



EMPLOYEE HANDBOOK

2010-2011

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Introduction

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

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. 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. Policy manuals are located in each campus office and the central office and are available for employee review during normal working hours. The district policy manual is available on the internet at <http://www.tasb.org/policy/pol/private/140905>.



Employee handbook receipt

Name _____

Campus/department _____

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

A printed copy of the Olton ISD Employee Handbook is provided to each employee. The Olton ISD Employee Handbook is also available in an electronic form on the Olton ISD website at www.oltonisd-esc17.net under a drop down box under “personnel” and “employee handbook”.

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

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

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

Signature

Date

Please sign and date this receipt and forward it to the Superintendent’s Office.

District Information

Description of the District

Olton is a community of about 2,300 and is located in Lamb Co. on Highway 70 and 24 miles west of Plainview and midway between the cities of Amarillo and Lubbock. The area's industry almost totally revolves around agribusiness. Area farms are very productive due to excellent growing conditions and irrigation. The principle crops include, corn, cotton, wheat, grain sorghum, and various vegetables. Cattle feeding operations are located in the area as well. Excellent teachers provide quality instruction to Olton's students. Approximately 700 students in pre-K through grade 12 attend the school. The facilities are a combination of new and old buildings. All are in excellent condition and extremely well kept. The school district is an active member of the Five Area Community Telecommunications (FACT) consortium. The district strongly supports educational technology, computer labs, and a well-trained staff. The district operates three campuses, Webb Elementary, serving grades pre-kindergarten through five, Olton Junior High, serving grades six through eight, and Olton High School, serving grades nine through twelve. The elementary program includes a Head Start Program for qualifying pre-kindergarten students. The high school operates the Options Alternative Program for high school students whose needs are best served in an alternative educational setting.

District map – See Appendix A

Mission Statement

Policy AE

The District believes that all students will learn and be successful, regardless of their previous life experiences. We believe that our school's purpose is to educate all students to high levels of academic performance, while fostering positive growth in social/emotional behaviors and attitudes.

The District is responsible for preparing its students to live and work in a changing society. It is our belief that to be successful, the District must:

1. Prepare students to be lifelong learners.
2. Provide students with a balanced curriculum.
3. Assist students in developing citizenship and economic responsibility.
4. Develop students' appreciation of their multi-cultural American heritage.
5. Assist students in developing positive attitudes toward schooling and its importance to their future.
6. Produce the following student exit behaviors and exit-level outcomes, providing opportunities to foster or facilitate:
 - a. Self-esteem for the student as a learner and a person.
 - b. Use of extended or higher-level thinking skills.
 - c. Use of process skills such as problem solving, communication, decision making, accountability, and group process involving cooperative learning.
 - d. Self-direction for the student as a learner.
 - e. Concern for others.

District Goals and Objectives

Policies AB, AF

PUBLIC EDUCATION MISSION, GOALS, AND OBJECTIVES

The mission of the Texas public education system is to ensure that all Texas children have access to a quality education that enables them to achieve their full potential and fully participate now and in the future in the social, economic, and educational opportunities in our state and nation. That mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of Texas and for the preservation of the liberties and rights of Texas citizens. It is further grounded on the conviction that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child. The objectives of public education are:

OBJECTIVE 1: Parents will be full partners with educators in the education of their children.

OBJECTIVE 2: Students will be encouraged and challenged to meet their full educational potential.

OBJECTIVE 3: Through enhanced dropout prevention efforts, all students will remain in school until they obtain a diploma.

OBJECTIVE 4: A well-balanced and appropriate curriculum will be provided to all students.

OBJECTIVE 5: Qualified and highly effective personnel will be recruited, developed, and retained.

OBJECTIVE 6: Texas students will demonstrate exemplary performance in comparison to national and international standards.

OBJECTIVE 7: School campuses will maintain a safe and disciplined environment conducive to student learning.

OBJECTIVE 8: Educators will keep abreast of the development of creative and innovative techniques in instruction and administration using those techniques as appropriate to improve student learning.

OBJECTIVE 9: Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration.

The academic goals of public education are to serve as a foundation for a well-balanced and appropriate education. The students in the public education system will demonstrate exemplary performance in:

GOAL 1: The reading and writing of the English language.

GOAL 2: The understanding of mathematics.

GOAL 3: The understanding of science.

GOAL 4: The understanding of social studies.

Education Code 4.001, 4.002

Board of Trustees

Policies BA, BB series, BD series, 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, facilities, and expansions. 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 3-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Board members:

President	Michael Ramage
Vice-President	Terry Martin
Secretary	Jesus De La Cruz, Jr.
	Troy Don Allcorn
	Connie Maxwell
	Stan Young
	Kenneth Gallaway

Board Meetings:

Regular meetings of the Board shall be held in the High School Conference Room on the second Tuesday of each month at 7:00 p.m. During basketball season, meetings shall be held on the second Thursday of each month at 7:00 p.m. When necessary and for the convenience of Trustees, or when the 2nd Tuesday or Thursday falls prior to the 10th day of the month, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time. In the event that large attendance is anticipated, the board may meet at the school auditorium or the school cafeteria. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district Web site and outside the administration office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

Board Meeting Schedule for 2010-2011

Tuesday, August 10
Tuesday, September 14
Tuesday, October 12
Thursday, November 11
Thursday, December 9
Thursday, January 13

Thursday, February 10
Thursday, March 10
Thursday, April 14
Thursday, May 12
Tuesday, June 9
Tuesday, July 14

Administration

Superintendent	Charles "Bub" McIver
Administrative Director	Jill McCall
High School Principal	Brian Hunt
High School Counselor	Angela Martin
Junior High School Principal	Mike Wiley
Junior High Counselor	Toni Nelson
Elementary Principal	Joe Becker
Elementary Counselor	Terri Sandoval

School Calendar is on Back Cover

Helpful Contacts

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

School Department Directory

Superintendent	Charles "Bub" McIver	806-285-2641 ext. 258
Administrative Director	Jill McCall	806-285-2641 ext. 263
High School Principal	Brian Hunt	806-285-2691 ext. 226
Junior High School Principal	Mike Wiley	806-285-2681 ext. 236
Elementary Principal	Joe Becker	806-285-2657 ext. 240
Business Clerk	Fran Trotter	806-285-2641 ext. 223
Payroll/Insurance Clerk	Theresa Williams	806-285-2641 ext. 222
Athletic Director	Joel Baker	806-285-2641 ext. 230
Maintenance Supervisor	Kenneth Roberts	806-285-2641 ext. 245
Cafeteria Supervisor	Teresa Adams	806-285-2641 ext. 252
Transportation Supervisor	Kevin Workman	806-285-2641 ext. 254

Employment

Equal Employment Opportunity

Policies DAA, DIA

The Olton 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 based on sex, including sexual harassment should contact Charles "Bub" McIver, the district Title IX coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact Jill McCall, the district ADA/Section 504 coordinator. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements

Policy DC

To the extent possible, announcements of job vacancies by position and location are distributed on a regular basis and posted at the central administration building, campus offices, and on the district's Web site.

Teacher Dress Code

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. Teachers are permitted to wear blue jeans on the last school day of each week and workdays when classes are not in session. Business casual dress will be appropriate on days when students are present. Coaches should only wear coaching attire during Athletics and PE.

Employment After Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment After Retirement*. Employees can contact TRS 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 Employment

Policy DC series

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

Probationary Contracts. Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive 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 education for at least five of the eight years preceding employment with the district may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term contract should be given.

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed on line or copies will be provided upon request.

