



...where the best begins

Employee Handbook



2009 – 2010

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

WEST INDEPENDENT SCHOOL DISTRICT

INTRODUCTION

Dear Faculty and Staff,

I bring you greetings from the Board of Trustees of the West Independent School District.

As we begin our new year, I want to take this opportunity to welcome all of our new employees to the district. I would also like to express the gratitude of the entire Board of Trustees to our returning employees for past service and dedication. We are in changing times and the education process continues to get more difficult. Your efforts to deal with these changes while providing our children with a great education are certainly appreciated.

I would encourage each of you to become as active in our district as you can. I urge you to attend our school board meetings to keep abreast of changes that occur in our district. I know that I speak for the entire board when I ask you to always feel free to discuss any ideas or concerns with your campus administration, central administration or school board members. After all, this is our school...yours and mine.

Again, thank you for your service and dedication. I know that with your help, we will have a very successful and productive 2009-'10 school year.

Sincerely,

David Kolar
President, West ISD Board of Trustees

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 Dr. Jan Hungate, Assistant Superintendent.

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

I encourage you to refer to this handbook as often as needed. Hopefully it will assist you in performing the duties of your assignment with confidence, effectiveness, and personal satisfaction.

Best wishes for a very rewarding and successful school year.

Marty Crawford, Ed.D.
Superintendent

INTRODUCTION	1
WEST ISD BOARD OF TRUSTEES AND ADMINISTRATION	7
BOARD OF TRUSTEES	7
ADMINISTRATION	7
EMPLOYMENT	8
EQUAL EMPLOYMENT OPPORTUNITY	8
JOB VACANCY ANNOUNCEMENTS	8
SCHOOL DAY	8
DAYS OF SERVICE	8
DRESS AND GROOMING	8
ATTENDANCE AT FACULTY MEETINGS	8
ATTENDANCE AT PTO MEETINGS AND OTHER SCHOOL FUNCTIONS	9
MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS	9
EMPLOYMENT AFTER RETIREMENT	9
CONTRACT AND NONCONTRACT EMPLOYEES	9
SEARCHES AND ALCOHOL AND DRUG TESTING	9
HEALTH SAFETY TRAINING	10
ASSIGNMENT AND REASSIGNMENT OF PERSONNEL	10
WORKLOAD AND WORK SCHEDULES	10
NOTIFICATION TO PARENTS REGARDING QUALIFICATIONS	11
OUTSIDE EMPLOYMENT INCLUDING PRIVATE TUTORING	11
PERFORMANCE EVALUATION	11
EMPLOYEE INVOLVEMENT	11
STAFF DEVELOPMENT	11
ASSESSMENT OF PROFESSIONAL STAFF PERFORMANCE	12
INSTRUMENT FOR ASSESSMENT OF PROFESSIONAL STAFF PERFORMANCE	12
COMPENSATIONS AND BENEFITS	13
SALARIES, WAGES and STIPENDS	13
ANNUALIZED COMPENSATION	13
PAYCHECKS	13
AUTOMATIC PAYROLL DEPOSIT	13
PAYROLL DEDUCTIONS	13
OVERTIME COMPENSATION	14
TRAVEL EXPENSE REIMBURSEMENT	14
HEALTH, DENTAL and LIFE INSURANCE	15
SUPPLEMENTAL INSURANCE BENEFITS	15
CAFETERIA PLAN BENEFITS (SECTION 125)	15
WORKER'S COMPENSATION INSURANCE	16
UNEMPLOYMENT COMPENSATION INSURANCE	16
TEACHER RETIREMENT	16
LEAVES AND ABSENCES	16
PERSONAL LEAVE	17
SICK LEAVE	17
LOCAL LEAVE	17
FAMILY AND MEDICAL LEAVE (FMLA)-GENERAL PROVISIONS	18
TEMPORARY DISABILITY LEAVE	20
WORKER'S COMPENSATION BENEFITS	20
ASSAULT LEAVE	20
BEREAVEMENT LEAVE	20
JURY DUTY	20
OTHER COURT APPEARANCES	21
MILITARY LEAVE	21
EMPLOYEE RELATIONS AND COMMUNICATIONS	21
EMPLOYEE RECOGNITION AND APPRECIATION	21
DISTRICT COMMUNICATIONS	21
COMPLAINTS AND GRIEVANCES	21

EMPLOYEE CONDUCT AND WELFARE	22
STANDARDS OF CONDUCT	22
CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS.....	22
DISCRIMINATION, HARASSMENT, AND RETALIATION	23
HARASSMENT OF STUDENTS	24
ALCOHOL- and DRUG-ABUSE PREVENTION.....	24
REPORTING SUSPECTED CHILD ABUSE.....	24
FRAUD AND FINANCIAL IMPROPRIETY	24
CONFLICT OF INTEREST	25
GIFTS AND FAVORS	25
ASSOCIATIONS AND POLITICAL ACTIVITIES.....	25
SAFETY	25
TOBACCO USE.....	26
CRIMINAL HISTORY BACKGROUND CHECKS.....	26
EMPLOYEE ARRESTS AND CONVICTIONS	26
POSSESSION OF FIREARMS AND WEAPONS	26
VISITORS IN THE WORKPLACE.....	26
COPYRIGHTED MATERIALS	27
COMPUTER USE AND DATA MANAGEMENT	27
ASBESTOS MANAGEMENT PLAN	29
PEST CONTROL TREATMENT	29
GENERAL PROCEDURES.....	29
BAD WEATHER CLOSING	29
EMERGENCIES	29
WEST INDEPENDENT SCHOOL DISTRICT EMERGENCIES	30
SAFETY & EMERGENCY RESPONSE PROCEDURES.....	31
PURCHASING PROCEDURES	33
PROCEDURES FOR PROCESSING OF PURCHASE ORDERS	33
NAME AND ADDRESS CHANGES	33
PERSONNEL RECORDS	34
BUILDING USE.....	34
VIDEO POLICY.....	34
ACTIVITY FUNDS	34
TERMINATION OF EMPLOYMENT.....	35
RESIGNATIONS	35
DISMISSAL OR NONRENEWAL OF CONTRACT EMPLOYEES.....	35
DISMISSAL OF NONCONTRACT EMPLOYEES.....	35
EXIT INTERVIEWS AND PROCEDURES.....	36
REPORTS TO THE STATE BOARD FOR EDUCATOR CERTIFICATION	36
REPORTS CONCERNING COURT-ORDERED WITHHOLDING.....	36
STUDENT ISSUES.....	36
EQUAL EDUCATIONAL OPPORTUNITIES	36
STUDENT RECORDS.....	36
PARENT AND STUDENT COMPLAINTS.....	37
ADMINISTERING MEDICATION TO STUDENTS	37
DIETARY SUPPLEMENTS	37
PSYCHOTROPIC DRUGS	37
STUDENT DISCIPLINE.....	37
STUDENT ATTENDANCE	37
BULLYING.....	38
CORPORAL PUNISHMENT	38
HAZING	38
EMPLOYEE HANDBOOK RECEIPT	39

VISION STATEMENT

The West Independent School District, with children as its first priority, strives to provide a safe, rigorous, stimulating academic environment in which students find both challenge and support to exceed state and federal standards while acquiring skills to make life long choices.

