

Frost ISD
Teacher/Employee
Handbook
2009-2010

Table of contents

Introduction	Page 4
Employee handbook receipt	Page 4
Mission statement	Page 5
Board of trustees	Page 5
Board meeting schedule	Page 5
Administration	Page 5
Employment	Page 5
Equal employment opportunity	Page 6
Job vacancy announcements	Page 6
Contract and noncontract employment	Page 6
Alcohol and drug testing	Page 6
Reassignments and transfers	Page 7
Workload and work schedules	Page 7
Outside employment and tutoring	Page 7
Performance evaluation	Page 7
Employee involvement	Page 8
Staff development	Page 8
Compensation and benefits	Page 8
Salaries, wages, and stipends	Page 8
Paychecks	Page 8
Automatic payroll deposit	Page 8
Payroll deductions	Page 8
Overtime compensation	Page 9
Travel expense reimbursement	Page 9
Health, dental, and life insurance	Page 9
Supplemental insurance benefits	Page 9
Cafeteria plan benefits (Section 125)	Page 9
Workers' compensation insurance	Page 10
Unemployment compensation insurance	Page 10
Teacher retirement	Page 10
Other benefit programs	Page 10
Leaves and absences	Page 10
Personal leave	Page 11
Sick leave	Page 11
Local leave	Page 11
Temporary disability	Page 11
Family and medical leave	Page 11
Workers' compensation benefits	Page 13
Assault leave	Page 13
Bereavement leave	Page 13
Jury duty	Page 13
Other court appearances	Page 13
Military leave	Page 14
Employee relations and communications	Page 14
Employee recognition and appreciation	Page 14
District communications	Page 14
Complaints and grievances	Page 14

Employee conduct and welfare	Page 14
Teacher code of standards and ethics	Page 15
Sexual harassment	Page 16
Drug-abuse prevention	Page 17
Reporting suspected child abuse	Page 17
Associations and political activities	Page 17
Safety	Page 17
Tobacco use	Page 17
Possession of firearms and weapons	Page 18
Visitors in the workplace	Page 18
Copyrighted materials	Page 18
Computer use and data management	Page 18
Asbestos management plan	Page 18
Pest control treatment	Page 18
Job description	Page 18
Effective teacher description	Page 19
Lesson plans	Page 20
Exhibits of work	Page 20
Grading	Page 20
School activities and contest	Page 21
Activities on calendar	Page 21
Bus trips	Page 21
Transportation	Page 21
Responsibilities of traveling parties	Page 21
Textbooks	Page 22
Professional organizations	Page 22
Faculty meetings	Page 22
Workloads	Page 22
Visual education	Page 22
Agriculture shop	Page 23
Janitorial service	Page 23
Other policy statements	Page 23
General procedures	Page 23
Bad weather closing	Page 23
Emergencies	Page 23
Purchasing procedures	Page 23
Name and address changes	Page 24
Personnel records	Page 24
Building use	Page 24
Termination of employment	Page 24
Resignations	Page 24
Dismissal or nonrenewal of contract employees	Page 24
Dismissal of noncontract employees	Page 24
Exit interviews and procedures	Page 25
Reports to the commissioner	Page 25
Student issues	Page 25
Equal educational opportunities	Page 25
Student records	Page 25
Parent and student complaints	Page 26
Administering medication to students	Page 26
Student discipline	Page 26
Classroom rules and expectations	Page 27

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 Mr. Jim Revill, Superintendent Frost ISD.

This handbook is neither a contract nor a substitute for the official district 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 high school principal’s office and are available for employee review during normal working hours.

Employee handbook receipt

Name _____

Campus/department _____

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

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the superintendent if I have any questions, concerns, or need further explanation.

Signature

Date

Mission statement

Policy AE

The mission of Frost I.S.D. is to educate each student to his or her fullest potential so that they may become a productive and successful member of our society. This mission must be a coordinated effort among administrators, the school board, and community support.

The Frost School System will strive to develop a curriculum varied enough to meet the needs of the child in relation to the problems of society. The district will strive to develop an integrated, well-balanced individual who will become a citizen who cherishes the democratic idea, who realizes that democracy implies responsibilities as well as privileges, who will be capable of further training or entry into the occupational world, and who makes wise use of leisure time.