Noncertified Professional and Administrative employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

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

Searches and Alcohol and Drug Testing

Policy DHE

Noninvestigatory searches in the workplace, including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, work areas, including the 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 when 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 is 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 Charles “Bub” McIver, Superintendent at (806)285-2641 ext.258

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 in first aid and cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification to their campus principal or director by the first day of school with students.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent 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 July 1st. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Superintendent's office and must be approved by the receiving supervisor.

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. Workday for professional staff is from 7:45 a.m. to 4:00 p.m. Everyone should sign out and back in anytime during the regular work day if they leave their campus.

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 when no other personnel are available.

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

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

Texas law 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 includes 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 Jill McCall.

Outside Employment and Tutoring

Policy DBD

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

Performance Evaluation

Policy DN series

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

The OISD Board of Trustees in OISD Policy DNA (LOCAL) PERFORMANCE APPRAISAL: APPRAISAL OF TEACHERS has determined that the annual appraisal of teachers shall be in accordance with the Professional Development and Appraisal System (PDAS). Teachers are to be appraised by their campus principal. All teacher appraisal observations are to be unscheduled. A teacher may request a second appraiser. Second appraisers are assigned by the superintendent from a Board approved list including Mr. Brian Hunt, High School Principal, Mr. Mike Wiley, Junior High Principal, and Mr. Joe Becker, Webb Elementary School Principal. When a second appraiser is requested, the superintendent has established that the procedure for calculating scores will be to weight the first appraiser's score at 60% and the second appraiser's score at 40% to determine a final score in each domain. The appraisal process is more than just a 45 minute observation and includes cumulative data from periodic walk-through, parental communications, professional standards of conduct, the Teacher's Self Report, etc. Cumulative data developed by the first appraiser may be used by the second appraiser in determining the teacher's score in each domain.

Employee involvement

Policies BQA, BQB

At both the campus and district levels, Olton 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 or from the office of the Administrative Director.

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 noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

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

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 14)

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the board. All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors are paid no less than the minimum state salary schedule plus a local above base amount of \$1,460.00 for employees who hold a bachelor's degree and \$1,960.00 for employees who hold a master's degree. 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 Theresa Williams for more information about the district's pay schedules or their own pay.

Annualized Compensation

Policy DEA

The District shall pay all salaried employees over 12 months, regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly or bimonthly payments, beginning with the first day period of the school year.

Early Separation

Policy DEA

If a salaried employee separates from service before the last day of instruction, the employee shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. For purposes of this policy, “separation from service” shall be as defined in IRS regulation CFR 1.409A-1(h).

A salaried employee who separates from service on or after the last day of instruction shall be paid as follows:

1. An employee who is retiring under the Texas Teacher Retirement System shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. If the employee is eligible and elects to continue enrollment in the District’s group health coverage for one or more months of the summer, the employee’s share of premiums shall be withheld from the final paycheck.
2. All other employees shall be paid according to the annualized salary provisions above.

Paychecks

All personnel are paid monthly. During the school year, paychecks are delivered to each campus. Paychecks will not be released to any person other than the district employee named on the check without the employee’s written authorization. During summer breaks, paychecks will be mailed unless otherwise instructed.

An employee’s payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. Employees who have questions regarding their payroll statement should see Theresa Williams, Payroll Clerk.

The schedule of pay dates for the 2010-2011 school year are:

September 24	March 25
October 25	April 25
November 23	May 25
December 17	June 24
January 25	July 25
February 25	August 25

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into an account of their choice. A notification period of 30 days is necessary to activate this service. Contact Theresa Williams for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions. Temporary and part-time employees who are not eligible for TRS membership must contribute to the district 457 FICA Alternative Plan.
- Federal income tax
- Medicare tax applicable only to employees hired after March 31, 1986.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities and higher education savings plans. Employees also may request payroll deduction for payment of membership dues to professional organizations, the Olton Recreation Club, and TRS buybacks. Employees must provide a written notification to the payroll clerk 30 days prior to any change in salary deductions. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation

Policy DEA

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

Overtime is legally defined as all hours worked in excess of 40 hours in a work week and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same workweek. Employees must work more than 40 total hours in a week to earn overtime compensation. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday. All overtime must be approved by the Superintendent and supervisor.

At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work.

- Employees can accumulate up to 40 hours of comp time.
- Use of comp time may be at the employee's request with supervisor approval as workload permits.
- An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and the Superintendent must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district and the Internal Revenue Service. **Employees must submit receipts to be reimbursed for expenses other than mileage.** Pursuant to IRS guidelines, no reimbursement will be made for meals other than for trips that include over-night travel, unless the meal is scheduled to be included as part of the meeting or training activity.

Health, Dental, and Life Insurance

Policy CRD

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. For the 2010-2011 school year, the district will contribute \$150.00 per month (\$1,800.00 annually) toward employee health insurance coverage for eligible employees who choose to participate in TRS-ActiveCare. For employees who choose not to participate in TRS-ActiveCare, the district will provide a supplemental health insurance package that costs approximately \$50.00 per month (\$600.00 annually). In addition to the local contribution, the state pays a health insurance benefit of \$75.00 per month (\$900.00 annually) toward coverage to each employee who participates in TRS-ActiveCare. Employees eligible for health insurance coverage include the following:

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

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) and employees who are not contributing TRS members 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 Theresa Williams, Payroll Clerk, for more information

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for themselves and/or their family. Premiums for these programs can be paid by payroll deduction. Employees should contact Theresa Williams, Payroll Clerk for more information. The district provides life insurance coverage with a \$10,000 death benefit for all employees. Employees are to designate a beneficiary by completing the appropriate form in Theresa Williams' office.

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 (i.e., accidental death and dismemberment, cancer or dread disease, vision and dental). A third-party administrator handles employee claims made on these accounts.

Supplemental Local Benefits

For employees who have been employed and have had membership in a professional organization for 10 consecutive years or more, the district will pay for the cost liability insurance coverage. OISD will provide scholarships to teachers who sponsor UIL Literary events to attend summer workshops that are designed to improve the quality of the UIL Literary program.

The OISD Board of Trustees has elected to provide an additional local benefit of \$30.00 per month to all employees, this amount is included in your salary. Several options exist for the use of this benefit:

- The district in cooperation with the Olton Recreation Club has arranged for school employees to receive membership at the ORC at a reduced rate. The regular family membership fee at the ORC is \$40.00 per month, but the rate for school employees is \$37.00 per month with payroll deduction. Employees who choose to apply the additional local benefit toward membership at the ORC may do so. The district will deduct \$37.00 monthly from the employee's check and will make a group payment to the ORC.
- Employees may elect to apply the additional local benefit into the cafeteria plan (see Section 125 above) to be applied toward any legitimate tax deferred option including investment into a 403(b) or 457 retirement plan, medical or child care reimbursement, supplemental insurance programs, etc.

Note: If the employee opts for ORC membership or for additional compensation, the benefit is a taxable benefit and the appropriate deductions will be applied. Additionally, when the employee makes a determination at the beginning of the school year as to how they desire to receive the additional local benefit, the decision is locked in for the entire year. This amount is already included in your salary.

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Claims Administrative Services, effective September 1 through August 31. 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 their supervisor or

principal. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, page 24 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 Theresa Williams.

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 Superintendent as soon as possible. Information on the application procedures for TRS benefits are available from Theresa Williams. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.state.tx.us). See page 7 for information on employment of retirees in Texas public schools.

Other Benefit Programs

TUITION-FREE ATTENDANCE

Children of nonresident District employees may attend District schools tuition free.

INSURANCE / DEFERRED COMPENSATION

FREE ATHLETIC PASSES

Any District provisions regarding insurance programs and/or deferred compensation programs are found in policies CRD (LOCAL) and CRG (LOCAL), respectively.