MISSION STATEMENT

West Independent School District is a community of learners. We strive to provide a rigorous, stimulating academic environment in which students, our first priority, find both challenge and support. We nurture a sense of curiosity, connection, and love of learning that extends beyond school years. We believe that exceeding state and federal academic standards is a non-negotiable. With equal regard, we support the development of social skills by encouraging a fundamental respect for oneself, our environment, and the larger world.

We believe that all students deserve to be surrounded by adults who believe they are capable of high achievement. We believe that every child deserves to be surrounded by a culture of high expectations and a rich array of options for the future. We believe that every child deserves dedicated educational and career guidance in order to define the pathways to the options he or she chooses. We believe that every child deserves quality curriculum, instruction, and services to be able to realize his or her personal aspirations by making well informed choices.

For the West ISD mission to succeed, a cooperative effort must exist among all stakeholders: community, parents, school staff, administrators, and the board of trustees.

West ISD Commitments

- We commit to placing exceptional educators at every school through solid hiring systems
- We commit to implementing innovative learning strategies in every classroom through inventive professional practice targeting research-based best practices
- We commit to practicing fiscal stewardship through conservative methodology and transparency
- We commit to operating the district by seeking community and stakeholder involvement throughout the decision making cycle
- We commit to providing competitive learning and attractive work environments for students and staff by providing safe, clean, and comfortable facilities

PHILOSOPHY

The future of a dynamic, democratic society demands that education be of such nature that teachers and students may exercise individual initiative, freedom of expression, and freedom of choice to the extent that in the exercise of these freedoms, the freedoms of others are respected. The purpose of education shall be to transmit the social and political heritage of America and to help each pupil develop into a healthy, wholesome individual capable of adjusting to an ever-changing environment and qualified to discharge his responsibilities as a citizen.

The curriculum, which should be in a continuous state of reorganization, should be so constructed as to meet the needs of society and at the same time meet the present needs and desirable interests of the pupils. The curriculum should call for wholesome activities on the part of the students.

The methods used by the teachers should create interest within the students and motivate them to engage in desirable, constructive activities, which are essential for the wholesome development of the individual and the ongoing of society. Teachers should challenge their pupils to develop habits to logical thinking, which will enable them to function as integrated personalities in a complex and cosmopolitan society.

While recognizing the importance of the home and the roles of other agencies in providing education, the staff of the school should assume the responsibility of guiding, directing, and counseling students so that they may be able to think, choose, and evaluate for themselves. The staff also has the duty of motivating and stimulating students in desirable directions. Another responsibility of the staff is setting an example of good citizenship in school life and society in general.

DISTRICT OBJECTIVES

The total school program should motivate pupils to participate in activities that will lead them to:

1. Acquire the best mental and physical health possible.
2. Obtain those fundamentals and skills which are essential in carrying on the ordinary routine of life in the present day of civilization.
3. Develop a social consciousness to the extent that they will act in conformity with the greatest good of all other members of society.
4. Appreciate good environment to the extent that they enjoy group life and group culture.
5. Contribute to the ongoing of society by preserving and passing group culture.
6. Obtain information and knowledge concerning vocations and make the essential preparation for success in the vocation of their choice.
7. Acquire a love of learning and pursue knowledge individually, now and in the future, being aware of the available sources of information and using them efficiently.
8. Accept worthwhile values and desirable standards of conduct and at all times use discriminating choice and judgment in social reactions.
9. Resort to personal initiative and critical thinking in meeting the crises of life and maintain flexibility of thought and conduct in all human relationships.
10. Become good citizens, interested in all civic matters pertaining to the welfare of the community, state, nation and world.
11. Acquire some information and knowledge which will make them active in those phases of economic planning that are of interest to the public in general.
12. Contribute to the comfort, happiness, and health of the members of the immediate family and group life.
13. Develop an appreciation and understanding of personal efficiency to the extent that they will take some time for constructive leisure and recreational activities.

2009 – 2010

West Independent School District



Legend

- New Teacher Orientation
- Teacher Preparation Day
- Staff Development
- Holiday
- ⊗ Holiday/Make-up Bad Weather Day
- [] Six-Weeks Begins
- { } Six-Weeks Ends
- { } Report Cards Go Out
- ☆ Testing Dates
- < > Semester Exams
- Staff Development/Comp Day

JULY 2009

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2009

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	⊗	⊗	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2009

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2009

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	☆	☆	☆	☆	24
25	26	27	28	29	30	31

NOVEMBER 2009

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2009

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
<13	14	15	16	17	18	19 >
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2010

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2010

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2010

S	M	T	W	T	F	S
	☆	2	☆	☆	☆	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2010

S	M	T	W	T	F	S
				1	2	3
4	☆	☆	7	☆	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	☆	☆	☆	☆	☆	

MAY 2010

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	☆	19	☆	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2010

S	M	T	W	T	F	S
<	1	2	3	4	5	>
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	☆	☆			

Holidays

- July 3-4.....Independence Day
- Sept. 7.....Labor Day
- Nov. 25-27.....Thanksgiving
- Dec. 21-Jan. 1.....Christmas
- Mar 15-19.....Spring Break
- April 2.....Good Friday
- May 31.....Memorial Day

Bad Weather Days

- May 3.....Bad Weather Day
- May 28.....Bad Weather Day

Teacher Workdays-

Staff Development/Student Holidays

- Aug 12-13.....New teacher orientation
- Aug. 17, 18, 19,20.....Staff Development
- Aug. 21.....Workday
- Oct. 12.....Staff Development
- Jan 18.....Staff Dev/Comp
- Feb. 15.....Staff Dev/Comp
- June 3.....Staff Development
- June 4.....Workday

Grading Periods

- Aug. 24- Oct 2.....29 days
- Oct. 5 – Nov 6.....24 days
- Nov. 9-Dec 18.....27 days
- Jan. 4-Feb. 19.....33 days
- Feb. 22-April 16.....34 days
- April 19-June 2.....30 days

Report Cards Go Out

- 1st Grading Period.....Oct. 8
- 2nd Grading Period.....Nov. 12
- 3rd Grading Period.....Jan. 7
- 4th Grading Period.....Feb 25
- 5th Grading Period.....Apr. 22
- 6th Grading Period.....end of school year

First/Last Day of School

- First day of classes.....Aug. 24
- Last day of classes.....June 2
- Middle School Promotion.....June 2
- High School Graduation.....TBA

WEST ISD BOARD OF TRUSTEES AND ADMINISTRATION

BOARD OF TRUSTEES

David Kolar, President
Larry Sparks, DDS, Vice-President
Larry Hykel, Secretary
Crystal Anthony, M.S.Ed., Member
Alvin Soukup, Member
Missy Sulak, Member
Ken Sykora, Member

Board of Trustees Policies:

BA, BB, BD and BE series

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal law and regulations.