All students will be taught a core of curriculum of English-language arts, mathematics, science, social studies, fine arts, health, physical education, and technological literacy. To the full extent of their individual abilities, students will be provided the opportunity to develop the ability to think logically, independently, creatively and to communicate effectively.

Educating our children to be productive in a changing future necessitates an excellent educational system. A system that can accomplish this mission must be characterized by quality, equity, and accountability.

Such a system will have the vitality to prepare our children for the changes and the challenges of the future, a future that will belong to the educated.

Board of trustees

Policies BA, BAA, BBA, BBB, 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 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 each May and serve a two-year term. Trustees serve without compensation, must be registered voters, and must reside in the district.

Board members:

Clay Reynolds, President
Larry Kern, Secretary
Caleb Martin
Cliff Williams

Keith Speer, Vice President
David Garcia
Josh Martin

Trustees usually meet each Monday of each month at 7:00 p.m. in the library. In the event that large attendance is anticipated, the board may meet at the high school cafeterium. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the office of the school tax collector 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 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.

Administration

Superintendent	Jim Revill	(903) 682-2711	Ext. 230
High School Principal	Gordon Lockett	(903) 682-2541	Ext. 227
Elementary Principal	Becky Melton	(903) 682-2541	Ext. 229
Counselor	Norma J. Ivie	(903) 682-2541	Ext. 223
Athletic Director	Clark Moore	(903) 682-2541	Ext. 224
Technology Director	David Allen	(903) 682-2541	Ext. 232

Equal employment opportunity

Policy DAA

The Frost Independent 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 about discrimination on the bases of race, religion, sex, national origin, or age should contact the school superintendent. Employees with questions or concerns about discrimination on the bases of a disability should contact the school superintendent.

Employees with questions or concerns relating to discrimination on any of the bases listed above should contact Jim Revill, Superintendent at 903-682-2711.

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.

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, 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. 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 or continuing contract should be given.

Term and continuing 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 or continuing contract. Teachers employed before 1994 are employed by continuing contract. Teachers employed after that date are employed by term contracts. Campus principals and central office administrators are employed under 2-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 noninstructional administrators) are employed by a one-year contract that is not subject to the procedures for nonrenewal or termination under the Texas Education Code.

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

Alcohol and drug testing

Policy DBBA

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 the 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 the superintendent of schools.

Reassignments and transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent. The principal at the receiving campus must approve campus reassignments. 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 February 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 principal's office and must be approved by the receiving supervisor.

Workload and work schedules

Policy DL

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 within each two-week period in blocks not less than 45 minutes. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students one day a week when no other personnel are available.

Support employees are employed at will and will be notified 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.

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 evaluations 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.

Employee involvement

Policy BQA, BQB

At both the campus and district levels, Frost 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 or from Jim Revill, Superintendent.

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.

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 reviewed 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.

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 Deanna Harrington at 682-2711 for more information about the district's pay schedules or their own pay.

Paychecks

All professional employees are paid monthly. Auxiliary employees are paid monthly. During the school year, paychecks are delivered to each campus. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. During summer breaks, paychecks will be mailed or picked up.

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

Automatic payroll deposit

The district offers employees automatic payroll deposit. Employees can have their paychecks electronically deposited into an account at Central Texas Teacher's Credit Union . A notification period of thirty days is necessary to activate this service. With automatic deposit, an employee's paycheck is immediately available on the pay date. Contact Deanna Harrington for more information about the automatic payroll deposit service.

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, and vision insurance; annuities; the Texas Tomorrow Fund; and savings and loan payments through Central Texas Teacher's Credit Union. Employees may also request payroll deduction for payment of membership dues to professional organizations. 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. 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 weekly and is not measured by the day or by the employee's regular work schedule. Employees who must 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 workweek 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.

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.

Health, dental, and life insurance

Group health insurance coverage is available to employees who work at Frost ISD. The board of trustees determines the district's contribution to employee insurance premiums annually. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees in a separate booklet.

