



BURKEVILLE ISD

Employee Handbook

2016~2017

BURKEVILLE ISD- FIRE/EMERGENCY DRILL INSTRUCTIONS

INSTRUCTION AND INFORMATION FOR EMERGENCY DRILL:

1. 3 bells will signal - leave classroom.
2. Follow posted fire drill evacuation route.
3. Teacher is last to leave the classroom making sure the room is evacuated.
4. Lock your classroom and take your grade book with you.
5. Do not allow students to leave or go with anyone else.
6. Stay with your students.
7. 2 bells will signal – return to your classroom.
8. 1 bell will signal – halt.

General District Wide Procedures

FUND RAISING

All fund raising activity sponsors must fill out the proper paperwork and receive prior approval from the campus principal, if athletics from the athletic director as well as the principal, and the superintendent. This includes any activity that proposes to raise money regardless of its nature. No two fund raisers will be held at the same time. You can pick up the form at the campus Principal's office.

MEET THE TEACHER & OPEN HOUSE

The District shall have a Meet the Teacher night before the start of the new school year, August 18, 2016 from 4:00-6:00 PM.

The District shall have an Open House during the 1st Six Weeks. Parents or Guardians will be encouraged to come. Open House is scheduled for September 1, 2016 from 6:00-7:00 PM.

NEWS RELEASES

News for the general public should be approved by the principal and superintendent before being released to the media.

COMMUNICATION

Letters, newspapers, newsletters, and letters of classroom procedures need to be submitted to the office before sending them home. This makes us aware of your classroom procedures. It helps in defending your position. Any other correspondence to any parent or guardian concerning their child will need the signature of the principal before mailing or sending it.

SCHOOL DAY INTERRUPTIONS/ANNOUNCEMENTS

The district shall limit interruptions of classes during the school day for nonacademic activities such as announcements and sales promotions. Announcements other than emergency announcements shall be limited to once during the day.

LESSON PLANS

Lesson plans should be recorded on the district template. Any changes to the template must be approved by the campus principal. Template can be found on the district USB drive. Please put enough information on your lesson plans so that we may be able to follow them if you aren't able to be here. Lesson plans are to be turned in each Friday by 3:30 PM for the following week. They will be reviewed by the principal.

A substitute folder should be kept with duty schedules and an adequate amount of work to be completed by students in your absence. This folder should be updated frequently. The folder will be checked during walk-through.

GRADES

Weekly grades are to be entered weekly by 3:30 PM Friday.

6 weeks grades are to be turned in by Tuesday morning at 8:00 AM following the end of each six weeks.

SIGN-IN

All staff members are to sign in and out in the office. This includes times when leaving the campus.

REFERRALS

All possible referrals (504, special education, dyslexia, etc.) need to be sent to the appropriate principal for pre-referral review.

ARRIVAL TIME AND DISMISSAL TIME

Teachers are expected to arrive by 7:30 AM and dismissed at 3:30 PM.

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Introduction

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

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

District Information

Description of the District

Burkeville ISD covers an area of 32 square miles in Southeast Texas. The District enrolls approximately 300 students, which qualifies it as a 1-A District under the University Interscholastic League guidelines. Ethnic make-up of the District is approximately 61.5% Anglo, 35.8% African American, and 2.7% Hispanic/other.

Mission Statement, Goals, and Objectives

Policy AE

Burkeville ISD is committed to provide opportunities for all students to reach their potential in acquiring and using knowledge and skills for the purpose of making appropriate decisions, pursuing worthwhile personal goals, and contributing positively to society.

Board of Trustees

Policies BA, BAA, BBB, BBE, BE, BEC, BED

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, and annual budget, employment of the Superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The board of trustees is elected by citizens of the District to represent the community's commitment to a strong educational program for the District's children. Trustees are elected and serve 4 year terms. Trustees serve without compensation, must be registered voters, and must reside in the District.