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

The board usually meets the second Wednesday of each month at 6:30 p.m. at the West High School Lecture Hall. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the West ISD Administration Office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice. The meeting notice is also posted on the West ISD website at www.westisd.net

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

ADMINISTRATION

801 N. Reagan St.
West, Texas 76691
254-826-7500 (254-826-7503, fax)

BUSINESS OFFICE

800 Jerry Mashek Dr.
West, TX 76691
254-826-3308 (254-826-3342, fax)

WEST HIGH SCHOOL

1008 Jerry Mashek Drive
(254) 826-7510

WEST MIDDLE SCHOOL

406 W. Shook
(254) 826-7520

WEST INTERMEDIATE SCHOOL

1212 N. Reagan
(254) 826-7530

WEST ELEMENTARY SCHOOL

209 N. Harrison
(254) 826-7540

BROOKHAVEN YOUTH RANCH

5467 Rogers Hill Rd.
(254) 829-9652

Dr. Marty Crawford, Superintendent
Dr. Jan Hungate, Assistant Superintendent

Peggy Kissinger, Executive Director of Finance
Charles Mikeska, Business Manager

Wayne Leek, Principal
Jeremy McCaig, Asst. Principal
Angela Heath and Gary Parady, Counselors
Grady Fulbright, Principal
Jerrod Barton, Asst. Principal
Kristie Bryant, Counselor
Michele Scott, Principal
Alison Janek, Counselor

Robert Fleming, Principal
Alison Janek, Counselor

Theresa Soukup, Campus Director/Principal

EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

Policies DAA, DIA

The West ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. 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 basis listed above should contact Dr. Jan Hungate, Assistant Superintendent.

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, campus offices, and the district website www.westisd.net.

SCHOOL DAY

All instructional personnel for all campuses shall be at school by 7:45 a.m. and shall not leave until 3:45 p.m. Duty teachers must arrive earlier and stay later as required by the building principal. In addition, all instructional personnel will sign in and sign out in the principal's office or other designated area.

DAYS OF SERVICE

Employees currently working in 10-month positions must provide a minimum of 187 days of service. Those employees working in 11-month positions must provide a minimum of 207 days of service, and those in 12-month positions must provide 226 or 238 days of service depending on position.

DRESS AND GROOMING

Faculty members must be neat, well groomed and dress in a professional manner. When in the opinion of the school administration, the dress or grooming of a faculty member becomes a detriment to the individual, students, or to the learning process, the administration may ask the faculty member to make appropriate changes. Extreme hair and dress styles are discouraged.

Every week, professional staff (Administrators, Counselors, Teachers, etc.) will observe the first four days of the week as days for professional attire (appropriate attire other than blue jeans and t-shirts). Clerical and teaching support staffs (such as secretaries or teacher aids, etc.) are expected to practice this philosophy as well, if daily duties allow for it. Auxiliary support staff (such as maintenance or custodial personnel) will continue their practice of working in attire appropriate for their assigned duties as discussed with supervisors.

To advertise the essence of West schools, West ISD is designating every Friday of the school week as *Spirit Day*, celebrating the exceptional students and dedicated professionals that represent the district. To qualify for Friday *Spirit Day*, staff members may work in a relaxed mode of dress by wearing a West school or West district specific shirt of their choice such as a t-shirt, polo, or knit shirt. To accompany the school spirit ensemble, staff members may wear jeans if they chose.

All staff members are encouraged to participate in *Spirit Day*, championing a school district committed to graduating students college and community ready while celebrating a team atmosphere that makes West ISD an exceptional choice of employment.

ATTENDANCE AT FACULTY MEETINGS

Two kinds of faculty meetings are held – general district faculty meetings that are attended by all faculty members within the district. Campus faculty meetings are attended only by staff members of a particular campus. Every teacher is expected to be present for all faculty meetings for which he/she is scheduled. If circumstances make it impossible for a teacher to attend, this should be discussed with the building principal.

ATTENDANCE AT PTO MEETINGS AND OTHER SCHOOL FUNCTIONS

Because to pupils and parents, a teacher's presence at PTO meetings and other school functions, or activities, is visible evidence of the teacher's interest in his pupils and his profession, and because example is as important as precept, the teacher's presence and participation in school activities is encouraged and expected.

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

Teachers are eligible for membership in professional organizations at the local, state, and national levels. While membership is not mandatory, it is an excellent opportunity to engage in professional growth.

EMPLOYMENT AFTER RETIREMENT

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

CONTRACT AND NONCONTRACT EMPLOYEES

Policies DC, DCA, DCB, DCD, DCE

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

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

Term contracts - Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. Campus principals and central office administrators are employed under two or three year term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract and upon request, employment policies which are also available online.

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

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

SEARCHES AND ALCOHOL AND DRUG TESTING

Policy DHE

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover

evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, work areas, including district-owned computers, lockers, and private vehicles parked on district premises or worksites or used in district business.

Employees required to have a commercial driver's license. Any employee whose duties require 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 if their duties include 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 if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing 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 district assistant superintendent.

HEALTH SAFETY TRAINING

Policies DBA, DMA

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

ASSIGNMENT AND REASSIGNMENT OF PERSONNEL

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy **DGBA (Local)**.

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by March 1. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the administration office and must be approved by the receiving supervisor.

WORKLOAD AND WORK SCHEDULES

Policies DEA, DL

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

Classroom teachers will have planning periods for instructional preparation, including conferences. The schedule of

planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week.

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 campus principal or supervisor.

NOTIFICATION TO PARENTS REGARDING QUALIFICATIONS

Policies DK, DBA

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

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

OUTSIDE EMPLOYMENT INCLUDING PRIVATE TUTORING

Policy DBD

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best of interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

PERFORMANCE EVALUATION

Policies DN, DNA, DNB

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

EMPLOYEE INVOLVEMENT

Policies BQA, BQB

At both the campus and district levels, West ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office.

STAFF DEVELOPMENT

Policy DMA

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

All professional personnel and teacher aides are required to be on duty from 8:00 A.M. until 4:00 P.M. on staff development days. Individuals holding renewable SBEC certificates are responsible for obtaining the required

training hours and maintaining appropriate documentation.

West ISD strongly encourages each staff member to take part in appropriate staff development that will assist the staff member to further develop the skills needed to better serve the students of West ISD. Therefore, West ISD has subscribed to an online library of Computer Based Training (CBT) courses that will provide CPE credits and covers a vast list of useful and necessary topics. (<http://westisd.howtomaster.com> a user login is needed, contact the technology department for more information)

Region 12 Education Service Center offers highly beneficial trainings and workshops that have been extremely beneficial to our staff members in the past. West ISD has entered into local service agreements with Region 12 Education Service Center to provide staff development needs for West ISD. Occasionally, staff development may need to occur outside of the Region 12 ESC service area. This will be handled on a case-by-case basis and requires prior approval.