The insurance plan year is from September 1 through August 31. New employees must complete enrollment forms within the first ten days of employment. Current employees can make changes in their insurance coverage within the first fifteen days of school. Employees should contact Deanna Harrington for more information.

Supplemental insurance benefits

Policy CRG

At their own expense, employees can enroll in supplemental insurance programs. Premiums for these programs can be paid by payroll deduction. Employees should contact Deanna Harrington 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. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Law depending on the circumstances of each case prescribes specific benefits. All work-related accidents or injuries should be reported immediately to Beverly Garey, superintendent's secretary. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

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 Deanna Harrington.

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 that 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 Beverly Garey as soon as possible. Information on the application procedures for TRS benefits is available from Beverly Garey. 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.

Leaves and Absences

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 call Beverly Garey 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 the district will pay Medical Leave Act 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 department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. Any employee who is absent more than five 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.

Personal and local sick leave is earned on a yearly basis.

Personal leave

State law requires that all employees receive up to five days of paid personal leave per year. Personal leave is earned at a rate of five days 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: nondiscretionary and discretionary.

Nondiscretionary. Leave that is taken for personal or family illness, emergency, or a death in the family is considered nondiscretionary 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 employee's 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 five days in advance of the anticipated absence to his or her principal or supervisor. Discretionary personal leave will be granted on a first-come, first-served basis and will be subject to the following limitations:

A maximum of three 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 five consecutive workdays, except with special approval for extenuating circumstances. Discretionary leave may not be taken on the following key days:

On or before a holiday or during semester exams

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 three-day increments except when coordinated with family and medical leave taken on 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 next 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

Certified employees. 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. 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 leave is approved, the length of leave is no longer than the employee's contract. 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, Jim Revill 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.

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 August 8, 2000 and May 25, 2001 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.

Family and medical leave runs concurrently with accrued sick and personal leave. Accumulated leave will be used as family and medical leave, except in the case of employees who are receiving workers' compensation wage benefits.

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 Jim Revill 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 Jim Revill for details on eligibility, requirements, and limitations.

Using sick leave

Employees are suggested to give their complete cooperation by doing the following things:

1. Notify the principal as soon as possible.
2. Make a definite, clear, positive statement about being incapacitated.
3. Substitutes are employed by the school and the administration will secure a substitute teacher list. The teacher will have plans ready for the substitute's use.
4. If absence extends for more than one day, keep the principal or superintendent informed as to when you expect to be able to return to your duty. Send lesson plans if they are needed.
5. Pick up a sick leave form from the principal's secretary the day you return from being absent. Fill it out and return it promptly.
6. It is expected that teachers shall be professional about their use of sick leave time by their conscientious observance of it.
7. All teachers must have on file in the principal's office at absence. This is in addition to the Lesson Plan book.
8. Team A and Team B will be used by the secondary administration for substituting.

Leave without pay

For absence due to reasons other than sick leave, vacation, or other authorized leave, staff members' pay shall be reduced by the following amount each day absent:

For ten-month employees 1/183 of annual salary

For eleven-month employees 1/202 of annual salary

For twelve-month employees 1/226 of annual salary

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 income benefit and the employee's regular salary and charge available leave proportionately.

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.

Jury duty

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

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.

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 Jim Revill 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 superintendent of schools.

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

Employee recognition and appreciation

Policy DJ

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 the teacher appreciation banquet.

District communications

Throughout the school year, the journalism staff 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:

Polar Bear Post

Complaints and grievances

Policy DGBA

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. For ease of reference, the district's policy concerning the process of bringing complaints and grievances is reprinted as follows:

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 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, 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 other to improve the public schools of the community.