Current board members include:

Kenneth Weeks	President
Joe B. Clark	Vice President
Misty Richmond	Secretary
Ronald Graham	Member
Micheal Byerly	Member
Jennifer Evans	Member
Roxanne Lowe	Member

The board usually meets the fourth Tuesday of every month at 7:00 p.m. In the event that large attendance is anticipated, the board may meet earlier. Special meetings may be called when necessary. A written notice of regular and special meeting will be posted on the District website and in the administration office at least 72 hours before the scheduled meeting time. The

written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All 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 conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

Board Meeting Schedule for 2016-2017

August 23, 2016
September 27, 2016
October 25, 2016
November 17, 2016
December 15, 2016
January 24, 2017
February 28, 2017
March 28, 2017
April 25, 2017
May 23, 2017
June 27, 2017
July 25, 2017

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

Administration 409/565-2201 Fax: 409/565-2012

Faculty Guidelines

1. FACULTY MEMBERS ARE EXPECTED TO ABIDE BY THE RULES AND REGULATIONS SET OUT IN THIS HANDBOOK.
2. Burkeville ISD has a long tradition of caring for and educating its students. Without the cooperative spirit of all teachers, staff members and administration, this proud tradition will not continue.
3. Please attend as many school functions as possible. Your attendance promotes school spirit and pride.
4. The custodial staff worked hard this summer cleaning our school. In order to keep our school clean, no candy, gum, cookies or other food items will be eaten except at designated times and in designated areas.
5. Students should be in the classroom learning. They are not to be sent on errands, to the bathroom, to use the telephone, etc., unless it is an EMERGENCY! Keep your assigned students in class. If an emergency should occur, the student must have an agenda.
6. All teachers and paraprofessionals MUST sign in by 7:30 a.m. each morning. The sign-in sheet is located in the main office. Teachers must stay until 3:30 p.m. Teachers are to be in their classroom by 7:55 a.m. each morning. REMEMBER you are to be an example to your students, and you can hardly expect them to be on time for your classes, or to follow rules and regulations, if you do not do so yourself. You are a professional. Please dress, speak and conduct yourself as a professional at all times.
7. Meet and greet your students at the door each period of the day. It is very important that the teacher stand by his/her door between classes observing student movement and actions in the hallways. Do not sit behind your desk or at your computer while students are entering or exiting the class.
8. Teachers and staff are to carry out all assigned duties in a professional manner. Be where you should be, doing what you should be doing. Move around when on duty stations.
9. Reserve Wednesdays for faculty meetings. These meetings may be team, departmental, special or general faculty meetings. Faculty meetings are mandatory and must be attended by all faculty members. If you need to miss a meeting, you must get advance approval from the principal.
10. Any employee who needs to leave school during school hours must obtain permission from the principal and sign out and back in using the faculty sign-out book located in the campus office.
11. No movies will be shown in class unless documented in weekly lesson plans and approved by the principal.
12. Grade books, a copy of the most recent test, and lesson plan books will be checked during each walk-through, observation and/or evaluation, as well as periodically during the year.
13. A portion of our District funding comes from student attendance. It is very important that you keep an accurate account of student attendance. Contact campus principal when a student's attendance affects a student's grade in your class.
14. No teacher will keep a student out of another teacher's class without first obtaining that teacher's permission. Remember, a student will be punished for tardiness or skipping a class according to the student discipline procedure.

