probationary status
DFB series	Termination of term contracts
DFD	Hearings before hearing examiner
DFE	Resignation
DFE	Reduction in force
DG	Employee rights and privileges
DGBA	Employee complaints/grievances
DH	Employee standards of conduct
DHE	Searches, alcohol/drug testing
DI	Employee welfare
DIA	Freedom from discrimination, harassment, and retaliation
DK	Assignment and schedules
DN series	Performance appraisal

I have chosen to:

Accept responsibility for accessing the policies through an accessible District computer and printer.

( at [www.junctionisd.net](http://www.junctionisd.net) click on District Information which is on the right side of the page, click on "District Policy", all Policies are accessible through this process).

Receive a paper copy of the policies

*I have been trained to access these policies from the District's Web page and understand that if I have any questions regarding these policies, I should direct those questions to the campus administrator or the superintendent.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Return this to your campus secretary by August 26, 2016 or as directed by your campus principal.**

**JUNCTION ISD ELECTRONIC COMMUNICATION AND DATA MANAGEMENT SYSTEM ACCEPTABLE USE POLICY ACKNOWLEDGEMENT AND AGREEMENT FORM**

**2018-2019**, (Print Name) \_\_\_\_\_, have read and agree to comply with all rules and policies concerning the use of the Junction ISD computer equipment and its electronic communication and data management systems. I declare that I have read and understood the Junction ISD Electronic Communication and Data Management System Acceptable Use Policy, and I agree to abide by the provisions of that policy. In consideration for the privilege of using the District's Electronic Communication and Data Management System, and in consideration for having access to the public networks, I hereby release the District, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from any use of, or in ability to use, the system, including, without limitation, the type of damages identified in the District's Acceptable Use Policy and its other policies and administrative regulations relating to the system. In addition, I acknowledge being aware of the District's monitoring of electronic mail and other forms of electronic communications, and I expressly consent to such monitoring.

Signature \_\_\_\_\_

Date \_\_\_\_\_

E-Mail Address \_\_\_\_\_

School Department \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone No. \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

**Return this completed and signed form to the campus secretary by August 24, 2018 or as directed by your campus principal.**

# Introduction

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

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. Policy manuals are located on each campus office and are available for employee review during normal working hours. District policies can be accessed on line at [www.junctionisd.net](http://www.junctionisd.net) .



## **District information**

1700 College Street  
Junction, Texas 76849  
325 446-3510  
[www.junctionisd.net](http://www.junctionisd.net)

## **Mission Statement**

*Policy AE*

## **District Goals and Objectives**

*Policies AB, AF*

## **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 law and regulations.

The board members are 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:

Justin Bierschwale, Craig Brooks, Allen Castleberry, Sarah Harrison, Luke Levien, Kendon Roberts, Blenda Wright.

The board usually meets the second Wednesday each month in the middle school library. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the administration building at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

## **Administration**

Mr. Mike Carter, Superintendent  
Ms. Dana Davis, High School Principal  
Mr. Joe Jones, Middle School Principal  
Mrs. Jurahee Silvers, Elementary School Principal

# Employment

## Equal employment Opportunity

*Policy DAA, DIA*

Junction ISD does not discriminate against any employee or applicant for employment because of race, color, religion, 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 superintendent.

## Employment - Job Vacancy Announcements

*Policy DC*

Announcements of job vacancies by position and location are posted on a regular basis and posted at the central administration building, campus offices, and on the district's Web site.

## Employment After Retirement

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment After Retirement*.

Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Web Site ([www.trs.state.tx.us](http://www.trs.state.tx.us)).

## Employment - Contract and Noncontract

*Policy DC Series*

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

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

**Term** Full-time professionals employed in positions requiring certification and nurses will be employed by term 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 on line or copies will be provided upon request.

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

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

## **Certification and Licenses**

*Policies DBA, DF*

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the superintendent 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 if you have any questions regarding certification or licensure requirements.

## **Employment-Searches and Alcohol and Drug Testing**

*Policy DHE*

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

**Employees whose duties require having 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 when their duties include driving a commercial motor vehicle.

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

All employees required having a CDL who 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 policies and related educational material should contact the superintendent.

## **Employment-Health Safety Training - First Aid and CPR Certification**

*Policy DBA, DMA*

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification in first aid, cardiopulmonary resuscitation (CPR), and 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, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification to the superintendent's secretary. UIL Safety Training 19 TAC §76.1003.

## **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 extra-curricular or supplemental duty assignment is part of a dual 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.

## **Employment-Workload and Work Schedules**

*Policy DL, DEA, DK*

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

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

## **Employment-Notification to Parents Regarding Qualifications**

*Policy DK, DBA*

In schools receiving Title I funds, the district is required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

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

## **Employment-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.

## **Employment-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.

Beginning 2009-2010 the District implemented a local appraisal process using the Alternative Teacher Appraisal Record (ATAR). The local appraisal process is based on a three year cycle. Eligibility for the local appraisal process shall be based on the following criteria:

- 1) The teacher has at least ten years total teacher service.
- 2) The teacher has completed three consecutive years' service to the District.
- 3) In the previous two years' appraisals under PDAS, the teacher has been rated as "exceeds expectations" in at least five of the eight domains.

The District Alternate Teacher Appraisal Record shall be completed for those teachers who qualify during the years when they are not being observed through the use of the PDAS

A domain rating that indicates “improvement required” in any domain shall result in the teacher’s being appraised the following year under the PDAS with a minimum of one observation.

## **Employment-Employee Involvement**

*Policy BQA, BQB*

At both the campus and district levels, Junction 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.

## **Employment-Staff Development**

*Policy DMA*

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

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

## **Compensation and Benefits**

### **Salaries, Wages, and Stipends**

*Policy DEAA, DEA, 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 based on hourly wages or salary and receive compensatory time or overtime pay for each overtime hour worked beyond 40 in a work week.

All employees will receive written notice of their pay and work 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 business office for more information about the district’s pay schedules or their own pay.

## **Compensation-Paychecks**

All professional and salaried employees are paid monthly. A payroll statement containing detailed information including deductions, withholding information, and the amount of leave accumulated will be sent to the employee's designated e-mail address. Paychecks will be electronically deposited into the employee's designated account. Pay day will be on the 25th of each month unless otherwise specified by business manager and/or superintendent.

## **Compensation- Payroll Deductions**

### *Policy CFEA*

Junction ISD is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax
- Medicare tax (applicable only to employed hired in this district after March 31, 1986).

### **403(b) Plans:**

Changes to IRS 403(b) plan regulations became effective on January 1, 2009. Due to the new requirements, Junction I.S.D. has contracted with a third party administrator to oversee account activity of 403(b) plans. As third-party administrator for the plans they can assist you with reviews for distribution, exchange, transfer and loan approvals. The IRS requires the plan sponsor, or their designated third-party administrator, to review these and other requests to ensure they comply with 403 (b) plan regulations. Administrator's role is not intended to replace the services provided to you by your financial professional; rather they are there to ensure 403(b) plans stay in compliance with IRS regulations.