I. Professional Ethical Conduct, Practices, and Performance

- 1.1 The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.
- 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.
- 1.3 The educator shall not submit fraudulent requests for reimbursement, expense or pay.
- 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.
- 1.5 The educator shall not gratuities, gifts, or favors that impair or appear to 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, or other persons or organizations in recognition or appreciation of service.
- 1.6 The educator shall not falsify records, or direct or coerce others to do so.
- 1.7 The educator shall comply with written local school board policies, state regulations, and other applicable state and federal laws.
- 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

II. Ethical Conduct toward Professional Colleagues

- 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues, unless disclosure serves professional purposes or is required by law.
- 2.2 The educator shall not willfully make false statements about a colleague or the school system.
- 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
- 2.4 The educator shall not interfere with a colleague's exercise of political and citizenship rights and responsibilities.
- 2.5 The educator shall not discriminate against, coerce, or harass a colleague on the basis of race, color, religion, national origin, age, sex, handicap, disability, or family status.
- 2.6 The educator shall not use coercive means or promise special treatment in order to influence professional decisions or colleagues.
- 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

- 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves professional purposes or is required by law.
- 3.2 The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health or safety.
- 3.3 The educator shall not deliberately or knowingly misrepresent facts regarding a student.
- 3.4 The educator shall not unfairly 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, sex, disability, national origin, religion, or family status.

- 3.5 The educator shall not engage in physical mistreatment of a student.
- 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.
- 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.

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 rejection 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.

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 superintendent. 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. 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 personal 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 is 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 their immediate supervisor.

Drug-abuse prevention

Policies DH, DI

Frost 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.

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.

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.

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 requirement:

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 their immediate supervisor.

Tobacco use

Policies 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 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.

Possession of firearms and weapons

Policies 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 or call 903-682-2711 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 or her to the building office or contact the administrator in charge.

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 or backups of computer programs and data must be made within the provisions of the purchase agreement.

Computer use and data management

Policy CQ

The district's electronic communications systems, including its network access to the Internet, are to be used for administrative and instructional purposes only. Electronic mail transmissions and other use of the electronic communications systems 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 systems 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 David Allen, Technology Director.

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.

Pest control treatment

Policy DI

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

Job Description - Classroom Teacher

The classroom teacher will be directly responsible to the building principal and will perform these basic tasks.

1. Provide guidance to the pupil that will promote welfare and proper educational development.
2. Maintains accurate pupil accounting records in compliance with local and state requirements.
3. Administers the classroom and its program of organization and management.
4. Provides for the care and protection of school property.
5. Participates in the planning and evaluation of the school program.
6. Takes part in the in-service education program of the school.
7. Keeps abreast of scholarly productions and research studies in the field of teaching.
8. Participates in the business and professional activities of the faculty.
9. Develops rules and regulations for the management of the classroom, with the approval of the principal.
Evaluates the effectiveness of all policies and reports to the principal thereon.
10. Executes the Board of Administrative Policies within the classroom.
11. Handles the discipline of pupils in compliance with the policies of the Board of Trustees.
12. Cooperates with the Superintendent and the Principal and the Board of in improving the curriculum and the instructional program.

13. Makes the classroom an academic environment. Produce such a setting by bulletin boards, displays of interest.
14. Develops a line of communication with parents and the general public.
15. Completes all reports and other forms of information in a professional manner.
16. Dress should be appropriate for a business day.

What an effective teacher does in his/her classroom.

1. Effective teachers systematically plan for instruction.
2. Instruction is teacher directed and generally group instruction.
3. Instruction is systematic, providing for demonstration, practice, and feedback.
4. Students are engaged in learning activities a high percentage of the allocated time.
5. Students are engaged in a high percentage of high success activities.
6. Students work is constantly monitored.
7. Questions are asked generally and directed to specific students.
8. Emphasis is on academic achievement.

Effective Teachers:

1. Spend varying amounts of class time on
 - A) Interactive academic activities: explaining new material, discussing and reviewing assigned work, answer sessions, etc.
 - B) Non-interactive activities: silent reading, written work, etc.
 - C) Classroom management and organization: passing papers, explaining activities, arranging desks, lesson transitions, taking roll, making announcements, etc.
2. Plan daily activities in advance and make them clear to students, e.g. by writing the day's schedule on the board.
3. Conduct a variety of academic activities during class time.
4. Have student read for understanding of content.
5. Give short quizzes.
6. Focus most instruction on the whole class or group rather than on individuals.
7. Have an overview before presentation of new materials and a summary at the end.
8. Distribute opportunities for verbal response equally among students.
9. Praise student success and do not embarrass a student in front of his/her peers.