If you are interested in attending staff development, you need to obtain authorization from your campus principal or immediate supervisor first. After approval is granted, complete a Region 12 Event Registration Form or other appropriate registration form, have your principal or immediate supervisor initial the registration form, and then forward that form to the Assistant Superintendent. From that point, the Assistant Superintendent will register each staff member for the workshop and will complete the purchase order for registration purposes. Meals, mileage, and/or hotels will be taken care of through each campus budget. Registering for a workshop without following this procedure will result in the staff member involved being responsible for the registration fees that were incurred.

ASSESSMENT OF PROFESSIONAL STAFF PERFORMANCE

The appraisal observations shall be prohibited on the day before and the day after a school holiday, on days scheduled for end-of-semester or end-of-year examinations, and days scheduled for TAKS or other standardized tests. Teachers shall be given a one (1) week window in which their appraisal will be done.

Teacher appraisals shall include:

- At least one classroom observation of a minimum of 45 minutes (with additional walk-throughs at the discretion of the appraiser. Shorter segments may be used if the teacher and appraiser agree.;
- A written summary given to teachers within 10 working days after completion of an observation;
- A pre- and post-observation may be done at the request of the teacher or appraiser;
- Revision of Section I (if necessary) and completion of Section II and III of the TSR shall be given the principal at least two weeks prior to the summative annual conference;
- Cumulative data of written documentation;
- A written summative annual appraisal report; and
- A summative annual conference

A written summative annual appraisal report shall be shared with the teacher no later than 5 working days before the summative conference and no later than 15 working days before the last day of instruction. This written summative annual appraisal report shall be placed in the teacher's personnel file by the end of the appraisal period.

INSTRUMENT FOR ASSESSMENT OF PROFESSIONAL STAFF PERFORMANCE

An example of the instrument used for teacher assessment under the Professional Development and Appraisal System (PDAS) is available from the campus principal.

COMPENSATIONS AND BENEFITS

SALARIES, WAGES and STIPENDS

Policy DEA, DEAA

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 employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See Overtime Compensation.)

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact the business office for more information about the district's pay schedules or their pay.

ANNUALIZED COMPENSATION

Policy DEA

The district pays all employees over a period of 12 months regardless of the number of months employed during the school year. Employees will be paid in equal monthly payments, beginning with the first pay period of the school year. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

PAYCHECKS

All employees are paid in 12 equal monthly payments. Except in instances that warrant otherwise, salary checks are issued on or about the 26th of each month. 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 to the employee or may be picked up at the Business Office.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. Contact the business office if you have questions about your payroll statement.

The schedule of pay dates for the 2009-2010 school year follows unless notified of a date change:

September 25	October 26	November 24	December 18	January 26	February 26
March 26	April 26	May 26	June 25	July 26	August 26

No checks will be released before the pay schedule dates.

AUTOMATIC PAYROLL DEPOSIT

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

PAYROLL DEDUCTIONS

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) and Social Security employee contribution for all auxiliary personnel
- Federal income tax
- Medicare tax applicable only to employees hired after March 31, 1986.

Non-certified employees that are in a position of at least 20 hours per week or 4 hours per day are subject to both TRS and Social Security.

All employees that consistently work 20 hours a week are eligible to have a portion of their paycheck deposited to a 403(b) account. This is a deferred retirement account.

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

OVERTIME COMPENSATION

Policy DEA

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

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

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

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval as workload permits, or at the supervisor's direction.
- An employee may be required to use comp time before using any other available paid leave, (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.
- When overtime is approved prior to working, earnings or comp time must be chosen at that time.
- If overtime is not approved prior to work, comp time will be given. Working overtime without prior approval is grounds for dismissal.

TRAVEL EXPENSE REIMBURSEMENT

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and the business office must give approval and have a purchase order for the estimated amount. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Travel expenses without required prior approval will not be reimbursed. Employees must submit receipts, if applicable, to be reimbursed for expenses other than mileage. There will be no mileage reimbursement for mileage between campuses.

Transportation: The mileage rate for travel reimbursement will be in accordance with the district's current guidelines. An employee who is traveling between the employee's residence and duty point may be reimbursed for mileage not to exceed the number of miles from the employee's place of employment to the duty point.

Whenever possible, a district vehicle should be used. Please try to reserve these two weeks prior to your travel. Transportation requests are to be turned in to the Transportation Director. If a district vehicle is not available, you may be reimbursed for mileage.

If more than one person is attending the same day and the same itinerary, only one person out a group of four will be reimbursed for mileage. The group may split the mileage. (ex. Two employees are traveling to Austin. One employee would fill out a request for one half the mileage and the other employee for the other half.) District vehicles will be charged at the current usage rate. This is subject to change during the year considering gasoline prices.

Meals and Lodging: Meals will be reimbursed for trips that are out of town. Meals will only be paid to the amount of receipts submitted with a request for reimbursement. The maximum amount that will be reimbursed is \$36.00 per day. A credit card receipt will NOT be accepted as a receipt for reimbursement. A detailed receipt or cash register receipt must be submitted. If an establishment will not give multiple receipts for a table, a copy can be submitted with each employee's or officer's expenses detailed. If the check is shared by multiple districts, a detailed list can be made and signed by the employee and one other person from another district. Tips can be included as part of the meal expense. A credit card receipt can be submitted for the amount of the tip or up to \$2.00 per meal can be submitted without a receipt.

Hotels can be reimbursed at a rate as designated by the interpretations of HB 898. This is typically \$85.00 per night, but there are exceptions. The District may be prohibited by state law from reimbursing any additional funds for hotel stays. If more than one person shares a room, each person may be subject to reimbursement of a maximum of \$85.00 per night. A detailed receipt must be submitted from the hotel. The District cannot reimburse Texas state sales tax. We are subject to city, local and states other than Texas sales tax and those amounts will be reimbursed. The taxes can be reimbursed in addition to the \$85.00 per night maximum. Amounts over \$85.00 may be paid by local funds if applicable. Federal funds are limited to \$85.00 for lodging.

Parking is an incidental expense and will be reimbursed with a receipt. The maximum amount that will be reimbursed is \$10.00 per day. A higher amount may be reimbursed if it is the lowest rate available at the hotel or event.

The amounts for the state maximum and the interpretations of HB 898 are subject to change. You will be informed of any changes that are made.

Employees must submit a Texas Hotel Occupancy Tax Exemption Certificate to lodging establishments. Employees will not be reimbursed for state taxes.

There will be no travel advances paid. All expenses will be on a reimbursed method.

HEALTH, DENTAL and LIFE INSURANCE

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are regularly scheduled to work at least 10 hours per week

TRS retirees who are enrolled in TRS-Care (retired health insurance program) and employees who are not contributing TRS members who are regularly scheduled to work less than 10 hours per week are not eligible to participate in TRS-ActiveCare.