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 Theresa Williams for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Use of Leave. Leave is available for the employee's use as earned. However, state personal and local leave is earned 1 to 36 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.

Leave must be used in full and half day increments. However, if an employee is taking a family and medical leave, leave shall be recorded in one-hour increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Leave
- State sick leave accumulated before 1995-96 school year.
- State personal leave

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

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any employee who is absent more than 5 days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in—the case of personal illness—the employee's fitness to return to work.

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.

Note: OISD Policy DEC (LOCAL), COMPENSATION AND BENEFITS: LEAVES AND ABSENCES can be found on <http://www.tasb.org/policy/pol/private/140905>.

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of 1 to 36 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: nondiscretionary and discretionary.

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

Discretionary. Leave 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 2 days in advance of the anticipated absence. Discretionary personal leave will be granted on a first-come, first- served basis. 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 shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for TAKS tests, or professional or staff development days.

State Sick Leave

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in 2-day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits. If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck.

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
- Sick Leave Bank

Sick Leave Bank

OISD operates a sick leave bank program for qualifying employees. See Appendix D for guidelines and forms.

Local Leave

Employees earn an additional four equivalent workdays of local sick leave per school year concurrently with state personal leave. Local sick leave is noncumulative. Local sick leave days must be taken prior to state leave days as an incentive for employees to accumulate state days which can be traded toward years of service for retirement.

Attendance Incentives

The district will pay qualifying employees \$50.00 per day for unused local sick leave days at the end of the school year (June pay check). Qualifying employees who have perfect attendance for the entire school year will be paid \$200.00 (\$50.00 for each of 4 days = \$200.00). To qualify to receive the district attendance incentives, the employee must be a member of the district sick leave bank.

Family and Medical Leave (FML)—General Provisions

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

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

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; 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 military duty and deployed to a foreign country 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 servicemember during a single 12-month period. A covered servicemember 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 servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. It also includes a family member who is a veteran with an illness or injury that occurs in the line of duty while on active duty and manifests itself before or after the servicemember became a veteran. The veteran must have been on active duty during the five years preceding the need for treatment, recuperation, or therapy.

Benefits and Protections. During FML, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to

work. Upon return from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

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

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

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 FML. In order to use paid leave for FML, 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 FML 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 FML was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. Covered employers must inform employees requesting leave whether they are eligible under 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 FML and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FML, the employer must notify the employee.

Unlawful Acts by Employers. The FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right protected under the FMLA; discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

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

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

FMLA section 109 (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 Family and Medical Leave Provisions. Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period beginning on the first duty day of the school year.

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

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

Intermittent Leave. When medically necessary, 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 FML or have questions should contact Bub McIver or Theresa Williams 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 leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

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

Workers' 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.

Short-Term Paid Leave

An employee not eligible for workers' compensation income benefits who has exhausted all paid leave shall be granted up to two days during the period before the employee is released to return to work.

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

Policy DEC Local

Use of state leave and/or local sick leave for death in the immediate family shall not exceed five 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 may keep any compensation they receive.

Other Court Appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Employees may be required to submit documentation of their need for leave for court appearances.

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, or 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 active military service.

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or 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 Superintendent's office. In most cases, the length of military service cannot exceed five years, and the employee must apply for reemployment within the period of time specified by law.

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 Theresa Williams 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, in the district news provided to the local newspapers, and through special events and activities. Recognition and appreciation activities also include service awards at the completion of each 5 years of local service.

District Communications

Throughout the school year, the Superintendent's office will produce memos, calendars, news releases, and other communication materials. During the school year, the superintendent writes an occasional column that is published in the local newspaper. In addition to these publications, the district maintains a web site at <http://www.oltonisd-esc17.net/> that offers employees and the community information pertaining to school activities and achievements.

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.

Note: OISD Policy DGBA (LOCAL), PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GREIVANCES can be found on <http://www.tasb.org/policy/pol/private/140905>.

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 procedures and policies.
- 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 policy 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 after the superintendent first learns of the incident. See *Reports to the State Board for Educator Certification*, page 41 for additional information.

Note: 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 included as Appendix C.

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 shall report the complaint directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Note: A copy of OISD Policy DIA (LOCAL), EMPLOYEE WELFARE: FREEDOM FROM HARASSMENT can be found on <http://www.tasb.org/policy/pol/private/140905>.

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 student 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 or abuse 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*, below for additional information.

Note: A copy of OISD Policies DF (LEGAL) and FFH (LOCAL), STUDENT WELFARE: FREEDOM FROM HARASSMENT can be found on <http://www.tasb.org/policy/pol/private/140905>.

Reporting Suspected Child Abuse

Policies 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 also includes any sexual conduct involving an educator and a student or minor.

Reports to Child Protective Services can be made to the campus principal; superintendent or 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 as a Class A 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.

Child Sexual Abuse

The district has established a plan for addressing child sexual abuse, which may be accessed at www.oltonisd-esc17.net. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas family Code is defined as any sexual conduct harmful to make a reasonable effort to prevent sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

Computer use and data management

Policy CQ

The district's electronic communications systems, 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 their supervisor.

Personal Use of Electronic Media

Policy DH

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web

sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private e-mail addresses [See Policy GBA]
 - Copyright law [See Policy EFE]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See *Use of Electronic Media with Students*, below, for regulations on employee communication with students through electronic media.

Use of Electronic Media with Students

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the the district through electronic media.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is a child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

The following definitions apply for the use of electronic media with students:

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web-sites (e.g., YouTube), editorial comments posted on the Internet, the social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media except text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 10:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.

- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy EFE]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

Use of Wireless Communication Devices

- Olton ISD employees will be in compliance with state law regarding the use of wireless communications devices at all times while transporting Olton ISD students in buses, vans, suburbans, cars or any other Olton ISD vehicle.
- State law prohibits passenger bus drivers transporting minors from using wireless communications devices, except in emergencies or when the bus is stopped.*
- Olton ISD instructional employees are prohibited from using a wireless communications device during instructional time or any other time designated by their campus principal.
 - Olton ISD instructional employees are required to inform their supervisors, Joel Baker (Olton ISD Athletic Director), Brian Hunt (Olton High School Principal), Mike Wiley (Olton Junior High Principal), or Joe Becker (H.P. Webb Elementary Principal) regarding family emergencies which may require you to operate a wireless communications device during instructional time or any other time designated by your campus principal.

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.

SB 9 requires all school districts to incorporate the national background check for all personnel employed by the district to begin January 1, 2008.

This process will require the prospective employee to fill out a criminal background check to be processed and to submit to a fingerprinting process as determined by the State Board of Education and the Texas Education Agency. The cost of the procedure is approximately \$50.00. Olton ISD has incorporated the following guidelines:

- A. **Substitutes** (teacher, cafeteria worker, bus driver, custodian, and maintenance) will be reimbursed the cost for the fingerprinting process if the individual is approved as a substitute and works for the district a total of 10 times.
Substitute Teachers that are enrolled in college as a full-time student will be reimbursed the cost for the fingerprinting process if the individual is approved as a substitute teacher and works for the district one time with proof of full-time college enrollment.
- B. **Temporary Employees** will be reimbursed the cost for the fingerprinting process when they have completed their employment.
- C. **New hire Para-professionals and Auxiliary Personnel** (secretary, teacher aide, technology assistant, computer technician, cafeteria, maintenance, custodian, and transportation) will be reimbursed the cost for fingerprinting process when they have completed one full instructional year with the district. If hired after the school year begins, they will be reimbursed after they have completed 12 months of employment.
- D. **New hire Professional Personnel** (superintendent, business manager, technology coordinator, maintenance & operations director, principal, nurse, counselor, librarian, speech therapist, athletic trainer, teacher or coach) will be responsible for the costs of the fingerprinting process.