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. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

## **Compensation-Overtime Compensation**

### *Policy DEA*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:01 a. m. Sunday and ends at midnight Saturday.

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

- Employees can accumulate up to 60 hours of compensatory 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.

## **Compensation-Travel Expense Reimbursement**

### *Policy DEE*

Before any travel expenses are incurred by an employee, the employee's supervisor and superintendent 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 expenses other than mileage.

## **Compensation-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 regularly scheduled to work at least 10 hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) and employees who are not contributing TRS members who are regularly scheduled to work less than 10 hours per week 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. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the business manager for more information.

## **Compensation-Supplemental Insurance Benefits**

### *Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs can be paid by payroll deduction. Employees should contact the business office for more information.

## **Compensation-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.

## **Compensation-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. 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 the business manager. 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.

## **Compensation-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 under the Texas Unemployment Compensation Act. 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 business office.

## **Compensation-Teacher Retirement**

### *Policy DEG*

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

Employees who plan to retire under TRS should notify TRS as soon as possible. Information on the application procedures for TRS benefits are 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.state.tx.us](http://www.trs.state.tx.us)).

## **Compensation-Other Benefit Programs**

### *Policy DEB*

## **Leaves and Absences**

### *Policy DEC, DECA, DECB (Legal and Local)*

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 have personal needs that will require long leaves of absence should call the superintendent for counseling about leave options, continuation of benefits, and communicating with the district. This is in JISD but not TASB.

Employees who expect to be absent for an extended period of more than five days should call the superintendent for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

**USE OF LEAVE.** If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

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

**MEDICAL CERTIFICATION.** Any employee who is absent more than 3 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.

### **LEAVES AND ABSENCES - PERSONAL LEAVE**

State law entitles all employees to five days of paid personal leave per year. A day of earned personal leave is equivalent to an assigned workday available for use at the beginning of the year. 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 allows very little, if any, advanced planning. Nondiscretionary leave may be used in the same manner as 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 in advance of the anticipated absence. Discretionary personal leave will be granted on a first-come, first-served basis. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

## **Leaves and absences-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 ½ 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.

If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck.

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

## **Leaves and Absences - Local**

Personal and local sick leave is earned at the rate of one-half workday for each 18 workdays of employment up to a maximum of five workdays annually. Local leave shall accumulate to a maximum of 15 workdays and shall be taken with no loss of pay. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Local sick leave will automatically be used first UNLESS the employee indicates they want their **state** leave to be used instead of the local leave. The employee must take the initiative to indicate on the absence from duty report if they elect to use STATE leave before local has been depleted.

## **Leaves and Absences - Local Leave**

Beginning with the 2005-06 school year, each employee shall earn local personal leave at a rate of one-half workday for each 18 workdays of employment up to a maximum of five workdays annually.

Local leave shall accumulate to a maximum of 15 workdays and shall be taken with no loss of pay.

A District sick leave pool shall be established from voluntary donations by District staff to assist an employee suffering from a serious health condition as defined in DEC (LEGAL), including complications resulting from pregnancy, and for family emergencies.

To be eligible to request that a pool be established, an employee must have used all available paid leave.

A request to establish a sick leave pool shall be made in writing to the Superintendent or designee who shall inform District staff when a sick leave pool may be started by voluntary contributions designated for a specific employee's pool. Forms shall originate from the Superintendent's office and then be distributed to the campuses.

Donations for a pool shall be taken on a first-come, first-served basis in sets of five days. A total of 15 days may be donated for any individual employee per school year. When the 15-day limit is reached and the employee is still unable to return to work, the full daily rate of pay shall be deducted from the employee's paycheck for each day absent.

An employee may contribute no more than five days of local leave per school year with a limit of five days to any one pool. Only earned local leave may be donated.

A sick leave pool shall cease to exist when the recipient returns to work or when the 15-day per pool limit is exhausted.

The order in which available leave is used shall be at the discretion of the employee.

Leave used shall be recorded in increments of one-half day. Employees shall be charged leave as used even if a substitute is not employed.

### **Leaves and Absences - Reimbursement of Leave Upon Retirement**

The following leave provisions shall apply to state and local personal leave earned.

An employee who separates from employment with the District shall be eligible for reimbursement of state and local personal leave under the following conditions:

- 1) The employee's retirement from the District is through TRS and not due to termination or renewal.
- 2) The employee provides advance written notice of intent to separate from employment. Contact employees must provide written notice at least 90 days before the last day of employment. Noncontract employees must provide written notice at least 30 days before the last day of employment.
- 3) The employee has at least five years of service with the District.

The employee shall be reimbursed for each day of state and local leave at a rate established by the Board. If the employee is reemployed with the District, days for which the employee received payment shall not be available to the employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate of change.

### **Leaves and absences-Family and Medical Leave (FML)—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.

**Basic Leave Entitlement.** The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

**Military Family Leave Entitlements** An eligible employee whose spouse, son, daughter, or parent is on covered active duty or called to covered active duty status may use his or her 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

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

FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

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

**Benefits and Protections.** During FML, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FML cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

**Eligibility Requirements.** Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

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

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

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

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

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

**Employee Responsibilities.** Employees must provide 30 days advance notice of the need to take FML when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer’s normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform

daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FML was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

### *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. [www.junctionisd.net](http://www.junctionisd.net) click on link/forms then click on District Policy, go to DGBA Local.

**Employer Responsibilities.** Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FML and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FML, the employer must notify the employee.

**Unlawful Acts by Employers.** The FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right protected under the FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

**Enforcement.** An employee may file a complaint with the U.S. Department of Labor 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 which provides greater family or medical leave rights.

*FMLA section 109 (29 U.S.C. § 2619) required FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300 (a) may require additional disclosures.*

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

[www.wagehour.dol.gov](http://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 beginning on the first duty day of the school year.

**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.** A husband and wife who are both 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 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.

**District contact.** Employees that require FML or have questions should contact the superintendent 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 an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the superintendent 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 employees will be reinstated to a position at the original campus at the beginning of the following school year.

## **Leaves and Absences-Workers' Compensation Benefits**

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

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

## **Leaves and Absences-Assault Leave**

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be

prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

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

### **Leaves and Absences-Jury Duty**

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and any compensation they receive.

### **Leaves and Absences-Other Court Appearances**

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

### **Leaves and Absences-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 for authorized training or duty orders. Paid military leave is limited to 15 days of each federal fiscal year (October 1 – September 30). In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

**Reemployment After Military Leave.** Employees who leave the district to enter into the United States uniformed services or ordered to active duty as a member of the military force of any state (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 are still qualified to perform the required duties. Employees returning to work following military leave should contact the Superintendent. 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 the business office 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 offices of counselors, principals and superintendent may publish newsletters, calendars, news releases, web-site updates and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

# **Complaints and Grievances**

## **CHAIN OF COMMAND**

*Policy DGBA*

## **Employee Complaints**

Concerns, complaints, questions regarding teachers, students, other staff or students must be addressed in order of the Chain of Command as follows:

- 1) Visit with the immediate teacher/supervisor in authority through a scheduled conference period if not an emergency and if time allows.
- 2) If the issue has not been resolved after visiting with the immediate teacher/supervisor through a scheduled conference period, you should contact that teacher/supervisor's administrative personnel or principal.
- 3) If the same issue has not been resolved after visiting the administrative personnel of principal, you should contact the superintendent.
- 4) If the same issue has not been resolved and you want to file a formal grievance or complaint you will need to obtain the proper paper work from the superintendent's office.