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

SUPPLEMENTAL INSURANCE BENEFITS

Policy CRG

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

CAFETERIA PLAN BENEFITS (SECTION 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax

basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

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

WORKER'S COMPENSATION INSURANCE

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from School Comp, effective September 1, 2004. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to Catherine Boren at the Business Office. Employees who are unable to work because to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See **Workers' Compensation Benefits** under the **LEAVES AND ABSENCES** in this handbook for information on use of paid leave for such absences.

UNEMPLOYMENT COMPENSATION INSURANCE

Policy CRF

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

TEACHER RETIREMENT

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 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 the Business Office as soon as possible. Information on the application procedures for TRS benefits are available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web at www.trs.state.tx.us. See **EMPLOYMENT AFTER RETIREMENT** for information on restrictions of employment of retirees in Texas public schools.

LEAVES AND ABSENCES

Policy DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the business office for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Leave is available for the employee's use at the beginning of the school year. However, state personal and local sick leave is earned on annual basis. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. 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—in the case of personal illness—the employee’s fitness to return to work.

Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Effective with the 2009-2010 school year, a district may not restrict the order in which an employee may use state personal leave, state sick leave, and any additional personal leave provided by the district. Upon their return to work, employees must note on the Absence from Duty Form their preference of type of leave used. Personnel employed before 1995 may have accrued state sick leave. Also, professional employees are extended one local leave day as well as the state personal leave days accrued with each new school year.

PERSONAL LEAVE

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of one half (1/2) day for each 18 days. A day of earned personal leave is equivalent to an assigned workday. State personal leave accumulates without limit, is transferable to other Texas school districts and generally transfers to education service centers. There are two types of personal leave: non-discretionary and discretionary.

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

Discretionary. Leave 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 request to his or her principal or supervisor 3 days in advance of the anticipated absence. The effect of the employee’s absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

Discretionary leave may not last more than two consecutive workdays, except in extenuating circumstances as determined by the Superintendent.

Discretionary leave may not be taken on the following key days: on the day before a school holiday, the day after a school holiday, days scheduled for end of six-weeks tests, end-of-semester or end-of-year exams, days scheduled for TAKS tests or other scheduled state tests, the first or last week of school, or professional or staff development days. Extenuating circumstances for unapproved absences must be supported by a viable doctor’s excuse.

SICK LEAVE

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. State sick leave may be used for the following reasons only:

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

LOCAL LEAVE

Professional employees shall be granted one equivalent workday of non-cumulative local emergency/personal leave per school year. Prior approval for emergency/personal leave shall be obtained from the principal. Senate Bill 1669 of the 78th Legislature Session provides employees with the right to use available local sick or personal leave when called to active military service.

FAMILY AND MEDICAL LEAVE (FMLA)-GENERAL PROVISIONS

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

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

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

Military Family Leave Entitlements. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

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

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

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

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

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

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

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

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

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

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

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

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

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

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

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

For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

Local FMLA provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from July 1 through June 30.

Use of paid leave. Family and medical leave runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined leave for spouses. A husband and wife who are both employed by the district are limited to a combined total of 12 weeks of FMLA leave to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

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

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

TEMPORARY DISABILITY LEAVE

Certified employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

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

When an employee is ready to return to work, the campus principal should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. 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.

WORKER'S COMPENSATION BENEFITS

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

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

ASSAULT LEAVE

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person nonresponsible for purposes of criminal liability.

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

BEREAVEMENT LEAVE

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

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 shall be allowed to retain any compensation they receive for this service.

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. Employees may be required to submit documentation of their need for leave for court appearances. Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay.

MILITARY LEAVE

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, or reserve component of the United States 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 each federal fiscal year (October 1 – September 30). In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Re-employment after military leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active state military duty (Texas National Guard or Texas State Guard) 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 can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the administration office.

Continuation of health insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Business Office for details on eligibility, requirements and limitations.

EMPLOYEE RELATIONS AND COMMUNICATIONS

EMPLOYEE RECOGNITION AND APPRECIATION

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings and through special events and activities, such as district-wide Holiday Celebration party, district-wide end-of-year appreciation luncheon and on the West ISD website.

DISTRICT COMMUNICATIONS

Throughout the school year, the administration office and campus offices publishes brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. Information can also be accessed at www.westisd.net.

COMPLAINTS AND GRIEVANCES

Policy DGBA

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns or complaints is available at the district website at www.westisd.net

EMPLOYEE CONDUCT AND WELFARE

STANDARDS OF CONDUCT

Policy DH

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violations of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident. See **Reports to the State Board for Educator Certification** in the **Termination of Employment** section of this handbook for additional information.

The Code of Ethics and Standard Practices for Texas Educators, adopted by the State Board for Educator Certification, which all district employees must adhere to, 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 others to improve the public schools of the community.

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance

of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

3. Ethical Conduct toward Students

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

Standard 3.2 The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

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

Standard 3.4 The educator shall not exclude a student 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.

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

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

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

DISCRIMINATION, HARASSMENT, AND RETALIATION

Policies DH, DIA

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is available at the district's website at www.westisd.net.

HARASSMENT OF STUDENTS

Policies DF, DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See **REPORTING SUSPECTED CHILD ABUSE** in this section for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is available at the district website at www.westisd.net

ALCOHOL- and DRUG-ABUSE PREVENTION

Policies DH, DI

West ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use is available on the District's website at www.westisd.net.

REPORTING SUSPECTED CHILD ABUSE

Policy DF, DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by Texas Family Code and includes any sexual conduct involving an educator and a student or minor. Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Code of Ethics and Standard Practices for Texas Educators.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

FRAUD AND FINANCIAL IMPROPRIETY

Policy CAA

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

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions

- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

CONFLICT OF INTEREST

Policies BBFA, DBD

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

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

GIFTS AND FAVORS

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks may result in prosecution of a class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

ASSOCIATIONS AND POLITICAL ACTIVITIES

Policy DGA

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

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

Use of district resources, including work time, for political activities is prohibited.

SAFETY

Policy CK

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

Employees with questions or concerns relating to safety programs and issues can contact the campus principal or their supervisor.

TOBACCO USE

Policies DH, GKA, FNCD

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

CRIMINAL HISTORY BACKGROUND CHECKS

Policy DBAA

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

EMPLOYEE ARRESTS AND CONVICTIONS

Policy DH

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

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

Moral turpitudes includes, but is not limited to, the following

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Drug- or alcohol-related offenses
- Acts constituting abuse or neglect under the Texas Family Code

POSSESSION OF FIREARMS AND WEAPONS

Policies FNCG, GKA

Employees, visitors, and students are prohibited, with limited exceptions provided in board policy, from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or the campus principal 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 federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). 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 system, including its network access to the Internet, is primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

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

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 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 technology office.

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to employees of West ISD and students working under a teacher's supervision and for approved purposes only. (Students and their parents will be asked to sign a user agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.)