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 other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator

- Crimes that occur wholly or in part of school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes, 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

Alcohol- and Drug-Abuse Prevention

Policies DH, DI

Olton 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 follows:

Note: A copy of OISD Policy DH (LOCAL), EMPLOYEE STANDARDS OF CONDUCT AND DI (EXHIBIT) EMPLOYEE WELARE can be found in <http://www.tasb.org/policy/pol/private/140905>.

Tobacco use

Policies DH, FNCD, GKA

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

Fraud and Financial Impropriety

Policy CAA

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

Policy DBD

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

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.). Rented videos are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Associations and Political Activities

Policy DGA

The district will not directly or indirectly discourage employees from participating in political

affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

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

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

Safety

Policy CK series

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

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

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

Possession of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of 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 superintendent 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.

Asbestos management plan

Policy CKA

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

Pest control treatment

Policies CLB, DI

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 each campus office. Pest control information sheets are available from campus principals or facility managers upon request.

General Procedures

Bad weather closing

Policy CKC

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 cancel school, schedule a late start or release students early, or to cancel school, district officials will post a notice on the district's Web site and notify the following radio and television stations will be notified by school officials:

TV Stations:

KMAC (ABC, Channel 28)

KCBD (NBC, Channel 11)

KLBK (CBS, Channel 13)

KJTV (FOX, Channel 34)

Radio Stations:

KLLL (96.3 FM, Lubbock)

KFYO (790 AM, Lubbock)

KVOP (1090 AM, Plainview)

KKYN (106.9 FM, Plainview)

KZZN (1490 AM, Littlefield)

The district will also send out a telephone message through the SchoolReach messaging service to notify all employees and parents by phone within minutes of an emergency, unplanned event, or bad weather that may cause early dismissal, school cancellation or late start. The central office must have a current phone number on file to be able to update the SchoolReach list in order for the employee to be contacted. If you have a change please notify us as soon as possible so that we can update that information.

In an effort to communicate with the staff as quickly as possible in the event of a school closure, a “calling tree” has been established. The superintendent will contact principals and other supervisors who will in turn contact employees in their area. Principals on each campus will develop a campus level calling tree as well.

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

Purchasing procedures

Policy CH

All requests for purchases must be submitted to the campus principal. The district utilizes electronic purchase orders that are initiated at the direction of the campus principal in each campus office. Submission of an electronic purchase order will create a purchase order (PO) number. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district’s business office. Bills are paid twice a month, on the 10th and 25th of each month. Contact Business Clerk, Fran Trotter for additional information on purchasing procedures.

Please be advised that March 25, 2011 will be the cutoff date for submitting requisitions for **classroom supplies** from the general fund, (199). It is encouraged that everyone plan ahead and submit requisitions as quickly as possible in order to get your supplies from now through the end of August. After March 25, 2011 requisitions will be approved on an emergency basis only. In addition, please remember that an approved purchase order is valid until paid or canceled during the fiscal year in which it is issued. After **08-31-11** purchase orders issued during the 2010-2011 budget are no longer valid. Having a cutoff date allows ample time for goods to be delivered and approved for payment prior to the summer break. It allows budgeted funds to be encumbered and spent on students during the present instructional year and it insures that expenditures made in this fiscal year do not get charged into next year’s budget. If you have any questions please do not hesitate to call Fran Trotter, Business Clerk. Exceptions after the deadline will be made for Maintenance, Transportation, Administration, and Cafeteria.

Activity funds / fund raising activities

The professional and ethical handling of student activity funds is a very important issue. Mishandling or misappropriation of student activity funds will allow the integrity of the sponsor to be publicly questioned and in some cases may lead to employee termination. School employees who handle activity funds should adhere strictly to the guidelines below to ensure

that documentation concerning the handling of activity funds is maintained should a student, parent, or administrator question expenditures, revenues, or activity fund balance. Failure to follow these guidelines leaves an employee with no paper trail to support their position and defend themselves, should the need arise. Failure to follow guidelines results in the mishandling of student funds. There is no presumption of innocence regarding this issue. It cannot be overstressed that appropriate documentation and the adherence to guidelines will provide the only acceptable evidence supporting an employee concerning the handling of activity funds.

Olton ISD Activity Fund Guidelines

1. Account for all incoming total revenue

- a. **Maintain a log** or receipt book that accounts for all sources of revenue. If students are involved in the sale of fund raising items, require students to provide accurate information concerning sources of revenue including lists of customers, quantities, etc. Include this information in the log.
- b. **Count funds** in the presence of witness/witnesses.
- c. **Sign and have witness/witnesses sign** and verify total amounts
- d. Make out a **deposit slip**.
- e. Bring **all revenue** to the business office (Donna Wiley) for deposit, as soon as possible.
- f. **Do not** keep any activity funds in classrooms, deposit activity funds into a personal account or take any activity funds home for safe keeping.
- g. **Locking bank moneybags** can be checked out from Donna Wiley for after hours fundraising projects.

1.) Locking bank money bag guidelines

- a.) Count funds and place in bag with deposit slip.
- b.) Lock the moneybag.
- c.) Take key out of lock on moneybag and secure.
- d.) Take a witness and place bag in City Bank night depository.
- e.) Bring money bag key to Donna Wiley on the following business day.
- f.) Sponsor and Donna will recount funds in
- g.) moneybag for deposit.

2. Account for All Expenditures

- a. Make out an **activity purchase order** for **all** expenditures and get it approved by the principal and the business manager **prior** to purchase. Activity purchase order forms can be secured from Donna Wiley in the business office and will follow a different format than budget purchase orders.
- b. Reimbursements from activity funds must be supported by legitimate receipts in order for payment to occur.
- c. Attach all receipts to activity purchase orders or bring to the business office promptly.
- d. Maintain records that answer the question of what, when, where, and why.

Fund Raising Activities

All fund raising activities require prior administrative approval. Sponsors of school organizations who wish to conduct a fund raising activity should discuss the plan with the building principal for approval prior to initiating any fund raising activity.

Name and Address Changes

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

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 ~~made done~~ at any time by submitting a written request to Theresa Williams. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

Building Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. The superintendent's office is responsible for scheduling the use of facilities after school hours. Contact Hortensia Villanueva in the superintendent's office to obtain a request form to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Policy DFE

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

The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the State Board for Educator Certification*, on page 41.

Noncontract employees. Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to the Superintendent at least two weeks prior to the effective date. Employees are encouraged to include the 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, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. 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 provided to employees or are available on line.

Dismissal of Noncontract Employees

Policy DCD

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, religion, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 25)

Exit Interviews and Procedures

Policy DC

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

Exit Interview Form & Employee Separation Questionnaire

These forms are included as Appendix D. When an employee separates from service these forms can be filled out and returned to superintendent's office for your input on your tenure with

the school district and the reason for your leaving. This information will hopefully help us provide a better work place for our employees in the future. Your response will be considered confidential.

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 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

Policies FB, FFH

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Bub McIver, the district's Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to Jill McCall, the district ADA/Section 504 coordinator. All other questions and concerns relating to

discrimination based on any other reason should be directed to the Superintendent.

