

**(Revised 7/2/09)**

**Holliday ISD**

**EMPLOYEE**

**HANDBOOK**

# **DISTRICT INFORMATION**

**ADMINISTRATION  
BOARD OF TRUSTEES  
BOARD MEETINGS, REGULAR  
DISTRICT GOALS AND OBJECTIVES  
HELPFUL CONTACTS  
MISSION STATEMENT**

## **INTRODUCTION**

The purpose of this handbook is to provide information that will be helpful 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 your campus' principal.

This handbook is neither a contract nor a substitute for the official policy manual. It is not intended to alter the at-will status of employees in any way. Rather, it is a guide to and a brief

explanation of district policies. District policies and procedures can change at any time. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. Policy manuals are located in the campus' principal's office and are available for employee review during normal working hours.

## **ADMINISTRATION**

Superintendent	Clarke Boyd
Secretary	Karen Bagley
Business Manager	Dustin Scobee
Payroll/PEIMS	Carolyn Holder

## **CAMPUS ADMINISTRATION**

### **HIGH SCHOOL**

Principal	Shannon Owen
Counselor	Lana Owen
Librarian	Carmen Weathersbee
Secretary	Dawn Larson

### **MIDDLE SCHOOL**

Principal	Kelly Carver
Secretary	Lana Nichols

### **ELEMENTARY**

Principal	Kent Lemons
Counselor	Aniece Anderson
Secretary	Loreen Harbour

### **ATHLETIC DEPARTMENT**

Director	Terry Wolf
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### **CAFETERIA**

Supervisor	Becky Lightfoot
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### **TECHNOLOGY**

Coordinator	Jole Wolf
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## BOARD OF TRUSTEES

*Policies BA, BAA, BBA, BBB, BE, BEC, BED*

President	Steve Parnell
President, Vice	Tom Richeson
Secretary	Douglas Lindemann, Jr.
Members	
Barry Hardin	Phillip Dowd
David Bedingfield	Weldon Turner, Jr.

## BOARD OF TRUSTEES

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 curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, facilities, and expansions. The board has complete and final control over school matters within limits established by law and State Board of Education rules.

The board of trustees is elected by the citizens of the district to ensure a strong educational program for the district's children. Trustees are elected by place and serve three-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Trustees usually meet at **7:00p.m.** on the **second Monday of the Month** in the **Holliday ISD Board Room ( unless noted in board calendar)**. In the event that large attendance is anticipated, the board may meet in the High School Auditorium. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted **at the administration office** at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects for the meeting. In emergencies, a meeting may be held with two hours notice.

All meetings are open to the public. Under the following circumstances, Texas law permits the board to go into a closed session: to discuss prospective gifts or donations, property acquisition, personnel issues

including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys.

## **REGULAR BOARD MEETING SCHEDULE FOR 2009-2010**

September	14	March	8
October	12	April	12
November	9	May	10
December	14	June	14
January	11	July	19
February	8	August	9

## **DISTRICT GOALS AND OBJECTIVES**

### **STUDENT PERFORMANCE**

**GOAL STATEMENT:** The district ensures that each student fulfills his /her maximum potential for life long learning.

**1. All campuses will achieve Exemplary status.**

Principals and teachers will be provided the necessary resources.

Curriculum alignment will be accomplished for feeder campuses through staff development.

Areas for improvement will be identified through disaggregation of performance data.

**2. All students will meet the district standards for graduation.**

**3. Academic achievement will be awarded and praised as well as extracurricular achievement.**

### **PROFESSIONAL DEVELOPMENT**

**GOAL STATEMENT:** All staff members will act according to the vision that successful learning will occur for all students.

**1. Professional development opportunities will involve all staff in growth activities and collaboration.**

All staff will be provided release time to participate. Necessary resources will be provided.

**2. Professional development will respond to evolving campus and district needs.**

**3. A high level of proficiency in professional activities will be promoted and maintained by all staff.**

## **CURRICULUM:**

**GOAL STATEMENT:** A challenging curriculum that promotes life long learning will be provided.

### **1. The curriculum will meet diverse needs of students. Curriculum will be aligned to the Texas Essential Knowledge Skills.**

Participation by students will in accelerated courses and programs will be encouraged. Academic enrichment and supportive acceleration will be provided to all students.

### **2. Technology will be utilized to enhance instruction and operations.**

All staff will be provided training in use of technology to achieve efficiency and improved instruction. Grants for funding technology will be sought. The district will collaborate with Region IX Education Service Center to develop a network system.

## **SAFE AND ORDERLY ENVIRONMENT**

**GOAL STATEMENT:** A safe and orderly environment will be provided.

### **1. Students will feel safe and secure and valued as individuals.**

All staff will be trained in recognizing and appreciating cultural diversity. Gang and substance awareness will be provided.

### **2. Procedures that promote order will be established.**

Students will be properly supervised at all activities.

All policies will be fairly and equitably enforced.

All staff will be familiar with the employee handbook.

## **PERSONNEL:**

**GOAL STATEMENT:** The best qualified personnel will be recruited and selected for employment.

**1. Selection of personnel, including those in extracurricular positions, will be made with a focus on quality of education.**

**2. All staff will be open to change and motivated to remain current in trends in education and the best instructional practices.**

The staff will be given opportunity to visit model programs at other campuses.

