

HIGH ISLAND
INDEPENDENT SCHOOL
DISTRICT

EMPLOYEE HANDBOOK

2009 – 2010



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Introduction

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

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 principal's office and are available for employee review during normal working hours.

Employee handbook receipt (Employee Copy)

I hereby acknowledge receipt of my personal copy of the High Island 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 principal or supervisor of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my principal, supervisor or the superintendent if I have any questions, concerns, or need further explanation. _____

Signature

Date

Note: This handbook includes two copies of this form. Please sign and date one and return it to Mrs. Sherry Leger in the Superintendent's office.

Employee handbook receipt (District Copy)

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Signature

Date

District information

Mission statement: Knowledge Creates Opportunities.

The staff, parents and community of the High Island Independent School District must have equal opportunity to benefit from a quality instructional program. Students will have a well-balanced, assessed curriculum with goals and objectives clearly stated and effectively taught. The instructional program will be meaningful, organized and monitored. Students will be provided with a physically and emotionally safe place to learn. The school will be clean, pleasant and orderly. Mutual respect will exist between staff members, students and parents.

The staff members, students and parents share the responsibility for success in school. Students, with parental help, will be expected to exhibit a positive attitude toward learning in relation to attendance, behavior, preparation and performance. Students will be expected to learn the essential elements; academic and social skills taught in the classroom and demonstrate mastery on state mandated tests. Higher levels of academic achievement are anticipated as students develop independent learning skills and accept greater educational challenges.

The staff members of the High Island Independent School District are committed to the teaching/learning of all students. Teachers have a responsibility for promoting students' achievement and will employ effective classroom management in instructional strategies. Teachers will be good role models and will motivate and challenge students to excel. Student progress will be reported accurately, tactfully and in a timely manner.

Vision:

High Island I.S.D. has high expectations for its students and characterizes its efforts to result in: academic excellence, educational equality, and productive living for their future.

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, and 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 State and Federal law and regulations, 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 a three-year term. Trustees serve without compensation, must be registered voters, and must reside in the district.

Board members: Mr. Benny Barrow (President), Mr. Roger George (Vice President), Mrs. Kathy Myers (Secretary), Mr. Darrell Dailey, Mr. Gary Kent, Ms. Marjorie McAlpin, and Mrs. Linda Wilson.

Trustees usually meet the second Monday of each month at 7:00 P.M. in the Media Center/ Library. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the bulletin board located at the administration building, at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with 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

Paula A. Quick, Superintendent
Gwen Edgar, Curriculum Director & Counselor

2009-2010 SCHOOL CALENDAR

New Teacher Workday.....	August 12
Staff Development.....	August 13, 14, 17, 18
Teacher Workday.....	August 19-21
First Day of School	August 24
Labor Day Holiday	September 7
Homecoming Football Game	October 23
End First Six Weeks	October 1
Rice Festival	October 2
1 st Six Weeks Report Card	October 6
End Second Six Weeks	November 11
2 nd Six Weeks Report Card	November 17
Thanksgiving Holidays	November 26, 27
End Third Six Weeks	December 18
Christmas Holidays	Dec. 21 – Jan. 1
Second Semester Starts	January 4
3 rd Six Weeks Report Card	January 5
End Fourth Six Weeks	February 19
4 th Six Weeks Report Card	February 23
Spring Break Holidays	March 8-12
End Fifth Six Weeks	April 9
5 th Six Weeks Report Card	April 13
Last Day of School	May 28
6 th Six Weeks Report Card	mailed the week of June 1

Employment

Equal employment opportunity

The High Island 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 relating to discrimination on any of the bases listed above should contact the superintendent.

Job vacancy announcements

To the extent possible, announcements of job vacancies by position and location are distributed on a regular basis and posted at the administration building.

Contract and non-contract employment

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board of Education 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 nonrenewable 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 contracts: Full-time professionals employed in positions requiring certification and nurses who have successfully completed the probationary period will be employed by 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.

Non-certified 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.

Alcohol, drug testing and searches

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. Their district may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on district premises or work sites 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 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 required to have a CDL who are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the superintendent.

First aid, CPR, and AED certification

Policy DBA

Nurses, physical education teachers, marching band directors, coaches, athletic trainers, or sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or University Interscholastic League (UIL) must maintain and submit to the district proof of current certification in first aid, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification.

Reassignments and transfers

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. 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 and must be approved by the principal or supervisor.