Student Records

Policy FL

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

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

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student (if 18 or older or emancipated by a court)
- School officials with legitimate educational 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 counselor 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 prescription medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the principal or school nurse for information on 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 Conduct and 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 Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance

Policy FEB

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

Bullying

Policy FFI

All employees are required to report student complaints of bullying to the campus principal. The district's policy that includes definitions and procedures for reporting and investigating bullying of students and is reprinted below: **Note: A copy of OISD Policy FFI (LOCAL), STUDENT WELFARE: FREEDOM FROM BULLYING can be found on <http://www.tasb.org/policy/pol/private/140905>.**

Hazing

Policy FNCC

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

Computer Network and Internet Access and Safety Policies

Olton Independent School District offers network access to all employees that have signed the Computer Network and Internet Access and Safety Policies. Access to the network will provide you with Internet access in addition to other resources. The Internet is an international computer network of networks and is the communication and information highway of tomorrow. Through the network you will have access to thousands of databases, libraries, and computer services from all over the world. Please note that the Internet is an association of diverse communication and information networks. It is possible that you may run across areas of adult content and some material you might find objectionable. Prior to being issued an account, you will be required to sign a contract stating, among other things, that you will not access these areas of the Internet. Please keep in mind that it will be impossible for us to totally limit access to these areas. Recently, there has been much publicity concerning the adult content areas of the Internet. In reality, less than 3 percent of the Internet is adult content. It is unlikely that you will come across such material by accident while using the network for valid educational purposes. Nevertheless, we must recognize that the possibility does exist. We have attempted to reduce this possibility to a minimum by monitoring the network at all times, and also by participating in an internet access filtering program called BESS. Among other items, BESS currently filters and blocks:

Adults Only	Porn site	Hate/Discrimination	Sex	Illegal
Violence	Alcohol	Tasteless/Gross	School Cheating Info	Weapons
Chat	Profanity	Nudity	Suicide/Murder	Drugs
Gambling	Lingerie	Tobacco	Personals	

Questions regarding this issue please should be directed to the District Technology Coordinator, or any district administrators.

Guidelines for Employee Computer Network Use

The District computer network exists for the primary purpose of supporting and enhancing learning and teaching by providing information resources. The network offers users complete access within and between District buildings to the following services:

1. Internet access.

2. Device sharing - Users will be able to utilize various networked devices such as printers and CD-ROM towers District-Wide.
3. Access to Software installed on the District's file server, i.e. Plato, Accelerated Reader or Star.
4. Email

It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems, and people. The user is ultimately responsible for his/her actions in accessing network services. All users must observe the acceptable use policy of other networks while utilizing the services of those networks. The use of the network is a privilege, not a right, which may be temporarily or permanently revoked at any time for abusive conduct. Any violation of the rules stated here or posted in labs, classrooms, libraries, login scripts, or daily bulletins could result in loss of network access privileges as well as further disciplinary action. In some cases appropriate legal action may be taken. The Internet is far from private and may be monitored at any time.

Unacceptable uses of the network include, but are not limited to the following:

1. Violating the rights to privacy of students and employees of the District.
2. Using profanity, obscenity, or other language, which may be offensive to another user.
3. Reposting personal communications without the author's prior consent.
4. Copying commercial software in violation of copyright law.
5. Using the network for financial gain or for any commercial or illegal activity.
6. Users must avoid spreading computer viruses. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
7. Downloading, storing, or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
8. Sharing or giving your network account password to others, or using someone else's password. This could lead to severe consequences.
9. Altering any computer configuration that will damage the programs or equipment in any way so as to create problems for future use.
10. Using web-mail or web-based e-mail systems (e.g. Hotmail, Mail.com, Rocketmail, Yahoo, etc.).
11. Instant messenger programs (e.g. ICQ, Yahoo Pager, MSN Instant Messenger, AOL Instant Messenger, etc.).
12. Using programs like but not limited to Napster, Launch, or Morpheous to download MP3 or other music/video files.
13. Participating in any type of chat room.

Computer Network and Internet Access and Safety Policies

Employee Signature Form:

I understand that this access is designed for educational purposes and that reasonable precautions have been taken to limit access to controversial material. However, I also recognize it is impossible for the School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. I agree to follow all guidelines stated here-in.

Signature: _____

Date: _____

PERMISSION FOR THE PUBLICATION OF EMPLOYEE WORK/PICTURES

I understand that from time-to-time the school may wish to publish examples of employee projects, photographs, and other work on an Internet accessible world wide web server.

My work and photographs can be published on the Internet.

I would prefer that my work and picture not be published on the Internet

Signature _____

DATE: _____

**OLTON INDEPENDENT SCHOOL DISTRICT
COUNTRY CLUB MEMBERSHIP - \$37.00 PER MONTH
2010-2011**

Name: _____

Campus: _____

_____ I **choose** to join the Olton Country Club.

_____ I **choose not** to join the Olton Country Club.

Signature

Date

Please return this form to your campus office by Friday, August 20th.

**OLTON INDEPENDENT SCHOOL DISTRICT
PUBLIC INFORMATION ACCESS FORM**

Name _____ Employee number _____

The Texas Public Information Act allows employees, officials, and former employees and officials to elect whether to keep certain information about them confidential. Unless you choose to keep it confidential, the following information about you may be subject to public release if requested under the Texas Public Information Act. Therefore, please indicate whether you wish to allow public release of the following information.

	Public Access?
Home Address	No <input type="checkbox"/> Yes <input type="checkbox"/>
Personal Email Address	No <input type="checkbox"/> Yes <input type="checkbox"/>
Home Telephone Number	No <input type="checkbox"/> Yes <input type="checkbox"/>
Personal Cell Phone Number	No <input type="checkbox"/> Yes <input type="checkbox"/>
Social Security Number	No <input type="checkbox"/> Yes <input type="checkbox"/>
Information that reveals whether you have family members	No <input type="checkbox"/> Yes <input type="checkbox"/>

This form should be completed and signed by the employee no later than the 14th day after the date the employee begins employment, the public official is elected or appointed, or a former employee or official ends employment or service.

Employee Signature _____

Date _____

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.

OLTON INDEPENDENT SCHOOL DISTRICT

SICK LEAVE BANK GUIDELINES

I. Purpose

The purpose of the sick leave bank is to provide additional sick leave days to members of the bank in the event of an unexpected extended critical illness; unexpected critical surgery; or a temporary disability due to a critical and/or debilitating injury.

II. Definition of sick leave days for members

Sick leave days from the bank are those days granted to a member who through an unexpected extended critical illness; unexpected critical surgery; or critical and /or debilitating injury and is unable to perform the duties of his/her position. In special cases sick leave days may be granted for use with the illness of a family member.

III. Eligibility

All full-time employees of the district shall be eligible for membership. “Full-time employees” shall be defined as those employees who are classified as full-time by OISD.

Participation is voluntary, but requires contribution to the bank.

IV. Procedure for joining the sick leave bank

During the initial year of the bank’s operation, any employee who is eligible to join the sick leave bank may do so by donating two (2) days from his/her local leave for the current school year. These days will be subtracted from the member’s local sick leave record. The two (2) days donated become the property of the OISD Sick Leave Bank. All donations will remain in force and cannot be returned even upon cancellation of a membership.

There will be two enrollment periods for membership during the initial year:

(1) September 1-30, 1999, employees may join by contributing two (2) days.

(2) January 5-14, 2000, employees may join by contributing two (2) days of local leave. In order to continue membership, these members must contribute an additional one (1) day during the September 1 - 30, 2000, enrollment period.

After the 1999 enrollment, the enrollment period for current employees and new employees hired prior to the opening of the school year shall be September 1 through September 30.

New employees hired after the enrollment period are eligible to join immediately. Such personnel must join within thirty (30) days of beginning employment. All new personnel employed after the enrollment period must be able to earn at least two (2) days of local sick leave during the current school year to be eligible for membership.