15. All school events must be on the school's master calendar in the principal's office. The names of any guest speakers should be placed on the calendar. No events will be scheduled on Wednesdays after 3:30 p.m. or on Sundays.
16. Any BISD employee that has an event scheduled at campus and or district level (ex.: band program) at BISD that will include a program to be passed out to the staff and public MUST have the program pre-approved by the superintendent of school one week prior to the event. The superintendent will sign accepted if the program is approved or if there any questions or concern about the program.
17. Field trips must be approved through the principal's office at least one week in advance. A written agenda and itinerary should be submitted at the time of the request.
18. No student will miss class for school-related activities without permission from his/her classroom teacher, activity sponsor and principal. The specified field trip form will be given to the sponsor when the activity is placed on the master calendar in principal's office. A list of students will be placed in all teachers' mailboxes. These approved students should not be counted absent.
19. The BISD policy for make-up work for excused absences is that a student will be given the same number of days that he/she missed to make up the work. It is important that students make up work quickly. For all approved school trips students should be marked as present. A student who misses class due to attendance on an approved field trip will be given the same number of days he/she missed to make up the work.
20. School bus reservations should be made a minimum of 48 hours prior to the activity, and reservations must be made with Mr. Dickerson in the Transportation Department.
21. Three-week progress reports will be sent home with each student. Teachers MUST keep a record in their grade book as documentation, as well as documentation of 3 week grades.
22. Because of safe school policies, all classroom doors will be kept locked during class time. Make sure doors are locked when room is vacant.
23. All first period teachers check students carefully. This check should include dress code as well as for beards on male students. ELECTRONIC DEVICES ARE ALLOWED AT SCHOOL, HOWEVER NOT DURING INSTRUCTINAL TIME (TURNED OFF AND PUT AWAY). Confiscated items will be returned only to their parents after the fee is paid and a meeting is held with the principal.
24. If textbooks are lost during the year, students will go to the office and pay a replacement cost for the book. After payment, the student will check out another book in that subject from the classroom teacher.
25. Room responsibility—The lights in any room or other area will be turned out by the teacher when the room is to be vacated for more than 15 minutes.
26. **Teachers/paraprofessionals who need purchase orders must do the following:**
 - a. **Pick up a P.O. Request Form from principal's office.**
 - b. **Return the completed P.O. to the principal's office at least 7 days prior to the time needed in order to allow for processing time.**
 - c. **The Secretary will submit the P.O. to the Principal and the Principal send it to Superintendent for approval.**
 - d. **After approval by the Superintendent, the P.O. will be sent back to the originator to be ordered from the business office.**

If a teacher or paraprofessional makes a purchase without obtaining a signed purchase order, he/she may not be reimbursed for the purchase. Additionally, disciplinary action up to and including termination may result.

27. Cell phones—No teacher is to use cell phones in the classrooms. Teachers are permitted to have cell phones, but they should be turned off during class time. Please limit the use of phones to conference period or in an emergency. Cell phones are not to be used in the hallways.
28. The dress and grooming of District employees shall be clean, neat, and in an appropriate manner. Clothing will be professionally-oriented, and should be above standards set for students. Faculty and staff may only wear blue jeans on Fridays, or as permitted by principal. Shorts may not be worn in academic instructional classrooms.
29. If any sponsor of any organization for Burkeville ISD has a fundraiser, any money shall be turned in to the office the next working day, including during the summer months.
30. Chain-of-Command will be followed at all times. All employees are encouraged to discuss any concerns he/she may have with the principal. If the employee still feels he/she needs to go to the next level (the Superintendent), he/she should do so.

General Procedures

Arrival time and dismissal time

Teachers are expected to arrive by 7:30 a.m. and may not leave campus before 3:30 p.m.

Communication

Letters, newspapers, newsletters, and classroom procedures must be submitted to the office for approval before sending them home. Any other correspondence to any parent or guardian concerning his/her child must be signed by the principal before mailing or sending it.

Fundraising

Sponsors of all fund raising activities must fill out the proper paperwork and receive prior approval from the campus principal and the Superintendent. Athletic fundraisers also require approval of the athletic director. Any activity which raises money, regardless of its nature, must have prior approval. No two fundraisers will be held at the same time. You can pick up the form at the campus principal's office. Money collected from fundraisers must be turned into the office the following business day.

News releases

News releases for the general public must be approved by the principal and superintendent before being released to the media.

Open house

The District will hold an Open House at the end of the first Six Weeks grading period, and all teachers are required to be present. Parents/Guardians will be invited and encouraged to come. Open House is scheduled for **6:00 p.m.-7:00 p.m., September 1, 2016**.

Referrals

A student may be referred by parents, teachers, counselors, a District administrator, or any other District employee for evaluation to determine if the student has disabilities or is in need of special instructional services. All 504 and special education referrals should be sent to the principal for pre-referral review.

School day interruptions/announcements

The District limits interruptions of classes during the school day for nonacademic activities such as announcements and sales promotions. Other than emergency announcements, announcements shall be limited to once during the day. If you have an announcement you need to have made, please fill out an Announcement Form in the principal's office.

Programs/Scheduled Events

All BISD events with a written program (ie, band) must be approved by the Superintendent one week prior to event. Any BISD employee that has an event scheduled at campus and or district level (ex.: band program) at BISD that will include a program to be passed out to the staff and public MUST have the program pre-approved by the superintendent of school one week prior to the event.

