

Employee Handbook

SABINE ISD

5424 FM 1252 W
GLADEWATER, TX 75647

2009 - 2010

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INTRODUCTION

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

This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of 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. A policy manual is located in the **Superintendent's Office** and is available for employee review during normal working hours **and through Policy On-Line at <http://www.tasb.org/policy/pol/private/092906> .**

DISTRICT INFORMATION

Description of the District

Sabine ISD is located in the Liberty City community on Interstate Highway 20 and encompasses 41 square miles in west Gregg County. The district, established in 1893, is accredited by the Texas Education Agency and the Southern Association of Colleges and Schools, and provides a quality education for pre-kindergarten through grade 12.

The district strives to provide a variety of educational opportunities and involvement for the entire community. The district philosophy expresses a desire for students to achieve intellectual, social, physical, and occupational excellence through their learning experience.

Programs of the district include gifted and talented classes, computer classes, career and technology education, UIL academic and athletic competitions, Texas Scholars Program, and fine arts. The schools are climate controlled and well equipped with libraries, computer labs, and physical education facilities.

MISSION STATEMENT

The mission of the Sabine Independent School District is to provide appropriate, challenging opportunities, in a safe and positive environment, for all students to develop to their potential academically, mentally, emotionally, physically, and socially in a way that each student is motivated and enabled to become a confident and competent problem-solver, communicator, collaborative worker, user of technology, and life-long learner so that the student is prepared to become an effective citizen and productive member of society.

District Goals and Objectives

The following goals were adopted by the SISD Board of Trustees in February 1999 and updated in February 2001:

- * Provide a safe and secure environment.
- * Provide appropriate technologies for all learners.
- * Provide appropriate curriculum PK-Grade 12 to prepare students for everyday life.
- * Provide a clean and well-maintained physical plant.
- * Recruit and maintain a high quality staff.
- * Maintain excellent attendance among students and teachers.
- * Increase parental and community involvement.
- * Maintain and improve all facilities.
- * Achieve exemplary status districtwide.
- * Develop positive working relationships among all staff, administrators, and the board.

BOARD OF TRUSTEES

Policies BA, BB, BD, and BE series

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for 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 ensure a strong educational program for the district's children. Trustees are elected by position or place and serve four-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Board members: James Gray, President
Tony Raymond, Vice-President
Steven Best, Secretary
Todd Gibbs, Member
Bill Harvey, Member
John Kenna, Member

The board usually meets the second Monday of each month at 6:30 p.m. in the Administration Office. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted in 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 two hours 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, personnel issues including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

Board Meeting Schedule for 2009 - 2010

August 10, 2009
September 14, 2009
October 12, 2009
November 9, 2009
December 14, 2009
January 11, 2010

February 8, 2010
March 8, 2010
April 12, 2010
May 10, 2010
June 14, 2010
July 12, 2010

ADMINISTRATION

Superintendent

Stacey Bryce

Director of Business Operations

Mary Russell

Director of Instructional Programs and Services

Nelda Woodfin

Director of Gregg County Shared Services Arrangement

Sherry Clark

High School Administration

Eddie Shawn, Principal

Phillip Works, Assistant Principal

Middle School Administration

Durwin Cooley, Principal

Bill Middendorf, Assistant Principal

Elementary School Administration

Teri Bass, Principal

Jennifer Jordan, Assistant Principal

Director of Athletics

Jerry Baker

Director of Maintenance

Ken Wilson

Director of Transportation

Scott Eaton

Director of Child Nutrition Services

Sunnie Caldwell

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 level, the employee is encouraged to contact the appropriate department at 903-984-8564 unless otherwise listed:

Accounts Payable	Kim Anderson	Ext. 201
Employee Insurance/Payroll Information	Charlotte Robins	Ext. 203
School Nurses	Freda Gantt	HS (Ext. 339); MS (Ext. 331)
	Amanda Madden	(EL) 903-984-1292
Special Education	Sherry Clark	903-984-4416
Superintendent's Secretary	Karen Pierce	Ext. 204
Textbook Information	Karen Pierce	Ext. 204
Worker's Compensation	Charlotte Robins	Ext. 203
TAKS, AP, Curriculum, Technology	Nelda Woodfin	Ext. 208

DISTRICT DIRECTORY

Administration Offices
5424 FM 1252 W
Gladewater, TX 75647
903-984-8564
FAX 903-984-6108

High School Office
5424 FM 1252 W
Gladewater, TX 75647
903-984-8587
FAX 903-986-1103

Middle School Office
5424 FM 1252 W
Gladewater, TX 75647
903-984-4767
FAX 903-984-8823

Elementary School Office
5219 Old Hwy. 135 N
Gladewater, TX 75647
903-984-5320
FAX 903-984-4101

Special Education Offices
5303 Old Hwy. 135 N
Gladewater, TX 75647
903-984-4416
FAX 903-986-3408

EMPLOYMENT

Equal Employment Opportunity

Policies DAA, DIA

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

Employees with questions or concerns relating to discrimination on any of the basis listed above should contact 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.