Eligible employees who elect not to join the sick leave bank at the first opportunity afforded to them shall not be permitted to join until the subsequent annual open enrollment period.

V. Administration

The sick leave bank shall be administered by a seven-member committee, all of whom are members of the bank and who have been employed by the school district for at least three (3) consecutive years. The SLB committee shall be elected from the membership as follows: one professional staff person (teacher, counselor, librarian, nurse, speech therapist, diagnostician, etc.) shall be elected from each of the three campuses; three auxiliary employees shall be elected by the auxiliary employee members; and one administrator member shall be elected by the district administrator members.

The term of office shall be two (2) years, with initial members drawing lots for two or three year terms in order to establish staggered terms. Four members shall receive a three year term, and three members shall serve for two years during the initial term. The term of office shall run from June 1 to May 31.

Election of committee members will be held on the first Monday in September. Only members of the bank are eligible to vote.

Members of each group named above may nominate candidates from their group. Nominations must be submitted by Sept. 1 of each year. A form will be provided.

Voting will be by secret paper ballot. Ballots will be distributed through the school mail and collected in each campus office. Ballots will be returned by school mail on the Wednesday following the election. A meeting of the committee shall be called to tabulate the ballots no later than one week following the election.

Counselors, librarians, nurses, speech therapists, diagnosticians, etc. will be eligible to vote and/or be elected as representatives per the "home campus" assignment.

In the event no nominations are filed for one or more of the positions on the committee, the committee shall fill such positions by appointment at the first committee meeting following the nomination deadline. The selection will be made from the group which would be represented by the vacant position.

At the first meeting of the year for the newly elected committee members, the committee shall select from its group a chairperson, a vice chairperson, and a secretary.

All applications for sick leave bank days shall be reviewed individually by the committee in a called meeting. A quorum shall consist of at least four (4) committee members. Vacancies on the committee that arise during the school year will be filled by appointment by the committee

members. The selection will be made from the group which was represented by the member who resigned.

The SLB committee shall be responsible for receiving requests, verifying the validity of requests, recommending approval or denial of requests, and communicating decisions to the member and the business office.

The committee shall meet as the need arises.

VI. Contributions

For bank purposes the school year will be from September 1 to August 31.

After the initial enrollment periods of September 1 - 30, 1999 and January 5 - 14, 2000, to become a member of the bank an employee must contribute three (3) days from his/her accrued or anticipated local sick leave for the current school year.

If a member uses three (3) or more days from the bank during the school year, he/she will be required to donate an additional three (3) days the following school year in order to have continuing membership in the bank. If the member uses fewer than three (3) days, he/she will donate the number of days actually used.

Contributions shall be made between September 1 and September 30 each new school year except for members returning from extended leaves that included the enrollment period. Employees returning from disability leave shall be permitted to contribute to the bank only upon approval of the SLB committee.

If the bank falls below two times (2x) the number of participating members on September 30, each continuing participant must contribute one (1) extra day effective October 1 of the current school year. If it falls below one time (1x) the number of members, he/she must contribute two (2) days. Participants who join in September will donate a maximum of three (3) days for the current school term.

If a member decides to cancel his/her membership in the bank, any days contributed for membership remain the property of the bank. If, at a later date, this individual wishes to rejoin the bank, he or she may do so during the enrollment period by donating three (3) days.

VII. Loss of membership rights

A member of the bank shall lose the right to use the benefits of the bank by:

1. termination of employment with the district; (Personnel who resign a dual position and rehired without a break in employment will retain their membership.)
2. the member's voluntary cancellation of membership in the bank, as of the effective date of the cancellation;
3. any abuse or misuse of the rules of the bank.

VIII. Granting of days from the SLB

Conditions known to exist by the employee on or before the date of joining the SLB will not be covered under provisions of the SLB until one year from the date of enrollment. This waiting period is waived for the 1999 initial enrollment period and for new employees at their first opportunity to join the bank.

Sick leave days and bereavement days from the bank shall be granted only after the member has exhausted all accumulated state leave and current local leave days.

Days from the bank shall be granted only for unexpected extended critical illness; unexpected, critical surgery*; or critical and/or debilitating injury which necessitates an absence from work for five (5) consecutive days or longer.

*Days requested for Caesarian deliveries will be considered only for first-time occurrence and on a case-by-case basis. Requests will not be accepted until all accumulated sick leave is exhausted.

Pregnancy will not be considered as a catastrophic illness except in the event of complications which endanger the applicant or fetus.

Days granted from the Sick Leave Bank shall be in units of not more than thirty (30) consecutive working days. A member may apply for an extension(s) by submitting an updated statement from the physician on the proper form. The committee will make the determination for approving extension(s) based on individual circumstances, the balance of days in the bank, and the time of the year the request is made. All extensions granted must be upon the unanimous vote of the committee.

Sick leave days from the bank may not be granted for the period of disability when monies are paid to the member under the Worker's Compensation Act.

Members must use all available state and local leave (not including extended sick leave) before receiving any days from the bank. In order to qualify, the employee must have been out five consecutive workdays with the current illness. Applications for use of the bank shall be made on the required forms and submitted to the SLB committee through the business office employee designated in charge of SLB accounting. If a bank member does not use all of the days granted from the bank, the unused sick leave bank days shall be returned to the bank.

The SLB may be used for the contributor's own personal illness or to enable the contributor to remain away from his/her position in order to assist a member of his/her immediate family who has suffered catastrophic illness or injury. Immediate family will be as specified in categories 1, 2, and 3 of the OISD definitions of immediate family. For the purposes of the sick leave bank, the term "immediate family" shall include:

1. spouse;
2. son or daughter, including a biological, adopted or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in *loco parentis* and
3. parent, stepparent, parent-in-law, or other individual who stands in *loco parentis* to the

employee.

4. in cases where the committee determines the employee is the primary caregiver.

All regulations pertaining to the issue and issuing of sick leave days will also be applied to the illness or injury of the family member. The term “catastrophic” implies an emergency situation of a serious nature.

An employee may use up to five (5) consecutive days from the sick leave bank for bereavement leave for the death of the employee’s spouse, child (including biological, adopted, foster or stepchild), and parent or stepparent.

IX. Rules and Procedures

Each application for a request from the bank must ***be submitted to the SLB no later than 30 calendar days after returning to work and*** include a new physician’s statement on the appropriate bank form. The form shall include authorization by the employee to release medical reports to the SLB committee. The SLB committee shall review and forward to the business office its decision on all requests to draw on the bank within 5 working days after such request is received by the chairperson of the SLB committee.

All requests to draw upon the bank must be accompanied by a physician’s statement confirming the cause of illness or confinement and certifying the existence of an inability to perform assigned duties. The form shall be personally signed by the physician. The SLB committee shall not honor any physician’s statement unless it is on or attached to the official SLB physician’s statement form.

An applicant may be required to undergo at any time a second opinion medical review by a physician of the SLB committee’s choice, at the expense of the applicant upon approval of the Superintendent. This physician’s report shall be sent directly to the SLB committee before any action on the member’s application for a grant from the bank shall be taken.

In case a contributor’s incapacity is such that the member cannot personally apply for a grant, application may be submitted to the SLB by the school principal, immediate supervisor, or department head at the request of the family.

All forms for application for participation in the bank, withdrawal of sick leave days, and membership cancellation forms shall be available in the principal’s office on each district campus and in the district business office and shall be sent to any member upon request.

Copies of all SLB donations, sick leave grant requests, and SLB membership cancellation forms shall be marked for approval or denial by the SLB committee. Following such action, the SLB committee shall disperse copies of the forms to the bank member and the district business office.