Points for the individual teacher

1. Be in your room by 8:00 a.m. in the morning.
2. Do not ask to leave school premises before school is out unless it is an emergency.
3. Report promptly to all duties.
4. Class preparation should be done during your conference period.
5. Carefully watch the time in your classes. Teach until the bell rings and then promptly dismiss your class when the bell rings.
6. Teachers should be at their door between periods to supervise the students in the hall.
7. Do not send students back to a classroom for articles that they have forgotten.
8. Teachers should never excuse or ask for students from regular class periods unless approved by the principal in advance.
9. All reports should be turned in at the time requested.
10. See that there is no paper on the floor of your room. Check near the end of each class.
11. Keep blackboards and dry erase boards clean.
12. Keep an attractive display of work on your bulletin board.
13. Keep your room clean, neat, orderly, and attractive at all times.
14. Have a frequent textbook inspection. Fines must be paid for all damaged and lost books. All textbooks must be covered.
15. Check all tardies and absences carefully.
16. See that each lesson is carefully planned and prepared each day.
17. Take cafeteria count first thing during the first period of each day.

18. Use blackboard illustrations, pictures, maps, and other concrete materials in your teaching.
19. Be strict in your requirement that all work be turned in on time. Work should be neat and in proper form, Insist on pupils bringing proper materials to class.
20. Make carefully prepared assignments to each class. Make use of audio-visual materials.
21. Maintain positive, assertive discipline at all times.
22. Work with other teachers who teach the same grade level, above, and below to continue a following, productive curriculum.
23. Go to school in the summer whenever possible.
24. Read good professional magazines and books.

Lesson Plans

Lesson plans should cover the over-all aims and objectives, procedure for reaching the objectives, and evaluation of each unit as you proceed. These plans will not be extremely long and will not deal with minor details; however, we feel each teacher must have general outline to follow in order to do an effective job of teaching. New teachers in the system should develop their courses of study as they proceed through the year, keeping well ahead of their teaching process.

Daily lesson plan booklets will be used to aid the teachers in their planning. Each teacher should have lesson plans prepared for one week in advance. Lesson plan booklet should be turned in to the principal each Friday.

If a teacher has to miss a class for any reason, he should see that a written lesson plan is turned in so that the substitute teacher will know what to cover. Substitute teachers should be employed from an approved list that has been prepared.

Exhibits of Work

Each teacher will prepare an exhibit folder for each pupil. This will be used from time to time to evaluate pupil progress, and for exhibit to the parents during visitation periods.

These folders should contain the following:

1. Copy of some daily work.
2. Copy of a six (6) weeks test with questions
3. Copy of a mid-term or final with questions
4. Some copies of daily tests.
5. Notebooks or other like records.
6. Any specimen of other worthy work that the teacher may see fit to include.

Grading

- A. Semester exam grades will count 1/5 of the report card grade each semester. To determine the semester grade follow this procedure:
 1. Average the three 6 weeks grades into a single grade.
 2. Multiply this figure by four.
 3. To this result add the semester final exam grade.
 4. Divide this figure by five, to get the final semester over-all grade.
- B. Graded Activities: Students are to be informed of all grades recorded. All graded papers should be returned to the student. Any paper not returned must be shared with the student. Students should be notified immediately of grades assigned for activities.
- C. The following grading procedure will be followed by each secondary teacher (grades 7 – 12).
 Minor Grades (Daily work/homework/ lab) with a minimum of 10 grades per six weeks count 50%
 Major Grades (Test/Six weeks test/project/etc..) with a minimum of 3 grades per six weeks count 50%
- D. Teachers are not allowed to place a grade of 69 on a student's report card.

GRADES OF ONE STUDENT SHOULD NOT BE DISCUSSED WITH OTHER STUDENTS

School Activities and Contest

1. Chaperoning: Each sponsor of a group is responsible for the conduct of the group. The principal will see that an adequate number of sponsors are assigned.
2. Teachers and coaches will make the arrangements for approval and planning of trips in the principal's office.