The following policy for acceptable use of computers and networks, including Tenet and the Internet, shall apply to all West ISD administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site technology administrator.

ON-LINE CONDUCT

1. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by West ISD policy or guidelines.
2. Employees may not distribute personal information about students, and it is not recommended to distribute personal information about themselves but this is done at the employee's own risk.
3. Users may not copy or download copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, West ISD policy, and administrative regulations.
4. Users may not upload or install programs to the computer or network. Users may not download or install software, especially those that may damage the West ISD's computer or network. Users may not download or install programs for their own personal use.
5. Users may not send or post messages, pictures that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. (A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.)
6. Users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
7. Employees should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the district or school, whether or not that was the user's intention.
8. Users may not waste West ISD resources related to the electronic mail system with excessive personal messages and "forwards".
9. Users may not gain unauthorized access to resources or information, e.g., personnel files or student records.
10. Users shall not take home technology equipment (hardware or software) without written permission of the supervisor and Technology Department.

11. Transmission of any material in violation of any US or state regulation is prohibited. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.
12. Users may not use the network while access privileges are suspended or revoked.
13. (Students are not allowed to print to network resources unless approved by Lab Coordinator/Teacher.)
14. (Students are prohibited from participating in any chat room or newsgroup accessed on the Internet, with the exception of supervised teacher planned activities. This includes the use of Internet/Intranet mail.) Such participation is permissible for employees, in accordance with West ISD policies.

Access to the West ISD computers/peripherals/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Any user identified as a security risk or as having violated West ISD and/or campus computer use guidelines may be denied access to the West ISD system. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with West ISD policies. Violations of law may result in criminal prosecution as well as disciplinary action by the West ISD.

The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of West Independent School District may request the system administrator to deny, revoke, or suspend specific user privileges (including students).

ETIQUETTE ON THE INTERNET

All users of the West Independent School Districts computers and networks are expected to abide by the generally accepted rules of network etiquette (netiquette). Informal rules of behavior have evolved for the use of and communication on the Internet and other on-line services. Breaches can result in "flaming"--harsh criticism by others on the Net--or restricted access to some resources on the Internet. These rules of behavior include (but are not limited to) the following:

1. Be polite. Do not become abusive in your messages to others. Messages typed in ALL capital letters are the equivalent of shouting and are considered rude.
2. Use appropriate language. Do not swear or use vulgarities, ethnic or racial slurs, or any other inflammatory language.
3. Do not reveal your personal address or phone numbers or that of other students or colleagues.
4. Do not pretend to be someone else when sending/receiving message.
5. The use of the West ISD system is for instructional/administrative uses. Personal use must be kept to a minimum so as to avoid an undue burden on the network and to prevent adverse effects on an individual's performance.

E-MAIL

All employees will be provided an email address and a way to access email while on duty. E-Mail is considered a valid form of communication and each employee is responsible for checking their account regularly. All messages are considered property of West ISD and are susceptible to monitoring and open records requests.

INTELLECTUAL PROPERTY RIGHTS

As agents of the district, employees shall have limited rights to work they create using the district's computers/peripherals/network. West ISD shall retain the right to use any product created by an employee even when the author is no longer an employee of the district. All data remains the property of West ISD.

VANDALISM PROHIBITED

Any malicious attempt to harm or destroy West ISD equipment or data or data of another user of the district's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of West ISD policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.

CONSENT REQUIREMENTS

No personally identifiable information about a West ISD student will be posted on a web page under the district's control unless the district has received written consent from the student's parent.

DISCLAIMER OF LIABILITY

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

Employees with questions about computer use and data management can contact the Technology office.

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 administration office and is available for inspection during normal business hours.

PEST CONTROL TREATMENT

Policy DI, CLB

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

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

GENERAL PROCEDURES

BAD WEATHER CLOSING

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late or to release students early, the area radio and television stations will be notified by school officials. Announcements as to whether or not school will be called off due to bad weather are made over the Waco and Hillsboro radio and TV stations.

Morning announcements on questionable days are usually made between 6:30 and 7:30 A.M. When no announcements are made, teachers and students shall assume that the school will be open.

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.

WEST INDEPENDENT SCHOOL DISTRICT EMERGENCIES

SEND FOR BUILDING PRINCIPAL AT ONCE- If necessary he/she will contact an ambulance and/or police.

HAVE SOMEONE STAY WITH THE VICTIM -- Preferably the teacher or school nurse.

REFER TO EMERGENCY PROCEDURE CARD FOR INDIVIDUAL STUDENT.

EMERGENCY NUMBERS

Ambulance		911
Fire		911
Police		911
Sheriff		911
Superintendent's Office		826-7500
Business Office		826-3308
West High School		826-7510
West Middle School		826-7520
West Intermediate School		826-7530
West Elementary School		826-7540
Brookhaven Youth Ranch		829-9652
School Nurses		
Betty Johnson	Dianne Griffin	Rebecca Kolar
WEST DOCTORS:		
Dr. Smith		826-5372
Dr. Eisma		826-3702
PS Medical Clinic		826-3865

EMERGENCY PROCEDURES TO FOLLOW UNTIL HELP ARRIVES

Bleeding:	Apply clean cloth to wound and then direct pressure. If on an extremity-elevate the extremity.
Burns:	Minor - Immerse in cold water to alleviate pain. Severe - Cover with sterile cloth.
Chemical Burns:	Flush with large amounts of water.
Conscious Choking:	*Get consent from the victim before giving care *Stand behind the victim with one of your legs between the victim's legs for support. Keep your head to the side of the victim's head. *With one hand, find the victim's belly button. *Make a fist with the other hand, and place the thumb side of the fist against the middle of the victim's abdomen, just above the belly button. *Grab the fist with the other hand and give quick, upward thrusts. *Each thrust should be a separate attempt to force the object out.
Fainting:	Keep victim flat: Tell him to breathe slowly and deeply.
Fractures:	Do not move. Keep injured extremity immobilized. Apply ice, if available.
Nosebleed:	Pinch nostrils together for 10 minutes. Keep victims in a sitting position.
Poisoning:	CALL 1-800-222-1222 FOR INSTRUCTIONS: If no answer call 202-2000, Hillcrest Medical Center

Seizures: Clear area of other students.
 Do not force anything into the mouth.
 Do not restrain.
 Turn to one side to prevent aspiration (choking) of secretion.
 Protect from injury-move hard object out of the way.
 Stay with the person during and after the seizure. Do not leave alone.
 The person will need to remain lying down in a quiet atmosphere for a few minutes.

Unconsciousness: Keep victim laying flat, head turned to the side.
 Keep airway open.
 Keep warm.
 If breathing stops:
 Tilt head back
 Pinch nose
 Give mouth-to-mouth resuscitation

IN ALL EMERGENCIES REMAIN CALM AND REASSURE VICTIM.