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 that all employees must follow. 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.

*DGBA (Local) may be found online through JISD website "District Policy"*

# 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 the superintendent first learns of the incident. *See Reports to the Texas Education Agency 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**

#### **Purpose and Scope**

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

#### **Enforceable Standards**

##### **1. Professional Ethical Conduct, Practices, and Performance**

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

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

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

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

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

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

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

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

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

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

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

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

**Standard 1.13** The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

## **2. Ethical Conduct toward Professional Colleagues**

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

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

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

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

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

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

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

## **3. Ethical Conduct toward Students**

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

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

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

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

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

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

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

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

**Standard 3.9** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication.

Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

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

## **Employee Conduct-Discrimination, Harassment and Retaliation**

### *Policies DH, DIA*

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

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

The district's policy that includes definitions and procedures for reporting and investigating harassment is located in policy DIA (Local) at [www.junctionisd.net](http://www.junctionisd.net) click on links/forms, then click on District Policy.

## **Employee Conduct-Harassment of Students**

*Policies DF, DH, FFG, FFH*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment 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. [www.junctionisd.net](http://www.junctionisd.net) click on links/forms, then click on District Policy.

## **Employee Conduct-Reporting Suspected Child Abuse**

*Policy DF, DG, DH, FFG, GRA*

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

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

Reports to Child Protective Services can be made to the principal or 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 agencies. In addition, employees must cooperate with child abuse and neglect investigators.

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

[www.junctionisd.net](http://www.junctionisd.net) click on links/forms, then click on District Policy.

## **Employee Conduct-Sexual Abuse and Maltreatment of Children**

The district has established a plan for addressing sexual abuse and other maltreatment of children. 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 otherwise 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*.

## **Employee Conduct-Technology Resources**

### *Policy CQ*

The district's Technology resources including its network access to the Internet, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

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

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

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

## **Employee Conduct-Computer-Personal Use of Electronic Media**

### *Policy DH*

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

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of

employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee shall not post pictures using the district logo on adult networking pages.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, 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 Media with Students*, below, for regulations on employee communication with students through electronic media.

## **Use of Electronic Media with Students**

### *Policy DH*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

An employee is not subject to these provisions 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.

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

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

network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

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

- The employee may use any form of electronic media **except** text messaging. 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. (Apps like Remind can be used instead)
- 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 4:00 p.m. and 8:00 a.m. An employee may, however, make public posts to a social network site, blog, learning management system 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 Code of Ethics and Standard Practices for Texas Educators, 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 DF]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.



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.

## **Employee Conduct-Criminal History Background Checks**

### *Policy DBAA*

Employees may be subject to a review of their criminal history record information at anytime 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 Conduct-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, convictions, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

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

Moral turpitude includes, but is not limited to:

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

If an educator is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA. [www.junctionisd.net](http://www.junctionisd.net) click on links/forms, then click on District Policy.

## **Employee Conduct-Alcohol and Drug-Abuse Prevention**

### *Policy DH*

Junction 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. [www.junctionisd.net](http://www.junctionisd.net) click on links/forms then go to District Policy, lookup DH and DI local policies and Exhibit.

## **Employee Conduct-Tobacco Products and E-Cigarette Use**

*Policies DH, GKA, FNCD*

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

## **Employee Conduct-Fraud and Financial Impropriety**

*Policy CAA*

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, the following:

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

## **Employee Conduct-Conflict of Interest**

*Policy CB, DBD*

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

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

## **Employee Conduct-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 textbook, 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.

## **Employee Conduct-Copyrighted Materials**

### *Policy CY*

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

## **Employee Conduct-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 fund raiser or attending a meeting called for the purpose of soliciting charitable contributions.

## **Employee Conduct-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. Employees with questions or concerns relating to safety programs and issues can contact the superintendent.

## **Employee Conduct-Possession of Firearms and Weapons**

*Policies DH, FNCG, GKA*

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

## **Employee Conduct-Visitors in the Workplace**

*Policy GKC*

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

## **Asbestos Management Plan**

*Policy CKA*

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the maintenance director's 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 in the administration office. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

## **General Procedures**

### **Bad Weather Closing**

*Policy CKC*

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 web site and notify; KMBL Radio (1450 AM), KRVL (94.3 FM), KLST Television, [www.junctionisd.net](http://www.junctionisd.net), Kimble County Sheriff's Office, Junction City Police Department and the Texas Highway Department .

## **General Procedures-Emergencies**

*Policy CKC, CKD*

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

## **General Procedures-Purchasing Procedures**

*Policy CH*

All requests for purchases must be submitted to the business office on an official district purchase order (PO) or electronically through campus offices with the appropriate approval. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office.

## **General Procedures-Name and Address Changes**

It is important that employment records be kept up to date. Employees must notify the superintendent's secretary and the business office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary.

## **General Procedures-Personnel Records**

*Policy GBA*

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

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

The choice to not allow public access to this information may be made at anytime by submitting a written request to the superintendent's secretary. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

## **General Procedures-Building Use**

*Policy GKD, DGA*

The superintendent, athletic director and maintenance director are responsible for scheduling the use of facilities after school hours and fees to be 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 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent. Contract employees may resign at any other time only with the approval of the board of trustees. Resignation without the consent of the board may result in disciplinary action by the State Board for Educator Certification (SBEC).

The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in Reports to Texas Education Agency.

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

## Dismissal or Nonrenewal of Contract Employees

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

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

## 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.

## Exit Interviews and Procedures

*Policy DC, CY*

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. The district may withhold the cost of any unreturned items from the final paycheck.

## **Reports to Texas Education Agency**

### *Policy DF*

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

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

The superintendent is also required to notify TEA when a certified employee resigns and there is reasonable evidence that would support a recommendation to terminate employment because of the conduct listed above.

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

## **Reports concerning court-ordered withholding**

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

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

## **Student Issues**

### **Equal Educational Opportunities**

#### *Policy FB, FFH*

The Junction 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 above should be directed to the superintendent.

## **Student Issues-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 superintendent for assistance.

## **Student Issues - Grading Policy**

To ensure parents get an updated view of grades every week, grades from the preceding week will be posted by Tuesday morning of the following week.