- a. Number of students to make the trip.
 - b. Time of departure.
 - c. Time of return.
 - d. Drivers must turn in a mileage report in each trip.
3. Sponsors must have a list of students involved in activities that take them out of class in teacher's boxes the day of the activity.
 4. Mature judgment should be exercised at all time in planning and conducting school parties. Principal must approve parties in advance.

Activities on the Calendar

The student activities are important to the educational process. In trying to organize our time wisely, we have decided to install a 10-day rule. The rule is that if there is any type of activity that is needed and it will require students to miss class, the request must be made through the building principal at least 10 days prior. If the request is not on the principal's calendar at least 10 days prior, it will not be granted. The sole purpose of this rule is to make each of us better organized and to eliminate students from being out of class.

Bus Trips

All authorized bus trips must be properly supervised. No one shall ride a bus that is not certified by the sponsor. Students riding buses must return on them unless parents ask for them personally. Disorderly conduct in any form should not be tolerated, and if it occurs should be reported to the principal immediately. You can avoid much criticism and unhappiness by positive and firm. Do not make threats you might not be able to back up.

Transportation

Transportation is provided to and from any school sponsored trip or event for both students and faculty. In the effort to get organized, a transportation request must be completed and submitted to the building principal at least 10 days prior to the date of request.

Also, a mileage sheet must be turned in to the superintendent after each trip. This applies to the individual drivers on each trip. Emergencies may cause this rule to alter.

Responsibilities of Traveling Parties

1. Keep bus clean; clean bus out after each trip.
2. Students must stay seated.
3. Fill out the transportation request at least 10 days prior.
4. Fill out the mileage report upon completion of each trip.
5. The cleanliness of the buses will be the responsibility of the particular sponsor (suggestion: get student to pick up trash before they get off the bus.)
6. Sponsors are responsible for keeping the van or buses clean on and after trips.

Textbooks

It shall be the duty of the principal to:

1. Issue and receive all textbooks that go in or out of the book room.
2. Keep a complete written record of all textbooks that have been checked out to the teachers.
3. See that all books are properly accounted for and put in their proper place at the end of each school year.
4. Mark all textbooks that have been worn out and need to be sent back for replacement
5. Collect fines for any damaged or lost textbooks.
6. Hold a textbook inspection regularly.
7. Have teachers talk to students about the care of the textbooks given.
8. Furnish the superintendent with estimate of future needs.
9. Prepare all books for shipment to the Textbook Agency.
10. Receive and code all new books for their building.

It shall be the duty of the teacher to:

1. Check all books out and in through the principal.
2. Keep a written record of all books issued to pupils including the number of each book.
3. See that the pupils do not abuse books.
4. Report any lost or damaged books to the principal immediately.
5. Explain to the students about their responsibility concerning textbooks.
6. See that all books are covered and that all students enter their name in ink on the inside front cover.
7. See that all textbooks have been checked in at the end of each school year and an accurate count made.

The Superintendent of Schools is responsible to the State Depository for all the textbooks used in the school system. When teachers have books checked out to them, they are responsible to see that they are returned in good order and condition.

Professional Organizations

It is the opinion of the Board of Administration that all teachers should be members of their professional organizations. Each member should attend meetings and conventions when possible. Teachers should also be members and attend the P.T.O.

Faculty Meetings

A calendar of general faculty meetings is planned. Other meetings may be called as the need for them is apparent. Notice will be given ahead of time for such meetings. The principal will visit the teachers and hold conferences, with individuals or groups, at various times. The principal is available before and after school for a conference if any teacher should desire one.

Workloads

All teachers will be busy the entire school day except for the conference periods. This is necessary to equalize, fairly, the teacher's load. All teachers are expected to carry their fair load of extracurricular activities. These are definitely part of your regular teaching duties.

Visual Education

A film of very little value unless the teacher ahead of time and a class previews it is prepared for the film. Teachers may preview a film during an off period, or after school in the afternoon. It is against the desire of the administration to show any film to your class unless you have previewed it ahead of time. Please make use of good films. We believe films are important, but you should not depend on films to teach the entire subject matter.