All staff will be provided the opportunity to continue their education.

## **COMMUNITY/PARENT INVOLVEMENT**

**GOAL STATEMENT:** All partners in the educational community will be encouraged to fill their roles in preparing the students for the future.

**1. All staff will actively communicate to all partners.**

Newsletters that describe district activities will be disseminated.

Ceremonies will be held to recognize and reward contributions to the educational program.

Campuses will be encouraged to create opportunities for broad based involvement.

**2. Parent involvement will be a focus activity.**

Programs that involve parents in awareness of campus activities, such as Open House and Parent - Teacher Organizations, will be encouraged.

Parent - Teacher conferences will be highly recommended as an established method of communicating with parents about their children's achievement.

## **FACILITIES**

**GOAL STATEMENT:** The district will provide the best facilities to accomplish the goals and meet the needs of all students for a growing district.

## **1. A district - wide committee will be appointed to develop a plan for facilities improvement.**

The needs of each campus will be identified, including teachers and principals in the process. A study of financial feasibility will be conducted, with review of current resources for facilities. An architect's review of existing building codes will be conducted. A plan will be recommended to the Board of Trustees.

## **HELPFUL CONTACTS**

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered at the campus or department level, the employee is encouraged to contact the office of the superintendent.

## **MISSION STATEMENT**

The Board of Trustees, Holliday Independent School District believe all children in our district have a right to gain access to a meaningful education and, given the opportunity for a meaningful education, all children are capable of learning and becoming "the best they can be." We believe the environment of the school is a critical element in the support of children's learning and that school personnel are the greatest asset of our district. In addition, we believe in the importance of parent, family, and community partnerships in the educational process.

Because we share these beliefs, we want education in Holliday to be of the highest quality in order to prepare our children for a changing world. We want students to become disciplined, respectful, and responsible learners who can reach their maximum potential through life-long learning. Our schools should be learning environments that are safe and free from conflict inspiring our children to love learning. We want our school personnel to be the brightest and best qualified while demonstrating happiness, patience, respect, expertise in their given discipline, vision, motivation, and belief in students. Additionally, we want our schools to be a place that encourages parents, families, and the community to become involved in the educational process.

To realize this vision, it is our mission to maintain a focus on education by providing effective leadership and establishing high expectations for our students, school personnel, programs and facilities. We will provide the school environments that encourage and make it possible for all students to learn in a safe, clean, and orderly fashion. We will recruit, select, employ, and retain, the best personnel possible while impressing upon our staff the importance of continuing their education to its fullest. We will keep education first as we conduct the business of the district and will communicate to school personnel, parents, families, and community our number one priority.....our children.

# **EMPLOYMENT**

**SEARCHES AND ALCOHOL AND DRUG TESTING  
FIRST AID AND CPR CERTIFICATION  
CONTRACT AND NONCONTRACT EMPLOYMENT  
EMPLOYEE INVOLVEMENT  
EQUAL EMPLOYMENT OPPORTUNITY  
JOB VACANCY ANNOUNCEMENTS  
OUTSIDE EMPLOYMENT AND TUTORING  
PERFORMANCE EVALUATION  
REASSIGNMENTS AND TRANSFERS  
STAFF DEVELOPMENT  
WORKLOAD AND WORK SCHEDULES**

## **SEARCHES AND ALCOHOL AND DRUG TESTING**

### *Policy DHE*

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

The purpose of alcohol and drug testing is to ensure safety and prevent accidents and injuries resulting from the misuse of alcohol and drugs by drivers of commercial motor vehicles. Any employee who is required to have a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when they are driving.

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

All employees subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns

relating to alcohol and drug policies and related educational material should contact Clarke Boyd, Superintendent.

## **FIRST AID AND CPR CERTIFICATION**

Policies DBA

Head coaches or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the District or UIL must maintain and submit to the District proof of current certification in first aid and cardiopulmonary resuscitation (CPR). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification.

## **CONTRACT AND NONCONTRACT EMPLOYMENT**

*Policies DC, DCA, DCB, DCC, DCD*

State law requires the district to employ all full-time professional and administrative employees in positions requiring a certificate and nurses under probationary or term contracts. Employees in all other positions are employed at will or by a contract that is not subject to the procedures for non-renewal 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.**

All full-time, professional employees employed in positions requiring certification and nurses who are new to the district receive probationary contracts during their first year of employment. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the district is one year. For those with less experience, the probationary period will be three years, with an optional fourth year if the district has doubts about whether a term contract should be given.

## **Term Contracts**

Full-time teachers and professionals employed in positions requiring certification and nurses who have successfully completed the probationary period will be employed by term contract. Campus principals, counselor and department heads are employed under a two-year term contract. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract and employment policies.

### **Noncertified professional and administrative employees**

Employees in professional and administrative positions that do not require 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.

## **EMPLOYMENT INVOLVEMENT**

### *Policy BQA, BQB*

At both the campus and the district levels Holliday ISD offers opportunities for involvement in matters that affect employees. As part of the district's decision-making process, employees may either be asked or elected to serve on district-or campus level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office.

## **EQUAL EMPLOYMENT OPPORTUNITY**

### *Policy DAA*

The Holliday School District does not discriminate against any employee or applicant for employment because of race, religion, sex, age, national origin, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination on any of the bases listed above should contact Lana Owen, Counselor.