## **Student Issues-CHAIN OF COMMAND**

### **Parent and Student Complaints**

#### *Policy FNG*

Concerns, complaints, questions regarding teachers, students, other staff or students must be addressed in order of the Chain of Command as follows:

- 1) Visit with the immediate teacher/supervisor in authority through a scheduled conference period if not an emergency and if time allows.
- 2) If the issue has not been resolved after visiting with the immediate teacher/supervisor through a scheduled conference period, you should contact that teacher/supervisor's administrative personnel or principal.
- 3) If the same issue has not been resolved after visiting the administrative personnel of principal, you should contact the superintendent.
- 4) If the same issue has not been resolved and you want to file a formal grievance or complaint you will need to obtain the proper paper work from the superintendent's office.

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



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

## **Student Issues-Administering Medication to Students**

### *Policy FFAC*

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

## **Student Issues-Dietary Supplements**

### *Policy 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.

## **Student Issues-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 Issues-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 Issues-Student Attendance**

### *Policy FEB*

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

## **Student Issues-Bullying**

### *Policy FFI*

All employees are required to report student complaints of bullying to the superintendent or campus administrator. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is available in the District Policy at [www.junctionisd.net](http://www.junctionisd.net) click on links/forms then click on District Policy – go to policy FFI.

## **Student Issues-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 administrator.

**CLASSROOM TEACHER - STANDARD CERTIFICATE RENEWAL  
AND  
CONTINUING PROFESSIONAL EDUCATOR REQUIREMENTS**

**GENERAL PROVISIONS FOR CERTIFICATE RENEWAL**

The renewal date of a Standard Certificate will be five years after the last day of the certificate holder's birth month. If a teacher holds multiple certificates, all can be renewed concurrently and all are subject to renewal during the certificate holder's birth month five years after the earliest certificate was issued. Teachers who fail to satisfy each of the requirements to renew their Standard Certificate(s) by the renewal date move to inactive status and are ineligible for employment in a Texas public school district in a position for which that certificate is required until all appropriate requirements are satisfied.

**CERTIFICATE RENEWAL REQUIREMENTS**

All classroom teachers are required to complete at least 150 clock hours of Continuing Professional Education (CPE) during each five-year renewal period. Teachers are encouraged to complete a minimum of 30 clock hours of CPE each year of the renewal period. **NOTE: Only those professional education activities from approved registered providers will be accepted for renewal purposes.**

**ACCEPTABLE CONTINUING PROFESSIONAL EDUCATIONAL ACTIVITIES**

Types of acceptable Continuing Professional Education (CPE) activities include:

1. participation in institutes, workshops, seminars, conferences, in-service or staff development which are related to or enhance the professional knowledge and skills of the educator;
2. completion of undergraduate courses in the content area knowledge and skills related to the certificate being renewed, graduate courses, or training programs which are taken through an accredited institution of higher education; (One semester hour of credit earned at an accredited institution of higher education is equivalent to 15 CPE clock hours.)
3. participation in interactive distance learning, video conferencing, or on-line activities or conferences;
4. independent study, not to exceed 20% of the required clock hours, which may include self-study of relevant professional materials (books, journals, periodicals, video/audio tapes, computer software, and on-line information) or authoring a published work;
5. development of curriculum or CPE training materials;
6. serving as an assessor (does not include the required annual evaluation of the principal) for the principal assessment process [TAC §241.35], not to exceed 10% of the required clock hours;
7. teaching or presenting a CPE activity, not to exceed 10% of the required clock hours; and/or
8. providing professional guidance as a mentor educator, not to exceed 30% of the required clock hours.

**Acceptable Content Areas of Required Continuing Professional Education Hours**

(b) One semester credit hour earned at an accredited institution of higher education is equivalent to 15 CPE clock hours.

(c) At least 80% of the CPE activities should be directly related to the certificate(s) being renewed and focus on the standards required for the initial issuance of the certificate(s), including:

- (1) content area knowledge and skills;
- (2) professional ethics and standards of conduct;
- (3) professional development, which should encompass topics such as the following:
  - (A) district and campus priorities and objectives;
  - (B) child development, including research on how children learn;
  - (C) discipline management;
  - (D) applicable federal and state laws;

- (E) diversity and special needs of student populations;
  - (F) increasing and maintaining parental involvement;
  - (G) integration of technology into educational practice
  - ( H) ensuring that students read on or above grade level;
  - (I) diagnosing and removing obstacles to student achievement; and
  - (J) instructional techniques.
- (d) Educators are encouraged to identify CPE activities based on results of the annual appraisal required under TEC, Chapter 21, Subchapter H.

**How to Renew Your Certificate:**

1. Go to the SBEC web site [www.sbec.state.tx.us](http://www.sbec.state.tx.us)
  2. Log onto the “SBEC on line for Educators” at the top of the page.
    - a. If you have already registered, log in with your user name and password.
    - b. If not, create a new user.
  3. On the left side of the page click on “Applications”
  4. Then Click on “Renew a Standard Certificate”
  5. You will check a box attesting to having completed the required CPE hours.
    - a. SBEC is not requiring that educators submit written evidence of completion of CPE, but rather keep that information available in a personal file in the event that they are ever audited.
- Certificates can be renewed up to 6 months prior to the expiration date.
  - For a list of providers, please see: <http://www.sbec.state.tx.us/SBECOnline/certinfo/regprov.asp>
  - The fee for certificate renewal is \$20 for most educators and \$10 for educational aides. Additional fees are assessed for late renewal and reactivation of an inactive certificate. Online payment of certification fees is available.
  - Any questions about the online application or use of the online system should be directed to the SBEC at 1-888-863-5880

# CLASSROOM TEACHER - STANDARD CERTIFICATE 5-YEAR RENEWAL WORKSHEET

**DIRECTIONS**

Written documentation and verification of the completion of all activities applied toward Continuing Professional Education (CPE) requirements for Standard Certificate renewal shall be maintained by each teacher. The Standard Certificate 5-Year renewal worksheet for the classroom teacher is provided to assist you in tracking your **150 CPE clock hours** and should be updated as soon as your continuing education requirements are completed. This certificate renewal worksheet (also available on the SBEC website at [www.sbec.state.tx.us](http://www.sbec.state.tx.us)) is provided for your use only and does not have to be submitted to SBEC for renewal. *SBEC is not requiring that educators submit written evidence of completion of CPE, but rather keep that information available in a personal file in the event that they are ever audited.* The specific numbers of clock hours that may be applied toward fulfillment of the certificate renewal requirements are indicated in the CPE activity areas below. **It is the responsibility of the educator and the ISD to determine which workshops or trainings meet the requirements for standard certificate renewal. SBEC staff will not make these determinations. Please do not contact SBEC staff requesting verification of CPE activities. CPE applicability determinations must be documented and maintained locally.**

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Name:   **Last**                      **First**                                      **Middle Initial**                                      **Renewal Month/Year**

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**Certificate/Endorsement(s)**                      **Certificate Number**                                      **Social Security Number**

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Designated Renewal Areas	Area 1 Content Area Development (no limit)	Area 2 Professional Development (no limit)	Area 3 Independent Study (30 hr limit)	Area 4 Teaching or Presenting CPEs (15 hr limit)	Area 5 Mentor Educator (45 hr limit)	Area 6 Serving As An Assessor (15 hr limit)	5 Year Total Hours For Certificate Renewal
<b>Hours Earned (Summary)</b>							

Continuing Professional Education (CPE) Activity Areas	Renewal Year 1 Clock Hours	Renewal Year 2 Clock Hours	Renewal Year 3 Clock Hours	Renewal Year 4 Clock Hours	Renewal Year 5 Clock Hours
<b>Area 1: Content Area Development</b>					
<b>Area 2: Professional Development</b>					
<b>Area 3: Independent Study</b>					
<b>Area 4: Teaching/Presenting CPEs</b>					
<b>Area 5: Mentor Educator</b>					
<b>Area 6: Serving As An Assessor (Does not include the annual principal evaluation)</b>					

**Junction ISD**  
**Electronic Communication and Data Management System**  
**Acceptable Use Policy**  
**2016-2017**

**GENERAL REQUIREMENTS**

The Superintendent or the Superintendent's designee will oversee the District's electronic communications system.