Any employee who does not adhere to this procedure will be in violation of the Burkeville ISD employee handbook and will have consequences.

Sign-in

All staff members are to sign in and out in the office any time when the staff member leaves campus for any reason, as well as upon return.

Employment

Equal Employment Opportunity

Policies DAA, DIA

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

Job Vacancy Announcements

Policy DC

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

Employment after Retirement

Policy DC

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

Contract and Noncontract Employment

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 full year of employment. Former employees who are hired after at least a two year lapse in District employment also may be employed by probationary contract. Probationary contracts are one year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the District may not exceed one school year.

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

Term contracts-Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. 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 required certification exam and/or obtained or renewed their credentials to Burkeville ISD within a year of employment.

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 license requirements.

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, and work areas including District-owned computers, lockers, and private vehicles parked on District premises or work sites or used in District business.

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

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

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing may review the District's Testing policy at the online district policy DHE (Legal, Local, and exhibit), 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.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the District proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the administration office by September 1.

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. Employees who object to a reassignment may follow the District process for employee complaints as outlined in this handbook and District policy DGBA (local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his/her request by May 1. Requests for transfer during the school year will be considered

only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the administration office and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEA, DL

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

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty free lunch period of at least 30 minutes.

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

Notifications to Parents Regarding Qualifications

Policies 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) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Superintendent.

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

Performance Evaluation

Policy DN series

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

Employee Involvement

Policies BQA, BQB

At both campus and District levels, Burkeville 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 may be asked or elected to serve on District and campus level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the administration office.

Staff Development

Policy DMA

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

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

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA

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

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. Contact employees who perform extracurricular or

supplemental duties may be paid a stipend in addition to their salary according to the District's extra duty pay schedule. Employees should contact the payroll office for more information about the District's pay schedules or their own pay.

Paychecks

All professional, salaried, and hourly employees are paid monthly. Paychecks will not be released to any person other than the District employee named on the check without the employee's written or verbal authorization.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

The schedule of pay dates for the 2015-2016 school year follows:

September 22, 2016	March 22, 2017
October 21, 2016	April 21, 2017
November 18, 2016	May 22, 2017
December 16, 2016	June 22, 2017
January 20, 2017	July 21, 2017
February 22, 2017	August 22, 2017

Automatic Payroll Deposit

Employees must have their paychecks electronically deposited into a designated account. A notification period by the first of the month is necessary to activate this service. Contact the payroll office for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

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

Teacher Retirement System of Texas (TRS) or Social Security employee contributions Federal income tax required for all full time employees Medicare tax (applicable only to employees hired after March 31, 1986)

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

Overtime Compensation

Policy DEA

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to

overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek 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 7:30 a.m. Monday and ends at 3:30 p.m. Friday.

Employees may be compensated for overtime at time and a half rate with compensatory time off (comp time) or direct pay. Comp time will be turned into the campus secretary for verification. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time
- Comp time must be used in the duty year that it is earned
- Use of comp time may be (1) at the employee's request with supervisor approval, as workload permits, or (2) at the supervisor's discretion.
- An employee may be required to use comp time before using available paid leave (e.g. sick, personal, vacation)
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration

Travel Expense Reimbursement

Policy DEE

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

For one day workshops, an allowance of \$10.00 for lunch will be reimbursed in the employee's next payroll, if travel form is turned in and approved in a timely manner. Receipts must be turned into the payroll office. Workshop registration fee, if approved will be paid through the District. A school vehicle will be provided upon request, in a timely manner, if one is available. If a school vehicle is not available, the school will reimburse you mileage at the rate specified by the state. The employee shall pay expenses of family members accompanying them on trips. The principal must approve these arrangements in advance.

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is provided through TRS Active Care, the statewide public school employee health insurance program. 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 and who are regularly scheduled to work less than 10 hours per week, are not eligible to participate in TRS Active Care.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each spring. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the payroll office for more information.

Supplemental Insurance Benefits

Policy CRD

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

Cafeteria Plan Benefits (Section 125)

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

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

Workers' Compensation Insurance

Policy CRE

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The District has workers' compensation coverage from Deep East Texas Self Insurance Fund, effective September 1. 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 administration office. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See Workers' Compensation Benefits page for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment

contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Texas Workforce Commission.