**SAFETY & EMERGENCY RESPONSE PROCEDURES
 BOMB/TERRORISTIC THREAT OR EMERGENCY EVACUATION PLAN**

In most cases, a bomb threat will be made over the telephone and the following procedures should be followed by the person receiving the call:

1. Remain calm and review procedures before you begin.
2. Notify the police immediately: **West Police 826-5311 or 911**
3. Notify the principal of the school so he/she may begin evacuation procedures.
4. Notify the administration office to begin busing procedures: 826-7500
5. Notify the safe shelter for your campus:
 (It should be noted here, that we do not want to disclose to students, parents, or to the public where these safe shelters will be. If anyone wished to bring harm to our students, they could also harm the safe shelter.)

WEST HIGH SCHOOL--	Not Published
WEST MIDDLE SCHOOL--	Not Published
WEST INTERMEDIATE SCHOOL --	Not Published
WEST ELEMENTARY SCHOOL--	Not Published

6. Notify the Superintendent or the central office
 The central office will notify the other schools that bus drivers are needed in the event that this is only happening at one campus.

**Safety and Emergency Response Procedures
 Bomb/Terroristic Threat or Emergency Evacuation Plan**

All Employees:

In most cases, a bomb threat will be made over the telephone. In the event that you are the one that takes the call, please do the following:

1. Remain calm.
2. Contact the principal or school secretary. They are the ones designated to begin the evacuation procedures. Both the principal and the school secretary have written procedures to follow that are not published to other persons.

Principals:

Begin evacuation procedures immediately:

Notify the students and teachers first by the intercom system. Calmly tell them that will activate our evacuation procedures and to please leave the building in an orderly fashion and to go to pre-designated areas. Remind students that any time they hear eight (8) quick rings of the bell, which means to evacuate the building and go to pre-determined areas to prepare to load buses to evacuate the campus.

Bells--8 quick rings of the bell.

WEST HIGH SCHOOL

Students will assemble at the area behind the northeast parking lot to await movement to the safe shelter. All coaches will go to this area to assist in directing students. Teachers will accompany students to maintain order and to calm fears.

Buses will load in the northeast parking lot to take students to the safe shelter. Teachers will help with order and traffic and will accompany the students.

WEST MIDDLE SCHOOL

Students will assemble on the football field (not in the bleachers) to await movement to the safe shelter. Coaches are asked to help organize and lead the students and all teachers will accompany students to maintain order and to calm fears.

WEST INTERMEDIATE SCHOOL

Students will assemble on the track field. All teachers will accompany students to maintain order and to calm fears.

WEST ELEMENTARY SCHOOL

Students will leave the building as if a fire drill, but all students will go to the northeast playground area in back of the school. Teachers will remain with their class at all times. Buses will come to the Northeast gate (normally the exit gate to load the buses in the street. Students will be taken to the safe shelter. All teachers will accompany the students to maintain order and calm fears.

Safe Shelters:

At the safe shelters, the principal will have pre-organized a system to account for all children.

Parents may pick up their children at this location if they wish and they sign their children out (this will be done for the safety of the students).

Meetings on these procedures will be held at least once each six weeks of the school year to continually familiarize the teachers with the correct procedures and to suggest updates if necessary.

Students will be familiarized with these procedures and at least one drill per semester will be held in these procedures.

Instructional Staff:

1. In the event it becomes necessary to evacuate the building for whatever reason, teachers will have the students to exit the building as if in a fire drill in an orderly calm fashion.
2. The students will be taken to the designated area for their campus and prepare to load the buses. Buses will be loaded as soon as instructions come from the principal or his designee.
3. Teachers on each campus will determine with their principal, some method of accounting for each child and each teacher will be responsible for seeing that the child assigned to them does not leave unless with a pre-designated adult. That adult must sign for the student that they take with them.
4. It is very important that all personnel remain calm and to make the student feel as safe as possible.
5. Teachers will review periodically with their students, the correct procedures to follow in the event that the building has been determined to be unsafe for whatever reason.
6. Drills shall be held at least once each semester so that students become familiar with the procedures.

Bus Drivers:

Ron Straten will be responsible for getting bus drivers and buses in place to transport students to safe shelters.

All bus drivers may be called on to drive. However, for time expediency, drivers at the schools will be asked to drive first. A list of all certified drivers from each campus will be maintained by Ron Straten.

When an evacuation plan is activated, all designated drivers will go to the buses at once, even if the bomb threat is not at the drivers' campus. The central office will notify all other campuses if the threat is only occurring on one campus.

West High School

Buses will load at the northeast parking lot behind the high school

West Middle School

Buses will load at the northeast gate on Reagan Street

West Intermediate School

Buses will load at the southwest gate of the track field on Reagan Street

West Elementary School

Buses will load at the northeast exit gate on the street on West Broadway Street.

All Other Employees

All employees will evacuate the buildings and will go with the teachers and students and will assist the teachers in keeping the students safe and calm.

PURCHASING PROCEDURES

Policy CH

All requests for purchases must be submitted to the business office on an official district requisition form with the approval of the campus principal. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. Purchases can only be made from approved vendors. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the business office for additional information on purchasing procedures.

PROCEDURES FOR PROCESSING OF PURCHASE ORDERS

A requisition, which is a written request for the purchase of supplies, services, equipment, and any other items that are not reimbursed on payroll checks, is submitted to the principal for approval. The original copy of the requisition is then sent to the Business Office. After this requisition has been approved, the purchase order will be completed by the Business Office. If you want the Business Office to mail or fax your order to the vendor, please indicate this on the requisition form. Otherwise, the vendor copy (white copy) will be returned to you. The receiving copy will also be sent back to you.

In order for a purchase order to be valid, you must send the original copy of the purchase order (white copy) to the vendor. If the merchandise is ordered by telephone, the white copy must still be mailed. To avoid any confusion, please note on the white copy that this order confirms the order that was placed by telephone.

When the merchandise is received, please sign and return the receiving copy of the purchase order to the Business Office as soon as possible. Therefore, when the bill is received, the Business Office can match the yellow copy of the purchase order with the statement sent by the vendor. The Business Office will then process the payment to the vendor. If there is not a purchase order number on the statement, it will not be paid and will be returned to the vendor for proper identification.

NAME AND ADDRESS CHANGES

It is important that employment records be kept up to date. Employees must notify the campus office and the

administration and business offices if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary.

PERSONNEL RECORDS

Policy GBA

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

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

The choice to not allow public access to this information may be done at any time by submitting a written request to the administration office. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

BUILDING USE

Policy DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. The campus principal is responsible for scheduling the use of facilities after school hours. Contact the campus principal to request to use school facilities and to obtain information on the fees charges.

VIDEO POLICY

West ISD, in order to ensure quality education, and to be in compliance with copyright laws, has developed the following video policy. This policy is to be followed by all employees.