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

The terms "District's system" and "computer resources" include all networking infrastructure, computers and any portable hardware devices and their associated software, including, but not limited to: video conferencing equipment, digital cameras, projection systems, scanner, fax equipment, laptop computers and digital organizers.

Access to the Junction I.S.D. computer resources is a privilege, not a right. Failure to comply with the guidelines set out in this Acceptable Use Policy may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. Students should refer to the Student Code of Conduct for a detailed description of the consequences of improper use of the computer system. Employees should refer to policy DH (Local), and DH (Exhibit) and the Employee Handbook for a detailed description of the consequences of improper use of the computer system.

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright and the Technology Department. Educational software licenses will be required for all software or data placed on any system connected to the District's system. Personal software or data may not be placed on any system connected to the District's system. All disks used on a District computer must be scanned for viruses prior to use.

Hardware and software are not to be altered, installed or removed in any manner, including system settings without permission.

Junction I.S.D. copyrights the contents of the Junction I.S.D. District Internet Web Site and maintains that site for educational purposes only. Viewing of material on that Site does not imply any right to reproduce, retransmit or redisplay it. The Site is protected by copyright and other applicable federal and state laws. No text, image, or other materials on the District Web Site may be copied, retransmitted, redisplayed or modified without the express written consent of Junction I.S.D. Unauthorized use, copying, or access will be prosecuted under Title 17 of the United States Code and/or Texas Penal Code Chapter 33.

Electronic mail transmissions and other use of the electronic communications system are not private and may be monitored at any time by Internet service providers, operators of system file servers, and designated District staff to ensure appropriate use. Each person is required to use the District's electronic mail or communications system for District communication. Each person should be aware of the District's monitoring of electronic mail and other forms of electronic communications. Using the network shows consent to such monitoring. If any person abuses this privilege they will have disciplinary action.

No original work created by any District employee or student outside the District's system shall be posted on a web page, either Internet or Intranet, under the District's control unless the District has received written consent from the employee or student (and the student's parent or guardian) who created the work. All original work must be reported as such before it is incorporated into a District publication. The owner must agree to allow the District to use it free of charge for as long as it desires.

All Internet and Intranet web pages created or edited by students and student organizations on the District's computer system will be subject to treatment as District sponsored publications. Accordingly, Junction I.S.D. reserves the right to exercise editorial control to the same extent as other student publications. (See Board policies FMA (Legal) and FMA (Local).)

No personally identifiable information about or picture of a District student will be posted on the Junction I.S.D. Internet or Intranet Web Site unless the District has received written consent from the student's parent or guardian.

No personally identifiable information about or picture of a District employee or official will be posted on the Junction I.S.D. Internet or Intranet Website unless the District has received written consent from the employee or official.

#### **SYSTEM ACCESS**

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

1. As appropriate and with the written approval of the immediate supervisor, District employees will be granted access to the District's system.
2. Students in grades K-12 will be assigned individual accounts. These accounts will be filtered as required by law.
3. The District will require that all passwords be changed according to published guidelines.
4. Web Pages. Under the direct supervision of a sponsoring teacher, students may be permitted to create and edit Internet or Intranet web pages reporting on student educational activities, class projects, participation in officially recognized activities and sports, and honors, and awards received. The District shall determine the subject matter of student created web pages, and students will not be permitted to establish personal web pages. No students will be permitted to create or edit web pages unless the District receives written consent from the student's parent or guardian. No personally identifiable information about or picture of a District student will be posted on a student created or edited web page unless the District has received written consent from the student's parent or guardian. No personally identifiable information about or picture of a District employee or official will be posted on a student created or edited web page unless the District has received written consent from the employee or official.
5. Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system.
6. Students completing required course work on the system will have priority of use over members of the public, even after school hours.

#### **ON-LINE CONDUCT**

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

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity

prohibited by District policy or guidelines.

3. System users may not use another person's system account without written permission from the campus administrator or District Technology Director, as appropriate.
4. A system user is responsible for the proper use of the computer system for the duration of the system's use.
5. Students may not use the District's electronic communication system to distribute personal information about themselves or others.
6. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission may be specified in the document or must be obtained directly in accordance with applicable copyright laws, District policy, and administrative regulations.
7. System users may not upload public domain programs to the system. System users may not download public domain programs for their own use or may non-commercially redistribute a public domain program.
8. System users may not send, purposely access, or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
9. The system may not be used for financial or commercial gain or business use.
10. System users shall not post personal communications without the original author's consent.
11. System users shall not post anonymous messages.
12. System users should be mindful that use of System school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.
13. System users may not gain unauthorized access to resources or information.
14. System users shall only download the information needed, and shall print only the information needed.
15. System users should use their access time efficiently, and be mindful of the fact that there are others who need to use the network.
16. Students may not use the system to copy, upload, download or post pictures, video images or voice recordings of other students, District employees or District officials without the written permission of the person whose picture, video image or voice recording is being copied, uploaded, downloaded or posted.
17. System users are prohibited from installing any device or software that will permit or facilitate the recording of any keystrokes, the acquisition of any passwords or the acquisition of any other security related information.

If any system user believes there is a problem and/or is uncomfortable with the information someone is sending via the Internet, the system user should tell a teacher, campus staff member, or administrator immediately. Employees should notify their supervisor. If a system user asks another system user to no longer send them electronic mail or in any way contact them, the system user receiving such a request must stop all contact immediately. Although a system user may have some right to freedom of expression, that right must be balanced with the right others have to be free from harassment. No system user has an unfettered right to use the system to express himself or herself in any manner he or she wants.

## **VANDALISM PROHIBITED**

Any malicious attempt to harm or destroy District equipment or data, or data of another user of the District system, or any of the agencies or other networks that are connected to the Internet is prohibited, and will be considered to be an act of vandalism. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations, and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. [See DH, FN series, FO series, and the Student Code of Conduct] The Junction I.S.D. Student Code of Conduct explicitly prohibits vandalism, and students may be disciplined accordingly.