The district business office shall maintain all records regarding the operation of the SLB:

1. The district business office shall report the status of the SLB upon request of the SLB committee.
2. The district business office shall provide information to the SLB committee upon request for any data maintained in the business office files with regard to an applicant’s use of, or

investment in, the bank. The Superintendent shall advise committee members of their responsibility to maintain confidentiality requirements.

Any questions concerning membership, regulations, or application for sick leave days that may arise after adoption of this plan and are not specifically covered herein shall be submitted to the SLB committee which will make a final decision.

SICK LEAVE BANK DEFINITION OF CATASTROPHIC

A member of the sick leave bank may withdraw leave from the bank under the following conditions:

Must have a catastrophic mental or physical illness or injury defined as follows:

1. must be of a serious nature, not a passing disorder or temporary ailment
2. must require treatment by certified health care provider
3. the illness must be chronic or debilitating
4. it must result in the employee's temporary or permanent incapacity to perform his/her job functions for an extended period of time

Examples of illnesses which may enable a member to withdraw leave from the bank include but are not limited to cancer, heart disease or stroke.

For the purpose of withdrawals from the sick leave bank, normal pregnancies with no serious complications and routine surgeries with no serious complications are not considered to be catastrophic.

Days from the bank shall be granted only for unexpected extended critical illness; unexpected, critical surgery*; or critical and/or debilitating injury which necessitates an absence from work for five (5) consecutive days or longer.

*Days requested for Caesarian deliveries will be considered only for first-time occurrence and on a case-by-case basis. Requests will not be accepted until all accumulated sick leave is exhausted.

Pregnancy will not be considered as a catastrophic illness except in the event of complications which endanger the applicant or fetus.

The Sick Leave Bank Committee has complete authority to determine whether an employee's illness or injury is considered to be catastrophic by the definition in this regulation.

**OLTON INDEPENDENT SCHOOL DISTRICT
SICK LEAVE BANK ENROLLMENT FORM
2010-2011**

NEW EMPLOYEES:

_____ I **choose** to participate in the Olton I.S.D. Sick Leave Bank and allow contribution of two (2) of my local sick days.

_____ I **choose not** to participate in the Olton I.S.D. Sick Leave Bank at this time.

CURRENT EMPLOYEES:

_____ I **choose to participate again** in the Olton I.S.D. Sick Leave Bank and allow contribution of one (1) of my local sick days.

_____ I **have not participated** in the Olton I.S.D. Sick Leave Bank and I **choose to participate now** and allow contribution of three (3) of my local sick days.

_____ I **choose not to participate** in the Olton I.S.D. Sick Leave Bank at this time.

EMPLOYEES THAT HAVE USED DAYS FROM THE SLB:

_____ I **choose to participate again** in the Olton I.S.D. Sick Leave Bank and contribute three (3) of my local sick days.

_____ I **choose not to participate** in the Olton I.S.D. Sick Leave Bank at this time.

Signature

Date

As per Explanation of Benefits Package given out on 8/16/10:

Sick Leave/Personal Days:

- c. Incentives for attendance if in sick leave bank:
1. \$50.00 a day to employee for unused local sick days at the end of the school year (June pay check)
 2. Perfect attendance \$200.00 (if employee gives 2 days to sick bank and does not miss a day all year - \$50.00 is paid for all 4 days = \$200.00 for perfect attendance.

Please return this form to your campus office by Friday, August 20th.

**OLTON INDEPENDENT SCHOOL DISTRICT
SICK LEAVE BANK CANCELLATION FORM
2010 – 2011**

_____ I **choose** to cancel my participation in the Olton I.S.D. Sick Leave Bank with the full understanding that I lose the days of my local sick days that I contributed to the SLB when I joined at an earlier date.

Signature

Date

**OLTON INDEPENDENT SCHOOL DISTRICT
Olton, Texas**

Sick Leave Bank Request for Days

Name: _____ Date: _____

Address: _____

Social Security No.: _____

Position/Assignment: _____ Campus/Dept.: _____

Length of time employed by OISD: _____ Years _____ Months

Reasons for requesting days from the Sick Leave Bank:

I have donated the required days of my local sick leave, and I am a member of the OISD SLB. I have exhausted all my available state and local leave days, and/or accrued vacation leave for this year and am requesting sick leave days because of:

- _____ Personal illness
- _____ Illness of a member of my family (Please attach Family Information Form 1a.2)
- _____ Bereavement of spouse, child or parent (Please attach Family Information Form 1a.3)

Number of sick leave days requested:

Number of days requested from the Bank: _____

(not to exceed more than 5 days for bereavement)

Sick Leave Bank days should begin: _____
(Month) (Day) (Year)

Please describe the purpose for which these days are needed:

Signature of member _____ Date _____

A statement from the attending physician must be attached.



**OLTON INDEPENDENT SCHOOL DISTRICT
OLTON, TEXAS**

**Sick Leave Bank
Family Information Form**

This sheet should be filled out by members who are requesting sick leave days because of illnesses in the immediate family or illnesses of a relative for whom the member is the major caregiver. Please attach this form to the completed "Request for Days from Sick Leave Bank" form.

The immediate family should include and be limited to:

1. spouse
2. son or daughter, including a biological, adopted or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in *loco parentis*; and
3. parent, stepparent, parent-in-law, or other individual who stands in *loco parentis* to the employee

Name of family member: _____

Birth date: ____ / ____ / ____

Relation: _____

Does this family member live with the employee? Yes _____ No _____

If the answer is no, please explain the extent of your obligations as a major caregiver for this individual:

To my knowledge this condition did not exist on the day I joined the Sick Leave Bank. (This statement is waived for the 1999 initial enrollment period and for new employees at their first opportunity to join the bank.)

Signature of Member

Date

(Form 1 a.3)

**OLTON INDEPENDENT SCHOOL DISTRICT
OLTON, TEXAS**

Sick Leave Bank
Family Bereavement Information Form

This sheet should be filled out by members who are requesting sick leave days because of **bereavement** of an immediate family member. Please attach this form to the completed “Request for Days from Sick Leave Bank” form.

The immediate family should include and be limited to:

1. spouse,
2. son or daughter, including a biological, adopted or foster child, a stepchild, or
3. parent or stepparent

Name of family member: _____

Date of Death: ____ / ____ / ____

Relation: _____

Please attach a published obituary notice and/or a hospital/death certificate to this form.

Signature of Member

Date

**OLTON INDEPENDENT SCHOOL DISTRICT
P.O. BOX 388
OLTON, TEXAS 79064**

**ATTENDING PHYSICIAN'S STATEMENT
THIS FORM MUST BE RETURNED TO O.I.S.D.**

TO BE COMPLETED BY PATIENT/EMPLOYEE

Name: _____

Address: _____

Job Title/Description: _____

AUTHORIZATION TO RELEASE INFORMATION:

I hereby authorize the undersigned physician to release any information during the course of my examination or treatment.

Employee Signature

Date

TO BE COMPLETED BY PHYSICIAN

Name of patient: _____

Name of OISD employee: (if different from the name of patient) _____

Nature of sickness or injury, medical diagnosis of condition(s) causing disability: _____

Referral Doctor (if applicable): _____

Dates hospitalized, if any, and name and address of hospital:

Date admitted: _____ / _____ / _____ Date discharged: _____ / _____ / _____

Name of Hospital: _____

Address: _____

Was injury or illness job related? Did incidence of injury occur on job? _____

To your knowledge, what is the earliest date the patient was treated for this condition? _____

Is patient still under your care? Yes _____ No _____

For what period of time will the patient be unable to work? _____

For what reason(s) would the patient need to miss work for this long? _____

Date patient can return to work? _____

Typed or printed name of physician

Address and Phone Number

Signature of physician

Date

**OLTON INDEPENDENT SCHOOL DISTRICT
OLTON, TEXAS**

**Sick Leave Bank
Application for Extension of Days of Leave**

Name of Member

Social Security No.