## **JOB VACANCY ANNOUNCEMENTS**

### *Policy DC*

Announcements of job vacancies by position and location are distributed on a regular basis and posted at the central administration building. The District employment practices are contained in the Holliday ISD Board Policies, which is located on the district web page at [www.esc9.net/holliday](http://www.esc9.net/holliday). These policies include, but are not limited to: Policy Code(s): DAA, DBD, DBF, DC, DCB, DEA, DEAA, DEC, DFAC, DFB series, DFD, DFE, DFF, DGBA, DH, DHE, DI, DIA, DK, DN series.

## **OUTSIDE EMPLOYMENT AND TUTORING**

### *Policy DBF*

Employees who wish to accept outside employment or engage in other activities for profit must submit a written request to their supervisor. Approval for outside employment will be determined by the superintendent and based on whether outside employment interferes with the duties of the regular assignment. Teachers are not allowed to privately tutor their students for pay, except during the summer months.

## **PERFORMANCE EVALUATION**

### *Policy DN, DNA, DNB*

Evaluation of an employee's job performance should be a continual 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 evaluation will be completed on forms approved by the district. Reports, correspondence, and memoranda can also be used to document performance information. All employees will receive a copy of their written evaluation, have a performance conference, with their supervisor, and get the opportunity to respond to the evaluation.

## **REASSIGNMENT AND TRANSFERS**

### *Policy DBBA*

All personnel are subject to assignment and reassignment by the superintendent. Campus reassignments must be approved by the principal at the receiving campus. When reassignments are due to enrollment shifts or program changes, the superintendent has final placement authority. Extracurricular or supplemental duty assignments may be reassigned at any time. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy *DGBA(Local)*.

Employees 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. Teachers requesting a transfer to another campus before the school year begins must submit their request by **May 1st**. 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 superintendent's office and must be approved by the receiving supervisor.

## **STAFF DEVELOPMENT**

Staff development activities are organized to meet the needs of employees and the district. Staff development is predominantly campus-based, related to achieving campus performance objectives, and developed and approved by district-and campus-level advisory committees.

## **WORKLOAD AND WORK SCHEDULES**

### *Policy DL*

#### **Professional employees**

Professional and administrative employees 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 required days of service and scheduled holidays will be distributed each school year.

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

# **COMPENSATION AND BENEFITS**

**AUTOMATIC PAYROLL DEPOSIT  
CAFETERIA PLAN BENEFITS (SECTION 125)  
HEALTH, DENTAL, AND LIFE INSURANCE  
OTHER BENEFIT PROGRAMS  
OVERTIME COMPENSATION  
PAYCHECKS  
PAYROLL DEDUCTIONS  
SALARIES, WAGES, AND STIPENDS  
SUPPLEMENTAL INSURANCE BENEFITS  
TEACHER RETIREMENT  
TRAVEL EXPENSE REIMBURSEMENT  
UNEMPLOYMENT COMPENSATION INSURANCE  
WORKERS' COMPENSATION INSURANCE**

## **AUTOMATIC PAYROLL DEPOSIT**

The District uses automatic payroll deposit. Employees paychecks will be directly deposited in the area bank of choice. With automatic deposit, an employee's paycheck is immediately available on the pay date. Contact Carolyn Holder for more information about the automatic payroll deposit service.

## **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.

## **HEALTH, DENTAL, AND LIFE INSURANCE**

Group health insurance coverage is available to employees. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided in a separate booklet that is given to the employee at time of enrollment.

The insurance plan year is from September 1 to August 31. New employees must complete enrollment forms within the first week of employment. Current employees can make changes in their insurance coverage within the first week of school. Employees should contact Carolyn Holder for more information.

## **OTHER BENEFIT PROGRAMS**

### *POLICY DEB*

Employees of Holliday ISD are provided with free athletic passes to all home sports activities.

## **OVERTIME COMPENSATION**

### *POLICY DEA*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees and some 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 and is not measured by the day or by the employee's regular work schedule. Employees who just work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or compensatory time off. Employees must work more than 40 total hours in a week to earn overtime compensation.

For the purpose of calculating overtime, a work week begins at 12:01 a.m. Sunday and ends at 12:00 p.m. Saturday. Employees may be compensated for overtime with compensatory time off or direct pay at time-and-a-half rates. The following applies to all nonexempt employees:

Employees can accumulate up to 240 hours of compensatory time.

Compensatory time earned must be used according to a schedule that is mutually agreeable to the employee and supervisor.

Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.

## **PAYCHECKS**

All employees are paid monthly. During the school year, paychecks are directly deposited and a copy of the check will be delivered to each campus, usually the 25th of the month.

## **PAYROLL DEDUCTIONS**

### *POLICY CFEA*

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions are required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership must have their Social Security contributions deducted.

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

## **SALARIES, WAGES, AND STIPENDS**

### *POLICY DEA*

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The district's pay plans are revised by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid based on hourly wages or provided compensatory time for each overtime hour worked.(See Overtime)

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the board. All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers and librarians will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact Dustin Scobee for more information about the district's pay schedules and their own pay.