Limited audio-visual materials are to be checked out from and returned to the principal's office. These materials include tape recorder, record player, 16 mm projector, filmstrip projector, filmstrips and catalogs for ordering free films.

Agriculture Shop

The shop is equipped with some of the finest equipment available. These tools and equipment are very expensive. It is impossible to hold an instructor responsible for this equipment if everyone is allowed to use these shops at his or her own will. No persons, other than those specifically authorized will be allowed in these shops unless a teacher is present and assumes full responsibility for the equipment.

Janitorial Service

Teachers requesting any janitorial service in addition to the regular services should submit such request, in writing, to the principal. It is confusing when each individual carries or sends requests directly to the janitor. His schedule is full and his regular duties follow a definite plan. You can assist him and promote good will by insisting that your pupils keep paper off the floor, by seeing that chairs are left orderly, by closing windows at the end of the day, by seeing that lights are turned off, and by pulling blinds at the end of the day. Let us teach, in a positive way, the example of good housekeeping. Teachers should see that students keep their room clean.

Other Important Policy Statements

Every teacher is expected to be in the auditorium or gymnasium when the students are attending a program of any kind. This is one of your duties during the school day and not a free period. Teachers need to supervise students when going to and from assemblies. Teachers should sit with the student in their class.

The Board and Administration would like to see all teachers attending school functions. It means much to the community to see the faculty attending school affairs. Public relations (other than talk) are a very important part of your job and profession. It would be nice for you to meet some of the patrons of our school after school hours.

When teachers use the buildings before or after school hours, **THEY MUST SEE THAT THE BUILDING IS LOCKED, THE LIGHTS ARE TURNED OFF, AND THE ALARM IS SET WHEN THEY LEAVE.** When teachers leave their room and there will not be a class following, it is the teacher's duty to turn off the lights. When leaving the room in the afternoon, lock all the windows.

Any employee of the Frost Schools who refuses to cooperate with the administration or to comply with school policies will be dismissed. This is necessary in order to have a planned and coordinated school program.

Bad weather closing

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, school officials will notify the following radio and television stations:

WBAP Radio (820 AM)

KAND Radio (1320 AM)

KXAS Channel 5 TV

KWTX Channel 10 TV

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 and students 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.

Purchasing procedures

Policy CH

All requests for purchases must be submitted to the teacher's 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 Deanna Harrington for additional information on purchasing procedures.

Name and address changes

It is important that employment records be kept up to date. Employees should notify the superintendent's office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from Jane Ross.

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 Beverly Nichols:

- Address
- Phone number
- Social Security number
- Information that reveals whether they have family members

Building use

Policy GKD

Jim Revill is responsible for scheduling the use of facilities after school hours. Contact Jim Revill to request to use school facilities and to obtain information on the fees charged.

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 school board on or before July 1, 2000. 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 of the acts listed below.

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

Dismissal or nonrenewal of contract employees

Policies DFAA, DFAB, DFBA, DFBB, DFBC, DFCA, DFCC, DFD

Employees on probationary, term, and continuing contracts can be dismissed during the school year or nonrenewed 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 a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Information on the time lines and procedures can be found in the DF policies that are provided to employees or in the policy manuals located in the principal's office.

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. Noncontract 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 this handbook.

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 and complete a questionnaire that provides the district with feedback on their employment experience.

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

Equal educational opportunities

Policy FB

The Frost 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 of race, religion, sex, national origin, or age should be directed to Jim Revill. Questions or concerns about discrimination on the basis of a disability should be directed to Jim Revill, 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 of a minor or of a student who is a 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.

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.

Complaints of students and parents should always go through proper channels as follows

1. A conference with the teacher.
2. If satisfactory adjustments or explanations are not made, a conference with the principal.
3. If satisfactory adjustments or explanations are not made, a conference with the superintendent.
4. If satisfactory adjustments or explanations are not made, by the following procedure.
 - a. The conference will be scheduled only on a regular meeting night.
 - b. The President of the Board and Superintendent of Schools should have a written statement outlining the nature of the problem at least three (3) days before a regular meeting date.
 - c. The School Board shall not reach a final decision in the presence of the grieved party; but shall have a closed session to discuss it privately.