Teacher Retirement

Policy DEG

All personnel employed on a regular basis for at least four and one half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 school days per 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 the payroll office as soon as possible. Information on the application procedures for TRS benefits are available from 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 their website (www.trs.state.tx.us).

Leaves and Absences

Leaves and Absences

Policies DEC, DECA, DECB

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees must notify their immediate supervisor in advance, or as early as possible, in the event 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. Employees who have personal needs which will require long leaves of absence should contact the administration office for counseling about leave options, continuation of benefits, and communicating with the District. Employees who expect to be absent for an extended period of more than five days should call the payroll office for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the District.

Leave must be used in half day increments. However, if an employee is taking intermittent leave under the Family and Medical Leave Act (FMLA leave), leave shall be recorded in one hour increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave shall be used in the following order:

1. Comp Time
2. Local Leave
3. State Leave

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. After exhausting all leave, any leave taken for which leave balances are insufficient shall result in a deduction from the employee's paycheck commensurate with amount of leave taken. Compensation time is only allowed for Non-Exempt employees (please refer to Policy DEA (LOCAL)).

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

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

Any employee returning to work with any limitations or restrictions as to his/her ability to perform the functions of his/her job must submit a medical certification from the treating physician outlining in detail all limitations and restrictions. This may include but is not limited to lifting weight, bending, stooping, wearing of sling, cast etc. The District's work status form is provided for return to work status. If this form is not used, the certification must be in detail either outlining any limitations and the duration of the limitations, or returning the employee to full-duty status with no restrictions. This certification must be provided prior to the employee returning to work.

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 Medical Leave Act will be paid by the District as they were prior to the leave. Otherwise, the District does not pay any portion of insurance premiums for employees who are on unpaid leave.

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

Personal Leave

State law entitles all employees to 5 days of paid personal leave per year. A day of earned personal leave is equivalent to an assigned workday. State personal leave accumulates without limit, and is transferable to other Texas school Districts. State personal leave generally transfers to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

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

Discretionary-Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his/her principal or supervisor 2 days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

State Sick Leave

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

State sick leave may be used for the following:

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

Local Leave

Local leave is three days given at the first of September. It does not accumulate and will be used first in the leave line up, following accumulated comp time.

Family and Medical Leave Act (FMLA)-General Provisions

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

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
- For a serious health condition that makes the employee unable to perform the employee's job

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 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 request FMLA leave & provide appropriate documentation in order for administrative consideration of FMLA approval. 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.

Employer Responsibilities-Covered employers must inform employees requesting leave whether they are eligible under the FMLA. If they are eligible, the notice must specify any additional information required as well as the employee's 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 employee protected under 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 US 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 (20 U.S.C. § 2619) requires 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 (1866-487-9243 TTY: 1-877-889-5627
www.wagehour.dol.gov

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 events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12 month period. A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*, (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”

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

District Contact-Employees that require FMLA or have questions should contact the payroll office for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Certified Employees-Any full time employee whose position requires certification from SBEC is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full

time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

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

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

Workers' Compensation Benefits

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

An employee receiving workers' compensation wage benefits for a job related illness or injury may elect in writing 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/her pre-illness or injury wage.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his/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/she sustained. At the request of an employee, the District will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the District may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Bereavement Leave

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

Jury Duty

Absences due to compliance with a valid subpoena or for jury duty will be fully compensated by the District and will not be deducted from your pay or leave balance. If you are served with a valid subpoena or are called for jury duty, please notify your immediate supervisor. You should request a leave day, but it will not be taken away from your local and state leave.

Other Court Appearances

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

Military Leave

Paid Leave for Military Service-Any employee who is a member of the Texas National Guard, 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 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.

Re-employment after Military Leave-Employees who leave the District to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g. National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the District will be reemployed provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment within the period of time specified by law to 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 payroll office for details on eligibility, requirements, and limitations.

Employee Relations and Communications: Employee Recognitions 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. Recognition and appreciation activities also include year-end service awards.

District Communications

Throughout the school year, the Administration office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

Complaints and Grievances

Policy DGBA

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

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

<http://pol.tasb.org/Home/Index/937>

This policy provides employees an orderly process for the prompt and equitable resolution of grievances when a concern has not been resolved. The board intends that whenever feasible, grievances be resolved at the lowest possible administrative level. This policy shall not be construed to create new or additional rights beyond those granted by Board policy or law.