## **SUPPLEMENTAL INSURANCE BENEFITS**

### *POLICY CRG*

At their own expense or at the school district's expense, employees can enroll in supplemental insurance programs for health, dental, cancer and disability. Premiums for these programs can be paid by payroll deduction. Employees should contact Carolyn Holder.

## **TEACHER RETIREMENT**

### *POLICY DEG*

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

Employees who plan to retire under TRS should notify Carolyn Holder as soon as possible. Additional inquiries should be addressed to : Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-397-6400.

## **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 authorized by the board of trustees and the Internal Revenue Service. Employees must submit receipts to be reimbursed for expenses other than mileage.

## **UNEMPLOYMENT COMPENSATION INSURANCE**

### *POLICY CRF*

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

## **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. 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 superintendent. Employees who are unable to work due to work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

# **LEAVES AND ABSENCES**

**ASSAULT LEAVE  
BEREAVEMENT LEAVE  
FAMILY AND MEDICAL LEAVE  
JURY DUTY  
MILITARY LEAVE  
OTHER COURT APPEARANCES  
PERSONAL LEAVE  
SICK LEAVE  
TEMPORARY DISABILITY  
WORKERS' COMPENSATION BENEFITS**

## *POLICY DEC*

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should contact Dustin Scobee for counseling about leave options, continuation of benefits, and communicating with the district.

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the district as they were when they were working. The district does not make benefit contributions for employees who are not on active payroll status.

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

Leave will not be approved for more days than an employee has accumulated in prior years plus those to be earned during the current year.

## **ASSAULT LEAVE**

Assault leave provides extended job income and benefits protection to anyone who is injured as the result of a physical assault suffered during the performance of his or her job. An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave or counted against the employee's family and medical leave entitlement, and must be coordinated with workers' compensation benefits.

## **BEREAVEMENT LEAVE**

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

## **FAMILY AND MEDICAL LEAVE**

Employees who work in a district where there are at least 50 employees within a 75 mile radius, have been employed by the district for at least 12 months, and have worked at least 1,250 hours during that time are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year between July 1 and June 30 for the following reasons:

- The birth, adoption, or foster placement of a child.
- To care for a spouse, parent, or child with a serious health condition.
- An employee's serious health condition.

A husband and wife who are both employed by the district are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child.

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

- To allow an employee to care for a seriously ill spouse, child, or parent.
- When an employee requires medical treatment for a serious illness.
- When an employee is seriously ill and unable to work.

When an employee becomes a parent or has a foster child placed in his or her home.

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact his/her principal and Barbara Teel as soon as possible. Employees may be required to provide the following:

Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member.

Second or third medical opinions and periodic recertification of the need for leave

Periodic reports during the leave regarding the employee's status and intent to return to work

Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to perform the essential job functions.

Employees requiring family and medical leave should contact his/her Principal and Dustin Scobee for details on eligibility, requirements, and limitations.

## **JURY LEAVE**

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

## **MILITARY LEAVE**

### **PAID LEAVE FOR MILITARY SERVICE**

Any employee who is a member of the Texas National Guard, Texas State Guard, or reserves component of the armed forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days per year.

### **REEMPLOYMENT AFTER STATE MILITARY LEAVE**

Employees who leave the district to enter into active duty with the Texas National Guard or Texas State Guard may return to employment if they are honorably discharged or released within five years. Employees who wish to return to the district will be reemployed in the same position they previously held or reassigned to a position of similar seniority, status, and pay, provided they are still qualified to perform the required duties of the position. Application for reemployment and evidence of honorable discharge or release must be submitted to the superintendent within 90 days of discharge or separation.

### **REEMPLOYMENT AFTER FEDERAL MILITARY LEAVE**

Employees who leave the district to enter into the United States uniformed services may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still 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 to the superintendent.

Employees who perform service in the uniformed services may elect to continue their health coverage for a period not to exceed 18 months. Employees should contact Carolyn Holder for details on eligibility, requirements, and limitations.

### **OTHER COURT APPEARANCES**

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

## **PERSONAL LEAVE**

State law requires that all employees receive up to five days of paid personal leave per year. A day of earned personal leave is equivalent to an assigned workday. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts. There are two types of personal leave: non discretionary and discretionary.

### **NONDISCRETIONARY**

Leave that is taken for personal or family illness, emergency, or a death in the family is considered non discretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.

### **DISCRETIONARY**

Leave that is taken at an employees discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request three days in advance of the anticipated absence to his or her principal. Discretionary personal leave will be granted on a first-come, first served basis and will be subject to the following limitations:

A maximum of 20 percent campus employees in each job category will be permitted to take discretionary personal leave at the same time.

Discretionary leave may not last more than three consecutive work days, except with special approval for extenuating circumstances as determined by the superintendent.

Discretionary leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end of year exams, days scheduled for TAAS tests, or professional or staff development days.

## **LOCAL LEAVE**

All employees shall earn an additional two equivalent workdays of local leave per school year, at a rate of one day per semester. Local leave shall be noncumulative and shall be taken with no loss of pay. Employees who do not wish to take local leave will be compensated for doing so.

## **SICK LEAVE**

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. Sick leave can be used only in 5- day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis and workers' compensation benefits. If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's paycheck.

Sick leave may be used for the following reasons only:

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

## **TEMPORARY DISABILITY**

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. Any full time employee whose position requires certification by the State Board of Educator Certification or by the District is eligible for temporary disability leave. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability. A full-time educator may voluntarily request to be placed on temporary disability leave or be placed on leave involuntarily.