## **FORGERY PROHIBITED**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited. Forgery or attempted forgery will result in the cancellation of system privileges, as well as other appropriate consequences. The Junction I.S.D. Student Code of Conduct and its Employee Handbook explicitly prohibits forgery, and students or employees may be disciplined accordingly.

## **INFORMATION CONTENT/THIRD-PARTY SUPPLIED INFORMATION**

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material. The Internet is a network of networks; through the District's system, users will have access to databases, libraries and computer services all over the world. With this opportunity to access and work with an incredible amount and variety of information comes great responsibility, and it is essential that all users of the District's system comply with the provisions of this Acceptable Use Policy.

A student who gains access to such materials is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher. An employee who gains access to such materials is expected to discontinue the access as quickly as possible and to report the incident to his or her supervisor. A student knowingly bringing prohibited materials into the school's electronic environment will be subject disciplinary action in accordance with the Student Code of Conduct. An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies. [See Policy DH (Local) and DH (Exhibit), and the Employee Handbook]

Participation in chat rooms, that are not Education related, on the Internet using the District's system is not permissible.

Any student who substantially disrupts the educational process as a result of showing disrespect to District employees or officials by the use of a computer in or out of school or the internet in or out of school shall be subject to discipline under the District's Student Code of Conduct. This includes substantial disruption caused by the posting of any comments about or images of District employees or officials on any internet website that are demeaning, obscene, vulgar or profane, and which comments or images can be accessed using the District system.

Any student who substantially disrupts the educational process as a result of using pictures, images or voice recordings of any District employee or official without the written authorization of the campus principal and the District employee or official in the picture or image or on the recording shall be subject to discipline under the District's Student Code of Conduct.

## **NETWORK ETIQUETTE**

System users are expected to observe the following network etiquette:

1. Be polite.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs and the use of any other inflammatory language are prohibited.
3. Refrain from pretending to be someone else when sending/receiving messages; this is considered inappropriate, and will not be permitted.
4. Refrain from transmitting obscene messages or pictures; this behavior is prohibited.
5. Refrain from using the network in such a way that would disrupt the use of the network by others; this conduct is also prohibited.
6. Refrain from "hacking" or other use of computers to gain unauthorized access to District or other data bases, including student, faculty or District data files without permission; this type of behavior is prohibited.
7. Refrain from using the network for soliciting or purchasing commercial materials and/or services of any kind.

## **TERMINATION/REVOCAION OF SYSTEM USER ACCOUNT**

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

## **USE BY MEMBERS OF THE PUBLIC**

Access to the District's electronic communications system, including the Internet, shall also be made available to members of the public, in accordance with administrative regulations. Such use may be permitted as long as the use: Imposes no significant or unrecoverable cost on the District; Does not unduly burden the District's computer or network resources;

Does not take away resources from the student; and does not involve violating any of the provisions of this Acceptable Use Policy.

Members of the public who are granted access shall be required to comply with all District rules, regulations, and policies governing appropriate use of the system. Members of the public will be required to sign a form acknowledging that they have read and understood the Acceptable Use Policy, and agree to abide by its requirements. The District may suspend, revoke or terminate any person's access to the system upon any violation of District policy and/or administrative regulations regarding acceptable use.

## **INTELLECTUAL PROPERTY RIGHTS**

As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any item or product created for its use by an employee even when the author is no longer an employee of the district.

Students who are being directed by teachers of the District to create work for the District's electronic communications system shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any item or product created for its use by a student even when the student is no longer enrolled.

## **DISCLAIMERS**

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

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

**The Internet is a network of many types of communication and information networks. It is possible that the user may run across areas of adult content and some material objectionable to students, their parents or members of the public. Parents are encouraged to have a discussion with their children concerning access to appropriate materials, and all users are encouraged to report any objectionable material they perceive to the campus principal or the District Technology Director. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be the responsibility of each user to follow the rules for appropriate use.**

The District shall not be liable for users' inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

## **FINAL NOTE**

Every user of the District's system, including District employees, students and members of the public, will be required to sign an Agreement and Acknowledgment Form before they will be permitted to use the District's system. As noted above, violations of the Acceptable Use Policy may prompt termination, revocation, or suspension of the privilege of using the District's system, and other disciplinary action.

Each Agreement and Acknowledgment Form will contain, and in part, the following provisions:

"I have read the Junction ISD Electronic Communication and Data Management System Acceptable Use Policy, and agree to abide by the provisions contained in that document. In consideration for the privilege of using the District's Electronic Communication and Data Management System, and in consideration for having access to the public networks, I hereby release the District, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from any use of, or an ability to use, the District's system, including, without limitation, the type of damages identified in the District's policy and administrative regulations. I also expressly acknowledge being aware that the District has a right to monitor electronic mail and other forms of electronic communications, and I expressly consent to such monitoring."

**JUNCTION INDEPENDENT SCHOOL DISTRICT**  
**TRAVEL AND SUBSISTENCE**  
**PROCEDURES MANUAL**

## ***EMPLOYEE TRAVEL FOR OVERNIGHT TRIPS***

All employee travel must be **pre-approved** by campus administration, regardless of whether or not an advance is desired. An employee requesting travel and subsistence must fill out the Junction ISD Staff Travel Request for Overnight Trips. Out-of-state travel must be **pre-approved** by the superintendent.

The form must be filled out completely, with all appropriate attachments and budget codes. Multiple employees may be listed on the same form.

Attachments will include, as necessary:

- Copy of conference registration (for district prepayment of registration fees)
- Copy of hotel confirmation (for district prepayment of lodging expenses)
- Copy of vehicle request form (if a district vehicle is to be used)

The correctly completed form must be submitted at least 10 business days prior to the actual date of travel to allow the business office to prepare checks or purchase orders as appropriate. Forms not completely and correctly prepared will be returned to the traveler without action. All approvals must be obtained and submitted with the form prior to processing.

Advanced payments will be issued for conference registration, hotel expenses (not to exceed \$85/per night) and meal per diem (\$32 per day). Upon returning from the trip, please complete a trip reconciliation form. Please attach copies of the conference admission or workshop certificate; itemized hotel receipt; parking receipts and include any mileage reimbursement.

**All receipts must be turned into the business office within 10 business days of completion of travel. If receipts are not submitted, or travel is not verified and reconciled, the traveler will be responsible for reimbursement for all expenses previously paid by the district.**

## ***EMPLOYEE TRAVEL FOR DAY TRIPS***

All employee travel must be **pre-approved** by campus administration, regardless of whether or not an advance is desired. An employee requesting travel and subsistence must fill out the Junction ISD Staff Travel Request for Day Trips.

The form must be filled out completely, with all appropriate attachments and budget codes. Multiple employees may be listed on the same form.

Attachments will include, as necessary:

- Copy of conference registration (for district prepayment of registration fees)
- Copy of vehicle request form (if a district vehicle is to be used)

The correctly completed form must be submitted at least 10 business days prior to the actual date of travel to allow the business office to prepare checks or purchase orders as appropriate. Forms not completely and correctly prepared will be returned to the traveler

without action. All approvals must be obtained and submitted with the form prior to processing.