For purpose of this policy, "days" shall mean District business days (school days). All time limits in Policy DGBA shall be strictly followed unless modified by mutual written consent.

The term "complaint" and "grievance" shall have the same meaning.

Employee complaints shall be filed in accordance with this policy, except as provided below:

1. Specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, or disability shall be submitted in accordance with DIA.
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with DIA.
3. Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with DIA.
4. Specific allegations concerning instructional materials shall be submitted in accordance with EFA.
5. Specific allegations concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education code shall be submitted in accordance with DFBB.
6. Specific allegations concerning the proposed termination or suspension without pay of an employee on probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent beginning at Level Two. Time lines for the employee and the District set out in Policy DGBA may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint.

Freedom from retaliation-Neither the board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.

Level One-An employee who has a grievance shall request a conference with the principal or immediate supervisor by submitting the grievance in writing on a form provided by the District. The form must be filed within 15 school days of the time the employee first knew or should have known of the event or series of events about which the employee is complaining. The principal or supervisor shall have ten school days following the conference within which to respond.

Level Two-If the outcome at Level one is not to the employee's satisfaction or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to discuss the grievance. The request shall be in writing on a form provided by the District and must be filed within ten school days following receipt of a written response or, if no written response is received, within ten school days of the response deadline. The Superintendent or designee shall hold the conference within ten school days after receipt of the written request. The Superintendent or designee shall have ten school days following the conference within which to respond.

Level Three-If the outcome of the conference at level two is not to the employee's satisfaction or if the time for a response has expired, within ten school days the employee may request to place the matter on the agenda of a future board meeting. See BE (LOCAL). The Superintendent or designee shall inform the employee of the date, time, and place of the meeting.

The administration office shall provide the board with copies of the employee's original grievance, all responses, and any written documentation previously submitted by the employee and the administration.

Closed meeting, if the grievance involves the appointment, employment, evaluation, reassignment, duties, discipline, or a dismissal of the employee bringing the grievance, it may be heard by the board in closed meeting unless the employee bringing the grievance requests that it be heard in public.

However, if the grievance involves a complaint or charge against another District employee or board member, it shall be heard in closed meeting unless an open hearing is requested in writing by the employee or board member against whom the complaint or charges are brought.

The board shall consider the complaint, it may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled board meeting. If the board does not make a decision regarding the complaint by the end of the next meeting, the lack of a response by the board upholds the administrative decision at Level two.

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 member 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 the District time, funds, and property for authorized District business and activities only.

All District employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC no later than the seventh day after the Superintendent first learns of the incident. See Reports to the Texas Educational Agency page for additional information.

A certified or licensed employee, or any other employee designated in writing by the Superintendent or campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District.

The Educators' Code of Ethics, adopted by SBEC, which all District employees must adhere to, is set out in Burkeville ISD Board Policy DH (Exhibit) and is reprinted below:

Texas Educators' Code of Ethics

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. 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.

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 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 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 District employees, 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 Board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

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

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

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

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

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, e-mail, 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:

- a). The nature, purpose, timing, and amount of the communication;
- b). The subject matter of the communication;
- c). Whether the communication was made openly or the educator attempted to conceal the communication;
- d). Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- e). Whether the communication was sexually explicit; and
- f). Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

Employees who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to their supervisor, the campus principal, or to the Superintendent. A complaint against the Superintendent may be made directly to the board. Reports of prohibited conduct should be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

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

<http://pol.tasb.org/Policy/Code/937?filter=DH>
<http://pol.tasb.org/Policy/Code/937?filter=DIA>

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 Superintendent. 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 know of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See reporting Suspected Child abuse, and bullying.