Employees must request approval for temporary disability leave. The leave 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 is granted, by the

superintendent, length shall be determined by the individual and superintendent. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

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

When an employee is ready to return to work, the superintendent should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to do the job. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

### **WORKERS COMPENSATION BENEFITS**

An employee receiving workers' compensation wage benefits for a job-related injury may use sick leave or any other leave benefit in conjunction with workers' compensation while recovering, except when the leave is classified as family and medical leave. While on workers' compensation leave, the district will pay the difference between the weekly benefit income and the employee's regular salary and charge available leave proportionately

# **EMPLOYEE RELATIONS AND APPRECIATION**

**DISTRICT COMMUNICATIONS  
EMPLOYEE RELATIONS AND COMMUNICATIONS**

## **DISTRICT COMMUNICATIONS**

Throughout the school year, Holliday ISD 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.

## **EMPLOYEE RECOGNITION AND APPRECIATION**

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, and through special events and activities. Recognition and appreciation activities include luncheons and service pins.

# **COMPLAINTS AND GRIEVANCES**

## **POLICY DGBA (LOCAL)**

In an effort to hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly process that all employees must follow when bringing formal complaints and grievances. Employees are encouraged to discuss problems or complaints with their supervisors or an appropriate administrator at any time.

The formal grievance 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 grievance procedures are exhausted, employees can bring grievances to the board of trustees.

A copy of DGBA local is located on the Holliday ISD Website.

# **EMPLOYEE CONDUCT AND WELFARE**

**ASBESTOS MANAGEMENT PLAN  
ASSOCIATIONS AND POLITICAL ACTIVITIES  
COMPUTER USE AND DATA MANAGEMENT  
COPYRIGHTED MATERIALS  
DRUG-ABUSE PREVENTION  
PEST CONTROL TREATMENT  
POSSESSION OF FIREARMS AND WEAPONS  
REPORTING SUSPECTED CHILD ABUSE  
SAFETY  
SEXUAL HARASSMENT  
STANDARDS OF CONDUCT  
TOBACCO USE  
VISITORS**

## **ASBESTOS MANAGEMENT PLAN**

### *POLICY CKA*

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of district property. A copy of the district's management plan is kept in the superintendent's office and is available for inspection during normal business hours. [With the demolition of the "old" elementary building, music building and art building the known asbestos has been removed from all buildings in the District!]

## **ASSOCIATIONS AND POLITICAL ACTIVITIES**

### *POLICY DGA*

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

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

## **COMPUTER USE AND DATA MANAGEMENT**

### *POLICY CQ*

The district's electronic communications systems, including network access to the Internet, is to be used for administrative and instructional purposes only. Electronic mail transmissions and other use of the electronic communications system are not confidential and can be monitored at any time to ensure appropriate use.

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

## **COPYRIGHTED MATERIALS**

### *POLICY EFE*

Employees are expected to comply with the provisions of 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). Rented videotapes are to be used in the classroom for educational purposes only. Duplication of backups of computer programs and data must be made within the provisions of the purchase agreement.

## **DRUG-ABUSE PREVENTION**

### *POLICY DH, DI*

Holliday ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The District's policy on drug abuse follows this page. \*\*

## **DIETARY SUPPLEMENTS**

### *POLICY DH*

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

## **PEST CONTROL TREATMENT**

### *POLICY DI*

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Pest control information sheets are available from facility managers upon request.

## **POSSESSION OF FIREARMS AND WEAPONS**

### *POLICY FNCG, GKA*

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors.

## **REPORTING SUSPECTED CHILD ABUSE**

### *POLICY FFG*

All employees are required by state law to immediately report any suspected child abuse or neglect to Child Protective Services. Teachers and other professional staff are required to file a report with a law enforcement agency or Child Protective Services within 48 hours of the event that led to the suspicion. Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. Employees who suspect that a student has been or may be abused or neglected should report their concerns to the campus principal

## **SAFETY**

### *POLICY CK*

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 supervisors.

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 campus' principal or supervisor.

## **SEXUAL HARASSMENT**

*POLICIES DHC, FNCJ, FFG*

### **EMPLOYEE-TO-EMPLOYEE**

Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

Submission to such conduct is explicitly or implicitly a term or condition of employment.

Submission to or rejections of such conduct is used as the basis for employment decisions.

The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

A copy of DHC local is available on the Holliday ISD website.

Employees who believe that they have been subject to sexual harassment are encouraged to come forward with complaints and should inform their principal, supervisor, or Lana Owen. Employees must follow the procedures outlined in this handbook for filing a complaint except when it would require presenting a complaint to the alleged harasser (See Complaints and Grievances). The district will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action.

### **EMPLOYEE-TO-STUDENT**

Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between district

employees and students are strictly prohibited. Other prohibited conduct includes the following:

Engaging in sexually oriented conversations for the purpose of sexual gratification.

Telephoning students at home or elsewhere and engaging in inappropriate social relationships.

Engaging in physical contact that would reasonably be construed as sexual in nature.

Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits.

Sexual abuse of a student by an employee violates a student's constitutional right to bodily integrity. Sexual abuse may include, but not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the campus principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse will also be reported to the appropriate authorities, as required by law.