**Advanced payments will be issued for conference registration. Upon returning from the trip, please complete a trip reconciliation form . Please attach copies of the conference admission or workshop certificate; meal receipt; parking receipts and include any mileage reimbursement. Out of pocket expenses for parking and mileage will be refunded as a reimbursement check.**

All receipts must be turned into the business office within 10 business days of completion of travel. If receipts are not submitted, or travel is not verified and reconciled, the traveler will be responsible for reimbursement for all expenses previously paid by the district.

Meals will never be reimbursed when purchased and/or consumed in Junction. Meals purchased for others, including consultants, will not be reimbursed unless with the prior written approval of the Superintendent.

### **Trip Reports:**

Any person taking a school vehicle **MUST** fill out a "Trip Report". These forms are available from the superintendent's secretary and must be taken at the beginning of the trip. The purpose of the forms is to accurately record the mileage of your trip.

## ***STUDENT TRAVEL FOR OVERNIGHT TRIPS***

All student travel must be **pre-approved** by campus administration, regardless of whether or not an advance is desired. An employee requesting student travel and subsistence must fill out the Junction ISD Student Travel Overnight Form.

The form must be filled out completely, with all appropriate attachments and budget codes.

Attachments will include, as necessary:

1. Copy of registration
2. Copy of vehicle request form – **employees should not be transporting students in personal vehicles**
3. Copy of student meal form – with student names that will be attending trip

Sponsor expenses should be included on the student form. Sponsors are eligible to receive advanced meal per diem.

The correctly completed form must be submitted at least 10 business days prior to the actual date of travel to allow the business office to prepare checks or purchase orders as appropriate. Forms not completely and correctly prepared will be returned to the sponsor without action. All approvals must be obtained and submitted with the form prior to processing.

Advanced payments will be issued for registration, hotel expenses and meal per diem. Upon returning from the trip, please complete a trip reconciliation form. Please attach copies of the itemized hotel receipt; parking receipts; and a student meal form.

All receipts must be turned into the business office within 10 business days of completion of travel. If receipts are not submitted, or travel is not verified and reconciled, the traveler will be responsible for reimbursement for all expenses previously paid by the district.

Meals will never be reimbursed when purchased and/or consumed in Junction. Meals purchased for others, including consultants, will not be reimbursed unless with the prior written approval of the Superintendent.

### **STUDENT TRAVEL FOR DAY TRIPS**

All student travel must be **pre-approved** by campus administration, regardless of whether or not an advance is desired. An employee requesting student travel and subsistence must fill out the Junction ISD Student Travel for Day Trips Request (T-SD).

The form must be filled out completely, with all appropriate attachments and budget codes.

Attachments will include, as necessary:

1. Copy of registration
2. Copy of vehicle request form – **employees should not be transporting students in personal vehicles**
3. Copy of student meal form with student names that will be attending trip

The correctly completed form must be submitted at least 10 business days prior to the actual date of travel to allow the business office to prepare checks or purchase orders as appropriate. Forms not completely and correctly prepared will be returned to the sponsor without action. All approvals must be obtained and submitted with the form prior to processing.

Advanced payments will be issued for registration and meal per diem. Upon returning from the trip, please complete a trip reconciliation form. Please attach the signed copy of the student meal form.

All receipts must be turned into the business office within 10 business days of completion of travel. If receipts are not submitted, or travel is not verified and reconciled, the traveler will be responsible for reimbursement for all expenses previously paid by the district.

Meals will never be reimbursed when purchased and/or consumed in Junction. Meals purchased for others, including consultants, will not be reimbursed unless with the prior written approval of the Superintendent.

### **OUT OF STATE TRAVEL**

Out of state travel will be reimbursed at the current prevailing rate approved by the Comptroller of Public Accounts. **Out of state travel may only be approved by the Superintendent.** The employee needs to verify if the Texas tax exempt status will be accepted at the out of state entities. If they will not accept our tax exempt status, tax might be applicable.

## **RATES**

The district reimburses at the following rates. Rates may not exceed those established by the State of Texas Comptroller of Public Accounts. All the following rates are currently in adoption for in-state travel.

Lodging:	Up to \$85.00 per night
Mileage:	\$.56 per mile
Staff Breakfast:	\$8.00 per meal
Staff Lunch:	\$12.00 per meal
Staff Dinner:	\$12.00 per meal
Student Breakfast:	\$5.00 per meal
Student Lunch:	\$6.00 per meal
Student Dinner:	\$6.00 per meal

## **REIMBURSEMENT FOR TRAVEL NOT TAKEN**

If an employee is not able to attend scheduled travel, the employee is responsible for canceling reservations prior to the time an actual expense is incurred. The district will not reimburse employees for out of pocket travel expenses, unless the travel is cancelled at the direction of the Superintendent due to the needs of the district. In such an instance, the district will only reimburse charges incurred and previously paid by the employee. For example, the district will reimburse lodging expenses if the Superintendent made the decision for an employee not to attend; and it was too late to cancel a lodging reservation without incurring an expense. An employee unable to attend travel for personal reasons is personally responsible for any expenses previously paid by the district.

## **LODGING REIMBURSEMENT**

An employee is entitled to lodging reimbursement if the travel requires an overnight stay. Lodging reimbursement for the night prior to duty is permitted if reaching the duty point would require departure from the home duty site prior to 6:00 a.m. on the day of duty. Likewise, reimbursement for lodging the night following duty may be authorized if returning to the home duty site would occur after 8:00 p.m. on the day of duty.

Lodging expenses are reimbursed at actual cost up to the daily maximum of \$85. Lodging expenses may not be combined or pooled. For example, if lodging one night is \$55, and on the second night is \$85, the reimbursement to the traveler will be \$135.

The traveler will ensure the hotel desk is presented a tax-free certificate upon check-in. This certificate exempts the traveler from state hotel occupancy tax. The district will pay county and municipal hotel occupancy taxes as an additional reimbursement to the lodging rate, but will not pay state hotel occupancy taxes.

Itemized lodging receipts must be submitted for reimbursement of travel expenses. Only direct lodging expenses will be allowed. In-room movies, phone calls, room service, or other costs not directly related to lodging are not an allowable expense.

## ***MILEAGE REIMBURSEMENT***

Mileage reimbursement is based on the most cost-effective route between the origin and the final destination, including any intermediate locations. The shortest route is presumed to be the most cost-effective. An odometer form must be completed for reimbursement purposes.

## ***DISTRICT VEHICLE USE***

**In transporting students, NO private vehicle should be used. District vehicles should always be used for transporting students.**

District vehicles are one of the most visible representatives of the Junction ISD. Consequently, their use must be seen as purely official. Conduct of employees and adherence to district policies while in district vehicles must mirror the high standards with which we act on campus and in front of students and parents.