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

<http://pol.tasb.org/Policy/Code/937?filter=DF>
<http://pol.tasb.org/Policy/Code/937?filter=DH>
<http://pol.tasb.org/Policy/Code/937?filter=FFG>
<http://pol.tasb.org/Policy/Code/937?filter=FFH>

Reporting Suspected Child Abuse

Policies DF, DG, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, the Child Protective Services (CPS) Division of the Texas Department of Family and Protective Services (DFPS), or to an appropriate state agency operating, licensing, certifying, or registering a facility, within 48 hours of learning of the facts giving rise to the suspicion. Teachers, certified educators and school nurses may not delegate to or rely on another person to make the required report. Failure to report child abuse or neglect violates the Educator's Code of Ethics and may result in sanctions against an educator's certificate. In addition, it is a Class A misdemeanor for an individual, who has cause to believe a child's mental or physical health welfare has been or is being adversely affected by abuse or neglect, to fail to report it as provided by law.

Abuse 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
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

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

Reports to Child protective Services (CPS) can be made to the campus principal or to the Texas Abuse Hotline (800-252-5400), or on the internet at www.txabusehotline.org. 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 who in good faith reports or assists in the investigation of reported child abuse or neglect is immune from civil or criminal liability. In addition, the District is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

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

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

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to

interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

The District has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at www.burkeville.org. 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 is defined in the Texas Family Code 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.

Technology

Policy CQ

Resources

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

Employees who are authorized to use the system 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 privileged and may lead to disciplinary action. Employees with questions about computer use and data management can contact the administration office.

Personal Use of Electronic Media

Policies CQ, 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. you tube), 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 continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standards 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. you tube), 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 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 not 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.
- 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 using social media between the hours of 6 p.m. and 7 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Educators' Code of Ethics, including:

- Compliance with 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 email, 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/her immediate supervisor.

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

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

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

Moral turpitude includes the following:

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

Alcohol and Drug Abuse Prevention

Policies DH, DI

Burkeville 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 influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The District's policy regarding employee drug use follows:

Tobacco Use

Policies DH, FNCD, GKA

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

Fraud and Financial Impropriety

Policy CAA

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

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

Conflict of Interest

Policy 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 with the best interests of the District. This includes the following:

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

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy CY

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

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.

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.

Possession of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e. building or portion of 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 supervisor or call the administration office immediately.

Visitors in the Workplace

Policy GKC

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

Asbestos Management Plan

Policy CKA

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

Pest Control Treatment

Policies CLB, DI

Employees are prohibited from applying any pesticides 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 treatment begins. Notices are generally located on outer doors of buildings. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electronic means. Pest control information sheets are available from campus principals or facility managers upon request.

General Procedures

Bad Weather Closing

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

KFDM www.kfdm.com

KJAS www.kjas.com

Emergencies

Policies 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.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the business department on an official District purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the District can be made without a PO number. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's business office. Contact the business manager for additional information on purchasing procedures.

Name and Address Changes

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

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
- 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 any time by submitting a written request to the administration office. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

Building Use

Policies DGA, GDK

Employees who wish to use District facilities after school hours must follow established procedures. The Superintendent is responsible for scheduling the use of facilities after school hours. Contact the administration office to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Policy DFE

Contract Employees-Contract employees may resign their position without penalty at the end of any school year if written notice is received 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 Superintendent or the board of trustees. Resignation without consent 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 (Policy DF).

Noncontract employees-Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to the 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, DFCA, DFD, DFF, DFFA, DFFB, DFFC

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary or term contracts

can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or non-renewal 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 appropriate certification or whose certification is revoked for misconduct. Information on the timeline and procedures can be found in the DF series policies that are provided to employees or are available on line.

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 the 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/her employment experience. All District keys, books, property including intellectual property, and equipment must be returned upon separation from employment.

Reports to Texas Education Agency

Policy DF

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

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or 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

Policies FB, FFH

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

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to the Superintendent.

Student Records

Policy FL

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

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights.
- The 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 record before this time.
- School officials with legitimate educational interests.

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

Parent and Student Complaints

Policy FNG

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

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

Administering Medication to Students

Policy FFAC

Only designated employees may administer prescription medication, non-prescription medication, and herbal or dietary supplements to students. Exceptions may 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 the procedures that must be followed when administering medication to students.

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis

- Excluding from class or school related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Conduct and Discipline

Policies in the FN series and FO series

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

Student Attendance

Policy FEB

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

Bullying

Policy FFI

All employees are required to report student complaints of bullying to the campus principal. The District's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

<http://pol.tasb.org/Policy/Code/937?filter=FFI>

Hazing

Policy FNCC

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