Employees with questions or concerns relating to the alleged sexual harassment of a student should contact Lana Owen.

## **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 and property of students and coworkers and maintain confidentiality in all matters relating to students and coworkers.

Report to work according to the assigned schedule.

Notify their immediate supervisor as early as possible (preferably in advance) in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, and tardiness may be cause for disciplinary action.

Know and comply with department and district procedures and policies.

Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.

Use district time, funds, and property for authorized district business and activities only.

All employees, as public servants, must follow the *Code of Ethics and Standard Practices for Texas Educators*, which is reprinted below:

## **CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS**

### **Statement of Purpose**

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, state 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.

## **ENFORCEABLE STANDARDS**

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

Standard 1.1. The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

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 not neither accept nor offer gratuities, gifts, or favors that impart 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 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 applicable state and federal laws.

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

### **II. Ethical Conduct Toward Professional Colleagues.**

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

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

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

Standard 2.4. The educator shall not interfere with a colleagues 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, sex, disability, or family status.

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 under this chapter.

### **III. 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 knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health and safety.

Standard 3.3. The educator shall not deliberately or knowingly misrepresent facts regarding a student.

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

Standard 3.5. The educator shall not engage in physical mistreatment of a student.

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

Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

## **TOBACCO USE**

### *POLICY DH, GKA, FNCD*

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

## **VISITORS**

### *POLICY GKC*

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

# **GENERAL PROCEDURES**

**ABSENCES  
ARRIVAL AND DEPARTURE  
BAD WEATHER CLOSING  
BUILDING USE  
DETERMINING GRADES  
DUTIES(TEACHERS)  
EMERGENCIES  
HOUSEKEEPING  
LUNCH(TEACHERS)  
HOMEWORK  
KEEPING STUDENTS IN CLASS  
LOYALTY AND PROFESSIONALISM  
MAIL BOXES  
NAME AND ADDRESS CHANGES  
PERSONNEL RECORDS  
PURCHASING PROCEDURES  
RELATIONS(PARENT-TEACHER)  
RELATIONS(SCHOOL)  
RELATIONS(TEACHER-PUPIL)  
TELEPHONE  
TEXTBOOKS  
WORKROOM AND LOUNGE**

## **ABSENCES**

When you find it necessary to be absent, notify the principal as soon as you know that you are going to be absent. The principal or designee will arrange for you substitute.

It is the responsibility of the regular teacher to have lesson plans up to date (these should be self-explanatory). All substitutes, teachers, bus drivers, custodians will be arranged by either the principal or superintendent.

## **ARRIVAL AND DEPARTURE(TEACHERS)**

Teachers are to arrive no later than 7:40a.m. and leave no earlier than 3:30 p.m. (unless otherwise instructed). Teachers should be at his/her classroom door, waiting for the students no later than 7:45 a.m. Teachers should be at their door or in the hall between classes.

Occasionally, you will be in a situation where it is necessary that you leave the campus early, be sure to check with the principal.

## **BAD WEATHER INFORMATION**

### *POLICY CKC*

The district may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late or to release students early, the following radio and television stations will be notified by school officials:

**RADIO----Y104, KNIN(990), KLUR(99.9), 103.3, 1290**  
**TELEVISION----CHANNELS 3, 6, 18**

## **BUILDING USE**

### *POLICY GKD*

Each building principal is responsible for scheduling the use of their facilities after hours. Mrs. Lightfoot is responsible for scheduling all cafeteria events.

## **DETERMINING GRADES**

Be careful in grading and recording grades as sometimes just one point can mean the difference in a better grade. Do not estimate grades. If the work being done is worth anything, it is worthy of your attention in grading, recording the grade, and returning the paper being graded to the student.

## **DUTIES (TEACHER)**

Direct and evaluate the learning experiences of the individual student in his/her classes in both curricular and extracurricular activities.

Provide guidance to help the student in his/her proper education development.

Maintain good lines of communication with the parents or guardian of his/her students.

Attend all meeting and conferences called by the administrative staff as they pertain to his/her sphere of work.

Maintain class records and make reports as required by the administrative staff.

Maintain a plan of work in such a manner that a substitute teacher can take his/her place in an emergency with little lose of continuity of learning.

Be responsible for all the school equipment committed to his/her charge.

Help prepare requisitions for teaching supplies for his/her department.

Follow the school day schedule as submitted and modified by the administrative staff.

Maintain good teaching-learning atmosphere through proper control over physical features of his/her place of instruction and over the discipline of his/her students.

Observe and enforce all rules and regulations of the school, policies of the board of trustees and the customs of the community he/she serves, whether or not he/she personally agrees with those rules, regulations, and policies.

Seek constantly to improve himself/herself professionally in order that he/she might achieve a better educational product.

Notify his/her principal or immediate supervisor in the event of any type of emergency, which prevents him/her from performing any or all of his/her assigned duties.

Perform within limitations of written policies and regulations, any and all additional duties, which may be assigned by his/her principal or the superintendent of schools.

## **EMERGENCIES**

### *POLICY CKC*

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees with evacuation procedures. Fire extinguishers are located throughout all district buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

## **HOMEWORK**

For most of our students, homework is definitely necessary. It is explained to our students who work part time jobs that their first priority at school will be meeting class assignments and receiving an education.