Date

Campus/Department

Position/Assignment

I request _____ days of Extended Local Sick Leave.

I have been absent for the reason of _____

I have exhausted all accumulated sick leave and I am a member of the OISD Sick Leave Bank. I applied to the bank on (date) _____ for sick leave days and received _____ days from that source of relief. I am still in need of _____ days.

Signature

**Olton Independent School District
Employee Separation Questionnaire
(For use with voluntary separations)**

Campus or Department

- High school Middle school Elementary school Other _____

Position

- Administrator Teacher Paraprofessional Auxiliary Other _____

Length of employment in the district

- Less than 1 year 1–4 years 5–9 years More than 10 years

Reason for leaving (check all that apply)

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Better opportunity | <input type="checkbox"/> Dissatisfaction with co-workers | <input type="checkbox"/> Dissatisfaction with supervisor | <input type="checkbox"/> Lack of recognition |
| <input type="checkbox"/> Better compensation | <input type="checkbox"/> Health or family circumstances | <input type="checkbox"/> Relocation | <input type="checkbox"/> Working conditions |
| <input type="checkbox"/> Career change | <input type="checkbox"/> Return to school | <input type="checkbox"/> Retirement | <input type="checkbox"/> Other _____ |

Are you leaving to go to work for another district? Yes No

If you are leaving to work at another district, why did you choose that district?

- | | | | |
|--|-----------------------------------|--|---|
| <input type="checkbox"/> Advancement opportunity | <input type="checkbox"/> Pay | <input type="checkbox"/> The commute | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Working conditions | <input type="checkbox"/> Benefits | <input type="checkbox"/> Work schedule | <input type="checkbox"/> Other _____ |

How would you rate your supervisor in regard to the following?

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Needs Improvement</i>
Treated employees fairly and equally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided recognition on the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Developed cooperation and teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged and listened to suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resolved complaints and problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Followed policies and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How would you rate your experience in the district in regard to the following?

	<i>Excellent</i>	<i>Good</i>	<i>Fair</i>	<i>Needs Improvement</i>
Cooperation within your campus or department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation between campuses or departments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication within your department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication within the district as a whole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication between you and your supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morale at your campus or in your department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training and information to do your job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplies and equipment provided to do your job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

My workload was:

- Too much About right Too light

What did you like most about your job?

What did you like least about your job?

Do you have any suggestions for improvement?

Would you return to work for the district?

- Yes, without reservation Yes, under different circumstances Not at all

Would you recommend the district to others as a place to work?

- Yes Yes, with reservations No

Employee signature

Date

**Olton Independent School District
Employee Exit Report**

Name _____ Dates employed _____

Position _____ Department/campus _____

Forwarding address _____

Phone _____

Check appropriate type of termination:

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Dismissal | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Nonrenewal | <input type="checkbox"/> Reduction in force |
| <input type="checkbox"/> Resignation | <input type="checkbox"/> Extended disability |
| _____ With notice | <input type="checkbox"/> Other _____ |
| _____ Without notice | |

Check all reasons for leaving (to be completed for all voluntary resignations):

- | | | |
|---|---|--|
| <input type="checkbox"/> Moving from district | <input type="checkbox"/> Family circumstances | <input type="checkbox"/> Took a new position |
| <input type="checkbox"/> Returning to school | <input type="checkbox"/> Dissatisfied with type of work | <input type="checkbox"/> Position w/other district |
| <input type="checkbox"/> Other: _____ | | |

Comments: _____

Check-out procedures

Where applicable, review and discuss the following items:

- | | | |
|---|--|--|
| <input type="checkbox"/> Health insurance | <input type="checkbox"/> Return of district property | <input type="checkbox"/> Authorization for release of employment information |
| <input type="checkbox"/> Group life insurance | _____ Keys _____ Equipment | |
| <input type="checkbox"/> Unemployment insurance | _____ Books _____ Other | |
| <input type="checkbox"/> Disability insurance | <input type="checkbox"/> Notification to court and recipient of child or spousal support | |
| <input type="checkbox"/> Compensatory time | | |

Comments _____

Interviewed by _____

Date _____

2010-2011 STUDENT ASSESSMENT TESTING CALENDAR DATES

October 19 (Tuesday)	-	Exit Level ELA (retest) Exit Level ELA – Online (retest)	
October 20 (Wednesday)	-	Exit Level Mathematics (retest) Exit Level Mathematics - Online (retest)	
October 21 (Thursday)	-	Exit Level Science (retest)	Exit Level Science-Online (retest)
October 22 (Friday)	-	Exit Level Social Studies (retest)	Exit Level Social Studies-Online (retest)
March 1 (Tuesday)	-	Grade 4 Writing (English & Spanish) Grade 9 Reading Exit Level ELA Exit Level ELA-Online (retest)	Grade 7 Writing Grade 10 ELA Exit Level ELA (retest)
March 2 (Wednesday)	-	Exit Level Mathematics (retest)	Exit Level Mathematics-Online (retest)
March 3 (Thursday)	-	Make-up session for Grade 10 ELA Exit Level Science-Online (retest)	Exit Level Science (retest)
March 4 (Friday)	-	Exit Level Social Studies (retest)	Exit Level Social Studies-Online (retest)
April 25 (Monday)	-	LAT Grades 3-4 Mathematics LAT Grade 10 Mathematics	LAT Grades 6-7 Mathematics
April 26 (Tuesday)	-	LAT Grades 3-4 Reading LAT Grades 6-7 Reading LAT Grade 10 ELA Exit Level ELA (retest)	Grade 3-4 Mathematics (English & Spanish) Grades 6-7 Mathematics Grade 10 Mathematics Exit Level ELA-Online (retest)
April 27 (Wednesday)	-	Grades 3-4 Reading (English & Spanish) Exit Level Mathematics Exit Level Mathematics (retest)	Grade 6-7 Reading Exit Level Mathematics-Online (retest)
April 28 (Thursday)	-	Grade 5 Science (English & Spanish) Grade 9 Mathematics Exit Level Science (retest)	Grades 8 & 10 Science Exit Level Science Exit Level Science-Online (retest)
April 29 (Friday)	-	LAT Grades 5, 8 and 10 Science Grades 8 & 10 Social Studies Exit Level Social Studies-Online (retest)	Exit Level Social Studies Exit Level Social Studies (retest)
April 30 (Saturday)	-	All make-up session for tests, LAT included, scheduled to be administered on April 25-27, 2011, and included in the calculation of AYP must be completed by this date. These tests include grades 3-4, 6-7, and 10 Mathematics, and grades 3-4 and 6-7 Reading.	
May 16 (Monday)	-	LAT Grade 5 Mathematics	LAT Grade 8 Mathematics
May 17 (Tuesday)	-	LAT Grade 5 Reading LAT Grade 8 Reading	Grade 5 Mathematics (retest) (English & Spanish) Grade 8 Mathematics (retest)
May 18 (Wednesday)	-	Grade 5 Reading (retest) (English & Spanish)	Grade 8 Reading (retest)
May 20 (Friday)	-	All make up sessions for the grades 5 and 8 Mathematics tests (English and Spanish versions), LAT included, scheduled to be administered on May 16-18, 2011 must be completed by this date.	

DATES ARE SUBJECT TO CHANGE.