The bottom line rule of thumb is to apply common sense. Do not use a district vehicle if the use of that vehicle will cause speculation, consternation, or disapproval of our tax-paying public. Specifically, smoking is strictly prohibited by district policy. Additionally, the use of district vehicles for personal errands must be curtailed.

District personnel who are assigned a vehicle during the course of their duties must be conscious of the impression their conduct will present to the citizens of the Junction ISD. Consequently, the use of district vehicles for personal errands is prohibited. The use of district vehicles for going to meals is prohibited unless you are away from your duty station. Examples of acceptable uses of a district's vehicle to get a meal are:

District vehicles should never be used to obtain meals or go to restaurants in Junction.

## ***MEAL REIMBURSEMENT***

To qualify for a meal reimbursement, the employee/student must follow these timelines:

Breakfast	Travel must be authorized, and actually begin prior to 6:00 a.m.
Lunch	Travel must be authorized, as well as begin prior to 11:00 a.m.
Dinner	Travel must be authorized, as well as end no earlier than 8:00 p.m.

Meal expenses incurred when traveling to and staying at a duty point the day prior to duty are reimbursable, as when traveling from a duty point the day following duty (if previously authorized by the administrator). Expenses incurred when traveling more than one-day prior or after duty are not reimbursable.

Gratuities and purchases of alcoholic beverages are not reimbursable



## **Business Office Procedures**

### **Purchasing Supplies/Equipment with a Purchase Order**

- Fill out District Purchase Order.
- Submit to supervisor/administrator/AD for signature & approval.
- Submit signed PO to Business Office for a Purchase Order Number.
- Business office will forward the completed, numbered PO to you or campus office for your purchase to be completed.
- You are responsible for the actual purchase or placing your order (usually).

### **Purchasing Supplies/Equipment Without a Purchase Order**

- Have your receipt, order, or quote.
- Fill out a Request for Check.
- Submit your Request to your supervisor for signature & approval.
- Submit signed Request for Check with your receipt, order, or quote to the Business Office.

### **Payments Needed in Advance**

- Fill out a Request for Check at least 14 days prior to needing the check.
- Submit the request with confirmation documentation to your administrator/supervisor/AD for their signature & approval.
- Submit signed Request for Check with your receipt/order/quote to the business office.
- Your check should be ready for you to pick up prior to your event.

### **Hotel Reservations**

- You are responsible for making your hotel reservations.
- District amount per room is \$85 (guideline).
- Check out a credit card from the admin office.
- Secure the number of rooms you will need.
- Print confirmation & give to the business office with a Request for Check showing what credit card you used with the name of the city, hotel, and dates. Upon completion of your event/trip/stay return receipts to the business office.

### **Game Officials:**

- You must submit pay sheets and request for payments for people who officiate during your sport. We are required to have these officials paid within a set number of days.
- It is imperative that you get the pay sheets to me immediately following your game (s) and tournaments. I have lots to do after you turn it in for it to be ready for a school board member to sign in order for payments to be sent out within the allowed time-frame (10 days ?)....
- People who keep clock, game announcers, gate keepers, bus drivers, etc. need to be turned in according to the pay date schedule.

## Meals & Tips on Meals

- Students meals
  - Breakfast \$5.00
  - Lunch \$6.00
  - Dinner \$6.00
  
- Staff
  - Breakfast \$8.00
  - Lunch \$12.00
  - Dinner \$12.00
  -

Mandatory gratuity is allowed for groups of students or staff. If a student meal is \$6.00 per person calculate the tip as part of that expense. Staff should pay their gratuity when attending voluntary workshops, training, and events, otherwise the gratuity must be considered as part of the allowed rate for the meal.

## Reimbursements (Meals, Fuel, Mileage, Supplies)

- You need prior approval from your supervisor/administrator/AD to be reimbursed for meals, fuel, mileage or supplies.
- If JISD has vehicles available and you opt to take your personal vehicle, you will not be reimbursed for mileage unless there are extenuating circumstances and you have been given approval.
- Occasionally coaches are caught with a school credit card not allowing an expense to go through. JISD will definitely reimburse you in the event that you have to use your personal card, account, cash, etc. Turn your receipt in with a Request for Check payable to you.
- You happen to be at Academy and see a sale for equipment and buy it. You may be reimbursed for that with the exception of the sales tax if you pay for it with your personal account.

## Pay Day

- **JISD** tries to pay on or as close to as possible – the 25<sup>th</sup> of each month.
- You will receive emails saying to turn in all extra duty information to the business office and the dates to be included in each payroll. (clock, book, pitch count, bus driving, etc.)
- You may make changes to your bank information, withholdings, address, etc. throughout the year. Changes must be in writing and submitted to the business office with specific information and the dates the changes are to be effective.
- See attached for more information.
- Absences – any questions?

## Junction ISD Teacher Appraisal Calendar 2018-2019

T-TESS Orientation	By September 7
No Formal Observations	August 20-September 14
Goal Creation and Professional Development Plan	August 20- September 7
Formal Observations	September 17-April 23
Informal Observations and Walkthroughs	August 20-May 23
Tracking Progress of Professional Development	August 20-May 23
Summative Conference/Goal Setting and Professional Development Plan	September 17-April 23
Student Growth and Data Review	At Beginning of Next School Year
Revise Goals and Professional Development Plan	At Beginning of Next School Year

### Approved Appraiser List:

- All Campus Administrators

All teachers on a probationary contract will be evaluated by the T-TESS system each year.

Campus principals will evaluate all staff on a two-year cycle:

- Year 1- Comprehensive evaluation using T-TESS
- Year 2- Focus will be placed upon the teacher's refinement and reinforcement goals from prior year

Documentation for domain 4 will be turned into the evaluator every year prior to the summative conference.

Revised 8-4-17

## Junction ISD Administrator Appraisal Calendar 2018-2019

Activity	Date
<b><u>Orientation</u></b>	ESC Training
<b><u>Self-Assessment Goal Setting Conference</u></b> Principal completes the goal setting form and self-assessment form prior to the meeting. The documents will be discussed and reviewed by superintendent and principal at this meeting.	On or before August 31, 2018
<b><u>Mid-year Progress Meeting</u></b> The principal and superintendent will use the Principal Evaluation Rubric to determine progress level.	On or prior to December 21, 2018
<b><u>Summary Rating Form/End-of-year Goal Attainment Meeting</u></b> The principal and superintendent will meet to complete the Summary Rating Form together at this meeting. The superintendent will complete the End-of-year Goal Attainment Form and go review it with the principal at this meeting.	On or prior to June 28, 2019
<b><u>Goal Setting Meeting</u></b> The principal and superintendent will meet to establish a goal(s) for the upcoming school year.	On or prior to June 28, 2019

To the best of our ability we will work to schedule mutually acceptable times and be prepared for each meeting in order to adhere to the timeline above. The principals will be responsible to schedule to times with the superintendent at least one week in advance of the meeting date.

Elementary Principal - Jurahee Silvers	Date
MS Principal- Joe Jones	Date
HS Principal- Dana Davis	Date
Superintendent- Mike Carter	Date