1. All videos shown must be legally acquired or made.
2. All videos must be shown in an instructional setting. (classroom)
3. All videos shown by the teacher must be in the course of face-to-face teaching activities. Teachers must remain in the classroom while the video is being viewed.
4. The teacher is responsible for previewing/evaluating videos prior to use with students. The teacher is responsible for the content of any video shown.
5. Each video must be directly related to the curriculum presently being taught and be included in the teacher's lesson plans. Teachers must include in the lesson plans the title of the video and the objective of the video. A planned educational activity involving the video should precede and/or follow each viewing. Videos are not to be shown as a reward.
6. All videos shown must be checked out through the library. All videos will be housed in the campus library. Videos not checked out through the library are not allowed. Teachers are not to show personal videos or student-owned videos.
7. Teachers should be aware of film ratings (G, PG, PG13).
8. Teachers may request videos for addition to the campus collection.

ACTIVITY FUNDS

Activity funds are monies accumulated from the collection of student fees and various school-approved money raising activities and are to be used to promote the general welfare of each school and the educational development and morale of all students. The income received for a specific group shall be disbursed only for that group. However, if unusual circumstances occur, the school principal may reallocate funds with the approval of the superintendent. Upon the dissolution of any group or the graduation of a class, the school principal shall insure that any liabilities of that group are liquidated and the remaining assets used on a predetermined project that the dissolution group or officers have approved. Any remaining monies will revert to the general fund of the district.

The school principal is personally responsible for the proper collection, disbursement, and control of all school activity monies relative to the funds in his/her trust. The financial clerk (usually the principal's secretary) will be designated by the principal to be responsible for handling monies in the activity fund, such as receiving monies, depositing monies, record keeping, etc. as designated by the principal.

Deposits must be made daily, when the total cash on hand exceeds \$25. The following information must be indicated on the bank deposit slip: the date and amount of the deposit, the listing of each check in the deposit showing the maker's name and the amount of the check, and a notation on the deposit slip of the cash receipt number which supports the bank deposit. The sum of the amounts of the supporting cash receipts must be in agreement with the amount on the bank deposit.

A completed purchase request by a sponsored club or department constitutes the authority for a purchase and subsequent issuance of an activity fund check. The request must have the signatures of the principal, sponsor and club officer. All disbursement from the Activity Fund should be documented by original invoices, sales slips, register tapes, etc. Normally checks will be issued around the 10th and 27th of the month. However, checks will be issued as necessary as determined by the building principal.

More information regarding the collection of monies by the financial clerk from individuals and organizations, purchase requests, the issuance of checks and other required procedures may be found in the Accounting and Auditing Procedures manual regarding Student Activity Funds for West Independent School District.

TERMINATION OF EMPLOYMENT

RESIGNATIONS

Policy DFE

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the campus principal. Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

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

Non-contract Employees. Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the campus principal or supervisor 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, DFCA, DFD, DFF

Employees on probationary or term contracts can be dismissed during the school year or non-renewed at the end of the year according to the procedures outlined in district policies. Contract employees dismissed during the school year, suspended without pay, or subject to 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 non-renewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the time lines and procedures can be found in the **DF** series policies that are available to employees on the district website at www.westisd.net. or in the policy manual located at the Administration office.

DISMISSAL OF NONCONTRACT EMPLOYEES

Policy DCD

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of

certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance.

EXIT INTERVIEWS AND PROCEDURES

Policy DC

Exit interviews will be scheduled for all employees leaving the district with their immediate supervisor. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, and equipment must be returned upon separation from employment.

REPORTS TO THE STATE BOARD FOR EDUCATOR CERTIFICATION

Policy DF

The dismissal or resignation of a certified employee will be reported to the SBEC when the superintendent first learns about an alleged incident of conduct that involves the following:

- A reported criminal history
- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor,
- Soliciting or engaging in sexual conduct or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance,
- The illegal transfer, appropriation, or expenditure of 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.
- Violating assessment instrument security procedures.

REPORTS CONCERNING COURT-ORDERED WITHHOLDING

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

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

STUDENT ISSUES

EQUAL EDUCATIONAL OPPORTUNITIES

Policy FB, FFH

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

Questions or concerns about discrimination of students on any of the basis listed above should be directed to Dr. Jan Hungate, Assistant Superintendent, 801 N. Reagan St., West, Texas 76691 (254) 826-7500.

STUDENT RECORDS

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school

- has been given a copy of the court order terminating parental rights
- The student (if 18 or older or emancipated by a court)
- School officials with legitimate education interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the 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 to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

ADMINISTERING MEDICATION TO STUDENTS

Policy FFAC

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements 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.

DIETARY SUPPLEMENTS

Policies DH, FFAC

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

PSYCHOTROPIC DRUGS

Policy FFAC

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

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

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student.

STUDENT DISCIPLINE

Policies in the FN series and FO series

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

STUDENT ATTENDANCE

Policy FEB

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

BULLYING

All employees are required to report student complaints of bullying to the campus principal. The district's policy that includes definitions and procedures for reporting and investigating bullying of students can be found at the district website at www.westisd.net.

CORPORAL PUNISHMENT

Corporal punishment is limited to spanking or paddling the student, and is governed by the following guidelines:

1. The student is told of the reason corporal punishment is being given.
2. Corporal punishment may be given by the principal, assistant principal, or a teacher.
3. The instrument to be used shall be approved by the principal.
4. Corporal punishment shall be administered in the presence of one other District professional employee and out of the view of other students. Each incident must be documented with signatures of both employees involved and student acknowledgement on a referral.

HAZING

Policy FNCC

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

EMPLOYEE HANDBOOK RECEIPT
West Independent School District

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the West I.S.D. Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

The handbook can be accessed on the West ISD district website at www.westisd.net.

Please indicate your choice by checking the appropriate line below:

_____ I choose to receive the employee handbook in electronic format and accept responsibility for accessing according to the instructions provided.

_____ I choose to receive a hard copy of the employee handbook.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete 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 employment relationships are intended by this handbook.

I understand that I have an obligation to inform my principal, campus secretary, the superintendent's secretary and the payroll department of any changes in personal data, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the West I.S.D. Administration Office if I have any questions or concerns and need further explanation.

Signature

Date

Note: You have been given two copies of this form. Please sign and date one and keep it. Sign and date this page and forward it to your campus principal.

EMPLOYEE HANDBOOK RECEIPT
West Independent School District

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the West I.S.D. Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

The handbook can be accessed on the West ISD district website at www.westisd.net.

Please indicate your choice by checking the appropriate line below:

_____ I choose to receive the employee handbook in electronic format and accept responsibility for accessing according to the instructions provided.

_____ I choose to receive a hard copy of the employee handbook.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete 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 employment relationships are intended by this handbook.

I understand that I have an obligation to inform my principal, campus secretary, and the superintendent's secretary and payroll department of any changes in personal data, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the West I.S.D. Administration Office if I have any questions or concerns and need further explanation.

Signature

Date

Note: You have been given two copies of this form. Please sign and date one and keep it. Sign and date this page and forward it to your campus principal.