Workload and work schedules

Regular Duty

The school day begins at 7:55 A.M., and ends at 3:01 P.M.

Teachers are expected to sign in no later than 7:30 in the main office and be at their doors at 7:45 A.M., and at each class change to greet their students and help with supervision in the halls.

Teachers are expected to close their classroom doors, lock the doors and turn out the lights when leaving the classroom, no sooner than 3:30 P.M.

Any teacher needing to leave campus during the school day for any reason, school or personal business, must communicate, and sign out through the principal's office.

Assigned Duty (bus, cafeteria, break and detention)

Assigned duty is a very vital and necessary part of the school experience. Teachers will be called on to perform duty during school hours and after hours. Duty times will be kept at a minimum. When you are assigned duty you are expected to be on time, at the appropriate area and monitoring students.

School functions are an extension of the school environment and involve your students. They appreciate your attendance and we strongly encourage it.

Instructional Period

Teachers and students should be in the classroom during the entire instructional period.

Lesson Plans

Planning for a class is the responsibility of the teacher. Effective classroom management requires adequate planning. Turn a copy of lesson plans into the office by Monday morning. The principal or counselor should approve all guest speakers and movies. Lesson plans will be a short description of what you are doing in your classroom for the week. Keep your lesson plan on your desk and use it. Make changes on it and additions for updating.

Faculty Meetings

All faculty members are required to attend faculty meetings. If it is necessary for you to miss one of these meetings please notify the principal beforehand. Meetings will be called when deemed necessary by the school administration. Consideration will be given to insure that the meetings are as convenient as possible to all personnel.

Conference Period

The conference period is to be used to: plan for classes, input grades into the computer, meet or confer with parents or students and to meet or contact or coordinate activities with other personnel.

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

Paraprofessional and auxiliary employees

Support employees are employed at will and will 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.

Performance evaluation

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.

Appraisal Calendar

The appraisal period shall be from September 14, 2009 through May 7, 2010. Observations may not begin before September 14, 2009 and shall exclude November 25, December 11, and March 5. Observations must end before May 7, 2010.

Employee involvement

High Island ISD offers opportunities for involvement in matters that affect employees. As part of the district's planning and 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.

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.

Compensation and benefits

Salaries, wages, and stipends

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.

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the board. Classroom teachers, librarians, nurses, and counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra duty pay schedule.

Employees should contact the payroll clerk for more information about the district's pay schedules or their own pay.

Paychecks

All professional 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.

Payday is the 15th of each month. If the 15th falls on the weekend, pay date is Friday prior to the 15th.

Payroll deposit

The district offers employees payroll direct deposit. A notification period of 15 days prior to payroll is necessary for this service. Contact payroll clerk for more information about direct deposit.

Payroll deductions

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 FICA and Plan 457 contribution deducted.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, disability and cancer insurance; annuities; the Texas Tomorrow Fund. Employees may also request payroll deduction for payment of membership dues to professional organizations.

Travel expense reimbursement

Your principal must approve all travel in advance. When traveling to workshops that are required by the principal or superintendent, the school district will pay all reasonable expenses.

Meals paid for overnight trips only.

Workshop registration fee will be paid by the school district, but must be requested on pink requisition form and approved by Superintendent.

A school vehicle will be provided upon request, if one is available. If a school vehicle is not available, the school will reimburse you mileage at the rate specified by the state.

Employees shall pay expenses of family members accompanying them on trips. The Superintendent must approve these arrangements in advance.

Health, dental, and life insurance

Group health insurance coverage is available to employees of High Island 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 called Schedule of Benefits.

The insurance plan year is from September 1 through August 31. New employees must complete enrollment forms within the first week of employment.

Supplemental insurance benefits

At their own expense, employees may enroll in supplemental insurance programs for term life, cancer and disability. Premiums for these programs can be paid by payroll deduction. Employees should contact payroll clerk 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.

Teacher retirement

All personnel employed on a regular basis for at least one half of the normal work schedule are members of the Texas Teacher Retirement System (TRS). Substitute's 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 payroll clerk as soon as possible. Information on the application procedures for TRS benefits are available at the administration office. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call (800) 2238778 or (512) 3976400. TRS information is also available on the Web (www.trs.state.tx.us)

Leaves and Absences

Personal leave

If there is a need for you to take a personal day, you must have an "Absent From Duty Report" filled out and turned in to the principal's office at least 3 days in advance for approval. Absences for any other reason-inform Mrs. Bobino (286-5778) (363-0458) in plenty of time to get a substitute. If you become ill during the night please call Mrs. Bobino by 6:15a.m. so there is time to secure a substitute. When you are absent see Mrs. Bobino to sign an "Absent from Duty Report" the first day back on the job.