Explain at the beginning of the year your expectations and your philosophy about homework. If you assign homework, then you should pick this up, grade it and return it to the student. Assign homework fairly and on a regular time schedule, don't wait until the third six weeks to being giving homework or grading homework.

## **HOUSEKEEPING**

Our school plant reflects the degree of pride held by each student, teacher, administrator, and auxiliary employee. Interest in promoting good housekeeping and eliminating building vandalism cannot be shown and maintained by the administration alone and be effective as it must be. Part of each student's education and each teacher's instruction should be the development of pride in and respect for this school.

A teacher should strive to see that students take proper care of their classrooms and equipment. Students should not be permitted to write on desk, tables, walls, etc. Work with the students to keep every classroom neat.

## **KEEPING STUDENTS IN CLASS**

Each teacher is expected to teach each of their classes for 50 minutes and students should not be permitted to leave class to use the telephone, etc. unless it is an absolute emergency. Teachers are not to permit food or drink in the classroom.

## **LIBRARY**

Teachers should accompany entire class to the library and remain with that class while in the library. Teachers are to see that books their class uses are placed either on the table or in the book drop. Teachers are to see that trash, books, etc. are removed from tables, trash off floor, and chairs neatly and properly place under tables.

## **LOYALTY AND PROFESSIONALISM**

Each person who has been hired has specifically been told that loyalty is one of the traits that we expect in each faculty member. It adds to the dignity of the individual and to the successful

operations of any organization each time it is practiced. Good communications is important and should be used by all employees.

### **LUNCH (TEACHERS)**

Teachers should go to the head of the line and eat before students to insure that teachers will be finished before students.

### **MAIL BOXES**

Please check your mail box daily. Keep your mail boxes empty on a daily basis.

### **NAME AND ADDRESS CHANGES**

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

### **PERSONNEL RECORDS**

#### *POLICY GBA*

Most district records including personnel records are public information and must be released upon request. A limited amount of personal information may be withheld. Employees may choose not to allow public access to or have the following information included in a staff directory by submitting a written request to Dustin Scobee:

Address

Phone number

Social Security

Information that reveals whether they have family members

**UNLESS A WRITTEN REQUEST IS RECEIVED BY THE EMPLOYEE, THE DISTRICT IS REQUIRED TO GIVE THIS INFORMATION TO ANYONE MAKING A FORMAL REQUEST IN WRITING. (TEXAS OPEN RECORDS ACT)**

### **PURCHASING PROCEDURES**

All requests for purchases must be submitted to the campus' principal or supervisor 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 campus' principal or supervisor for additional information on purchasing procedures.

All classes, clubs, organizations are to see that all bills are paid promptly. Sponsors of each class, club, and organization are to see that this procedure is carried out.

### **RELATIONS (PARENT-TEACHER)**

A teachers success depends on many things among which is the ability to professionally carry on teacher-parent relations. When you find that a conference might benefit any one of your students, it is your responsibility to call the parent (as a parent, you and I would expect no less from the teacher of our child).

When conferencing with parents, we should be courteous, honest and as tactful as possible. You should start with a positive attitude, if the conference moves in a different direction then you intended be as diplomatic as possible in bringing the meeting to a close and suggest that it be held in the principal's office.

### **RELATIONS (SCHOOL)**

Problems or incidents within our "school family" should be kept in "the family" rather than aired in the community.

## **RELATIONS (TEACHER-PUPIL)**

In more than 90% of the situations you will determine the relationship between yourself and your students. If you have spent time making sure that your classes will be interesting, meaningful, challenging, and motivating to your students, you will miss less than 10% of your class in maintaining class interest.

If your classes are becoming more difficult to control, evaluate your teaching techniques and the amount of time you are spending in preparation. Teaching does require moving about and helping students.

## **TELEPHONE**

The use of the telephone for personal and business matters should be taken care of during your conference period. Teachers will not be called from class for phone calls unless an emergency exists.

## **TEXTBOOKS**

A list of textbooks issued to students should be kept in each teacher's grade book. Have all students print their name in the textbook and cover their textbooks. Textbooks are to be kept covered throughout the entire year.

Textbooks are the property of the State of Texas. It is part of our job to see that we teach responsibility in caring for state furnished materials.

Students are to keep textbooks in their lockers not in the classroom.

## **WORKROOM AND LOUNGE**

The use of the lounge should not be abused (meaning, clean up after yourself). When visitors are in the lounge, the neatness of this area coupled with the manner of our professional staff will lend to our school image. A duty roster is posted in the lounge.

# **TERMINATION OF EMPLOYMENT**

**DISMISSAL OF NONCONTRACT EMPLOYEES  
DISMISSAL OR NON RENEWAL OF CONTRACT EMPLOYEES  
EXIT INTERVIEWS AND PROCEDURES  
RESIGNATIONS  
REPORTS TO THE COMMISSIONER**

## **DISMISSAL OR NON RENEWAL OF CONTRACT EMPLOYEES**

*POLICY DFAA, DFAB, DFBA, DFBC, DFCA, DFCC, DED*  
Employees on probationary and term contracts can be dismissed during the school year or non-renewed at the end of the year according to the procedures outlined in district policies. Contract employees dismissed during the school year, suspended without pay, or subject to reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against him, and an opportunity for a hearing. The time line 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. Information on the time lines and procedures can be found in the DF policies.