Any employee of the Frost Schools who has a complaint with his particular situation should discuss this with the principal. If he is still not satisfied, he may ask for a conference with the superintendent. Should this not settle the matter, it may be presented to the school board in session. Never take problems out in town or to individual board members. Professional people should act professional. Gossiping or complaining among the personnel or patrons will only make the situation worse.

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.

Student discipline

Policies in the FN series and OF series

Students are expected to follow the campus rules, classroom rules, and rules listed in the Student Code of Conduct and student handbook. Teachers 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.

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

Classroom Rules and Expectations

Each teacher should determine with each of their classes what they expect in class as far as education performance and behavior performance. Also, each teacher should write up a set of guidelines or rules for their particular classes. Teachers need to turn in a copy prior to the start of the school year to the office. It is the belief of the administration of Frost I.S.D. that this procedure will cut down or eliminate problems from occurring. We encourage each teacher to spend one class period to go over the student handbook with his or her students.

Discipline

It is best for a teacher to handle his/her own discipline problems as far as possible. Students lose respect for any teacher who let's them act-up in class and in the halls. If it becomes necessary send a student to the office, the teacher should bring the violator and present the facts to the principal or superintendent before the student. Do as little disciplining in front of other students as possible.

Never slap a student.

All teachers are responsible for pupils who have been excused from their classroom for any reason unless they have an excuse signed by the principal.

No teacher will dismiss a pupil from his or her class before consulting with the principal

Teachers will have full backing in disciplinary matter. The administration and Board believe it is impossible to have a good school without proper order.

In maintaining discipline, teacher must be able to proceed with the assurance that support will be forthcoming from the principal, the superintendent and the Board of Trustees. In order to give, repeatedly, the support that the teacher needs, administrative officers and the Board of Trustees must know that the teacher's procedure has been in accordance with good educational practices. In order to form the basis of mutual understanding between the Board of Trustees and its employees the following principles are set forth:

1. Good discipline is positive, rather than negative in nature. It consists of keeping students interested and busy doing things constructive and worthwhile, rather than punishing them for things that are destructive and anti-social.
2. Not all students respond to positive discipline, and punishment or curbing of some kind is required.
3. Good discipline is always fair, dignified and in good temper.
4. Corporal punishment, when necessary, should be done in the presence of an administrator, away from the presence of other students.
5. Only the Board of Trustees or the Board's designate may expel a student for the current term of the school year after due process has been exercised in accordance with sec. 21.301 and 21.3011.

Notes on Discipline

1. Do not be personal with pupils in class. Be friendly and fair but firm.
2. Do not make a classroom assignment when only a few are causing the problem.
3. Have your class so well in hand that unexpected visitors will not embarrass you.
4. Be firm and business-like most of the time. Be true to your word, but be very careful not to threaten rashly. Do not make idle threats on the spur of the moment. When you are wrong to admit it.
5. Always use a low, calm, firm, well-modulated voice in class. Never try to talk above noise and disturbance in class.
6. Do not attempt to teach until attention and order are maintained.
7. Being too good to pupils over small things in class will cause them to take advantage of it, and being too harsh with pupils may cause them to be nervous and they may not do their best work.
8. There will be times when you will have to be very strict with your students, and it will to relax and laugh with them occasionally, but be sure you can quickly regain control of the class. Being consistent in your behavior produces good discipline.
9. Do not habitually work at the board with your back to the class.
10. Do not allow one or two students to constantly divert your attention from the rest of the class.
11. Poor teachers can sometimes have the appearance of discipline problems. Good teachers always maintain proper discipline.
12. Great care should be employed by the teacher in solving discipline problems. All discipline problems cannot be resolved in an identical manner.
13. Do not take points away from students grades because of discipline trouble.
14. There is no excuse for allowing students to mark or cut desks, etc. If school property is being destroyed in your class you are not fulfilling your responsibilities as a teacher. You are not being alert.
15. Rules are not made to be broken. Strictly uphold all policies, rules and regulations of the school board and administration.
16. Never allow yourself to be drawn into an unpleasant argument or discussion in class.