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 may retain any compensation they receive for this service.

Employee conduct and welfare

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 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 reprinted below:

Code of Ethics and Standard Practices for Texas Educators

The Texas educator should strive to create an atmosphere that will nurture to fulfillment the potential of each student.

The educator is responsible for standard practices and ethical conduct toward students, professional colleagues, parents, and the community. In conscientiously conducting his or her affairs, the educator shall exemplify the highest standards of professional commitment.

PRINCIPLE 1: Professional Ethical Conduct

The Texas educator should endeavor to maintain the dignity of the profession by respecting and obeying the law, demonstrating personal integrity, and exemplifying honesty.

1. The educator shall not intentionally misrepresent official policies of the school district or educational institution and shall clearly distinguish those views from personal attitudes and opinions.
2. The educator shall honestly account for all funds committed to his charge and shall conduct his financial business with integrity.
3. The educator shall not use institutional or professional privileges for personal or partisan advantage.
4. The educator shall accept no gratuities, gifts, or favors that impair or appear to impair professional judgment.
5. The educator shall not offer any favor, service, or thing of value to obtain special advantage.
6. The educator shall not falsify records, or direct or coerce others to do so.

PRINCIPLE II: Professional Practices and Performance

The Texas educator, after qualifying in a manner established by law of regulation, shall assume responsibilities for professional teaching practices and professional performance and shall continually strive to demonstrate competence.

1. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications and shall adhere to the terms of a contract or appointment.
2. The educator shall not deliberately or recklessly impair his or her mental or physical health or ignore social prudence, thereby affecting his or her ability to perform the duties of his or her professional assignment.
3. The educator shall organize instruction that seeks to accomplish objectives related to learning.
4. The educator shall continue professional growth.
5. The educator shall comply with written local school board policies, Texas Education Agency regulations, and applicable state laws.

PRINCIPLE III: Ethical Conduct toward Professional Colleagues

The Texas educator, in exemplifying ethical relations with colleagues, shall accord just and equitable treatment to all members of the profession.

1. The educator shall not reveal confidential information concerning colleagues, unless disclosure serves professional purposes or is required by law.
2. The educator shall not willfully make false statements about a colleague or the school system.
3. The educator shall adhere to written local school board policies and legal statutes regarding dismissal, evaluation, and employment practices.
4. The educator shall not interfere with a colleague's exercise of political and

citizenship rights and responsibilities.

5. The educator shall not discriminate against, coerce, or harass a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.
6. The educator shall not intentionally deny or impede a colleague in the exercise or enjoyment of any professional right or privilege.
7. The educator shall not use coercive means or promise special treatment in order to influence professional decisions or colleagues.
8. The educator shall have the academic freedom to teach as a professional privilege, and no educator shall interfere with such privilege except as required by state and/or federal law.

PRINCIPLE IV: Ethical Conduct toward Students

The Texas educator, in accepting a position of public trust, should measure success by the progress of each student toward realization of his potential as an effective citizen.

1. The educator shall deal considerately and justly with each student and shall seek to resolve problems including discipline according to law and school board policy.
2. The educator shall not intentionally expose the student to ridicule.
3. The educator shall not reveal confidential information concerning students unless disclosure serves professional purposes or is required by law.
4. The educator shall make reasonable effort to protect the student from conditions detrimental to learning, physical health, mental health, or safety.
5. The educator shall not deliberately distort facts.
6. 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.
7. The educator shall not unreasonably restrain the student from independent action in the pursuit of learning or deny the student access to varying points of view.

PRINCIPLE V: Ethical Conduct toward Parents and Community

The Texas educator, in fulfilling citizenship responsibilities in the community, should, cooperate with parents and others to improve the public schools of the community.

1. The educator shall make reasonable effort to communicate to parent's information that lawfully should be revealed in the interest of the student.
2. The educator shall endeavor to understand community cultures, and relate the home environment of students to the school.
3. The educator shall manifest a positive role in school public relations.

Sexual harassment

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:

- Submissions 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 sexually harassed by another employee are encouraged to come forward with complaints. The district will promptly investigate all allegations of sexual harassment and will take prompt appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of other employees.