## **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, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non contract employees who are dismissed have the right to a grievance hearing before the board. To present a grievance, the employee must follow the district process outlined in (policy complaints and grievances).

## **EXIT INTERVIEWS AND PROCEDURES**

*POLICY DC*  
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.

All district keys, books, property, and equipment must be returned upon separation from employment. The district may withhold the cost of any items not returned from the final paycheck.

## **REPORTS TO THE COMMISSIONER**

### *POLICY DF*

The dismissal or resignation of a certified employee will be reported to the Texas Commissioner of Education if there is reasonable evidence that the employee's conduct involves the following.

Any form of sexual or physical abuse of a minor or any other illegal conduct with a minor.

The possession, transfer, sale, or distribution of a controlled substance.

The illegal transfer, appropriation, or expenditure of school property or funds.

An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position.

Committing a crime on school property or at a school-sponsored event.

## **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 instruction of the following school year. A written notice of resignation should be submitted to the superintendent. Contract employees may resign at any other time only with the approval of the board of trustees. Resignation without the consent of the board may result in disciplinary action by the State Board for Educator Certification.

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

**NONCONTRACT EMPLOYEES**

Non contract employees may resign their positions 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 reason for leaving in the letter of resignation but are not required to do so.

# **STUDENT ISSUES**

**ADMINISTERING MEDICATION TO STUDENTS  
EQUAL EDUCATIONAL OPPORTUNITIES  
PARENT AND STUDENT COMPLAINTS  
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## **ADMINISTERING MEDICATION TO STUDENTS**

### *POLICY FFAC*

Only designated employees can administer medication to students. A student who must take medicine during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

### *POLICY FB*

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

Questions or concerns about discrimination of students on the basis listed above should be directed to Clarke Boyd.

## **PARENT AND STUDENT COMPLAINTS**

### *POLICY FNG*

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

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved 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. Once all administrative complaint procedures

are exhausted, parents and students can bring complaints to the board of trustees.

## **STUDENT DISCIPLINE**

### *POLICIES IN THE FN SERIES AND FO SERIES*

Students are expected to follow the campus rules, classroom rules, and rules listed in the Student Code of Conduct and student handbook. Teacher and administrators are responsible for taking disciplinary action based on a range of discipline management procedures 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.

The teacher must file a written report with the principal or another appropriate administrator when they have knowledge that a student violated the Student Code of Conduct. A copy of this report will be sent by the principal or administrator to the student's parents within 24 hours.

## **SUGGESTIONS**

Your classroom situation will be, to a great extent, exactly as you lead it to be. If you are quiet in manner, firm, and fair, friendly and professional, you'll find that your classes will readily adapt to your own mannerisms. Never use sarcasm. Refer discipline cases that you cannot handle to the office.

If you anticipate a serious problem, talk with the principal. Classroom discipline is the teachers' responsibility and becomes the responsibility of the administration only when the teacher seeks help to maintain good classroom control.

The following suggestions are intended to assist in maintaining group discipline:

Begin your class with the bell. If you expect your class to be prompt and business like, you must set the tone. Be in the proximity of your room.

There is no substitute for good lesson planning. Any group can sense when the teacher is groping for what to do next. Students know, too, when a teacher dwells too long on the same area.

Start the year with definite imposed controls. These may be relaxed gradually as the class exhibits the necessary responsibility.

Discipline often arises among the slow and unmotivated .. sometimes better to deprive the offending students of privileges.

Insist on the general rule of only one voice at a time in your classroom.

In general, avoid predicting or threatening specific punishments. If you should predict a certain punishment, be sure it can be and is carried out.

Be just as quick to praise and you are to find fault.

Don't punish the whole group because of the actions of one or two students. This is unfair to the innocent.

Don't try to be "one of the guys". Always be friendly; but there is a vital difference between friendliness and familiarity. You can think as a student and understand students without being one of them.

**MAKE IT A POINT TO ASSOCIATE WITH YOUR STUDENTS IN SCHOOL ACTIVITIES** outside the classroom. Pleasant associations in which students can view you as someone other than the classroom teacher who is responsible for assigning them to much homework can aid teacher-student rapport.

Whatever your room standards are, make sure that they are reasonable, kept to a minimum, well understood by the class and consistently enforced.

Don't make an issue of something. Sometimes, it is best NOT to see every little misdemeanor that goes on in your class. (But not often)

Understand student's fads and don't belittle them. Let the administration decide which fads are not acceptable.

However, once, school policy has been established, it is your responsibility to enforce it.

Don't argue with the class. If you are merely enforcing a school rule, there is no need to argue.

Reject undesirable behavior but never reject a class. The distinction is important. If the group thinks that you don't like them as people, you are in trouble. Most students need security in knowing that you still have confidence in them.

Show a sense of humor without being a comedian.

When in error, don't hesitate to apologize.

When you feel there may be a need for support from the administration don't hesitate to notify them beforehand.

Watch your tongue.

## **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 of a minor of a student who is dependent for tax purposes.

The student (if 18 or older).

School officials with legitimate educational interests.

Materials that are not considered educational records and do not have to be made available to a parent or student include teachers' personal notes on a student that are shared only with a substitute teacher.

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