Tobacco use

Smoking or using tobacco products is prohibited on all district owned property and at school-related or school-sanctioned activities. 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.

Visitors in the workplace

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

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

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 may 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 the principal or district technology coordinator.

General procedures

Bad weather closing

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late or to release students early, school officials will notify the area radio and television stations.

KTRK TV – Channel 13
KHOV TV – Channel 11
KPRC TV – Channel 2
KBMT – Channel 6 (Beaumont)

Emergencies

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.

Fund-raisers

Each organization is allowed to conduct one fundraiser per year. All fundraisers must be approved by the principal and should be coordinated with other fundraising activity. Turn in money as collected and issue a receipt for all money collected. Receipt books are available in Mrs. Leger's office. Checks are not to be held longer than three days. Fund-raising money is public funds and requires proper authorization for all expenditures. These funds are accountable through the activity fund in Mrs. Leger's office.

Purchasing procedures

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

Because we are spending public funds, we are held to a higher standard of accountability. When spending public funds receipts and invoices are required and no expenditures can occur without proper documentation.

To Request Money or Check:

- **Complete a Pink Sheet/Special Requisition form:**
- Fill in all information other than budget coding.
- We must have a mailing address, and on individuals a social security number in order to make payment.
- **Get approval from Principal.**
- Send completed and approved Pink Sheet over to the Administration Office.
- **Mrs. Quick will review the request and either grant or deny final approval.**
- Check will be cut and returned per your instruction. If the check needs to be mailed, include all instructions and the check will be mailed out as soon as possible.
- **Make purchase or payment and obtain a receipt.** You are responsible for returning receipts for any purchases made with public funds.
- There are no receipts required for meal money (per diem), which is obtained prior to travel. However, if you travel and then request meals, you will need to furnish receipts in order to obtain reimbursement. **Meals paid for overnight trips only.**
- **Return receipts and excess cash to the Administration Office.**

To Order Equipment /Parts/ Materials/ Supplies:

- **Complete a Purchase Order Form.**
- Fill in all information other than budget coding. Include an address and phone numbers for the vendor. If it is an individual, a social security number is also required. Provide as much information as possible.
- **Get approval from Principal.**
- Send over to Administration Office.
- **Mrs. Quick will review the request and either grant or deny final approval.**
- **A Purchase Order number will be issued.**
- The Pink and White copies will be returned to you. You may need to send one copy to the vendor for placing the order and you keep one copy.
- **Contact your vendor and place the order.** Be sure that the order reflects the same materials that are requested when obtaining a purchase order. **If there are material changes in the order, the purchase order will need to be changed.**
- When order arrives, send over pink copy and packing slip invoice.
- Note whether or not the order is complete and ready for payment.
- Payment will be issued to vendor.

- a. Changes that are made throughout the year should be in writing and turned into the office two weeks before the payroll date. There are payroll change forms available in Mrs. Bobino's office or Mrs. Leger's office.
- b. Sick leave or absence from duty sheet should be filled out completely, signed by the employee and the principal. It is very important to complete the cause of absence...personal or school related.
- c. **Please sign in and out. Even if you have to do it the next day. If you are out, write in the spot "out", instead of leaving it blank.**
- d. Direct deposit is available to employees of High Island ISD. The only time to sign up for this is September and February.
- e. W-4's can be changed anytime during the school year...two weeks before a pay period.

Student Activity Funds

- a. Requests for monies should be made on the Blue form that has Activity Requisitions on the top. These should be filled out completely with the name of your account in the right hand corner. The Principal should sign these forms for approval before checks can be written. Always attach receipts to these blue sheets as soon as possible for audit purposes. This is a must!
- b. Anything ordered that will go through the Activity Fund must have an Activity Fund Purchase order.
- c. Deposits to the activity accounts must be counted before turning into the office for your receipt. A form should be made for the deposit with the amount of money being turned in with a signature of who counted the money. Receipt books are available for the different groups that take up money. Turn in the yellow copy with your deposit and signed form.

Termination of employment

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 principal, supervisor or superintendent. Contract employees may resign at any other time only with the approval of the board of trustees or its designee. Resignation without the consent of the board may result in disciplinary action by the State Board for Educator Certification.

The superintendent will notify the State Board for Educator Certification when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in Reports to the State Board for Educators Certification.

Student-Issues

Student discipline:

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.