Employment after Retirement

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full- or on a 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

Policies DC, DCA, DCB, DCD, DCE (Note: DCA = Probationary Employees; DCB = Term Contract Employees; DCD = At-Will Employees)

State law requires the district to employ all full-time professional and administrative employees in positions requiring a certificate from 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 policies that follow provide a general description of the employment arrangements used by the district.

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

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

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, employee's personal items, work areas, including district-owned computers, lockers, and private vehicles parked on district premises or work sites or used in district business.

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

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact Scott Eaton, Transportation Director, at 903-984-9236.

First Aid and CPR Certification

Policies DBA, DMA

Nurses, physical education teachers, marching band directors, coaches, athletic trainers, or sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or University Interscholastic League (UIL) must maintain and submit to the district proof of current certification in first aid 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.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contracts. Campus reassignments must be approved by the principal at the receiving campus. When reassignments are due to enrollment shifts or program changes, the superintendent has final placement authority. Extracurricular or supplemental duty assignments may be reassigned at any time. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

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

Workload and Work Schedules

Policies DEA, DL

The administration shall determine the distribution of work among members of the staff. The Superintendent and principals shall require each staff member to be on duty before and after regular school hours long enough to plan and carry out individual professional responsibilities. The responsibilities shall include planning, supervision, guidance, instruction, and other routine duties or assignments made by the Superintendent or the principal such as work related to extracurricular activities, hall duty, and cafeteria duty.

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

Classroom teachers will have planning periods for instructional preparation and conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes.

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

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 include individuals on an emergency permit (including individuals waiting to take a certification exam) or individuals who do not hold any certificate or permit. No later than the 30th instructional day after the date of assignment the superintendent or designee will send a written notice to parents. Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status can call Nelda Woodfin in Central Office.

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

Policies DN, DNA, DNB

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

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Sabine 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 superintendent's office.

Staff Development

Staff development activities are organized to meet the needs of employees and the district. Staff development is predominantly campus-based, related to achieving campus performance objectives, and developed and approved by district- and campus-level advisory committees in order to accomplish the district's mission and objectives. *(Refer to Regulation DMA and Exhibit Forms that follow.)*

PROFESSIONAL DEVELOPMENT
STAFF DEVELOPMENT

DMA
(REGULATION)

STAFF
DEVELOPMENT

Attendance at designated staff development sessions is mandatory for school personnel. An absence not excused in accordance with DEC (LOCAL) or for which no staff development equivalency hours have been earned [see DMA (LOCAL)], will result in deductions from the employee's salary in accordance with DEC (LOCAL).

STAFF
DEVELOPMENT
EQUIVALENCY
HOURS

Professional employees and paraprofessionals must elect to participate in the staff development equivalency program under the following conditions:

1. Six hours of staff development equivalency time must be accumulated before an employee can be released from a scheduled campus or District development session.
2. Staff development equivalency hours may be earned after school hours, on weekends, or in the summer (pre-contract days). The staff development year will run from September 1 to August 31.

PROCEDURE

Requests to participate in activities to earn staff development equivalency hours must be made on the request form (Exhibit A) and approved by the principal or supervisor.

An activity record form (Exhibit B) must be signed by the leader of the training session and submitted to the principal or supervisor.

An evaluation must be completed for each staff development equivalency session within seven (7) days after the session and be filed with the principal or supervisor.

REQUEST FOR STAFF DEVELOPMENT
EQUIVALENCY TIME APPROVAL

Date_____

Employee's Name_____ Campus_____

Assignment_____

Title of workshop/course/activity_____

Dates of workshop/course/activity_____

Location_____ Sponsored by_____

Brief description of workshop/course/activity_____

Hours of equivalency time to be earned_____

Approved by:

Signature of Principal/Supervisor

Date of Approval

NOTE: Equivalency time earned from September 1 to August 31 must be used during the following September 1 to August 31 school year.

PROFESSIONAL DEVELOPMENT
STAFF DEVELOPMENT

DMA
(EXHIBIT B)

VALIDATION OF STAFF DEVELOPMENT EQUIVALENCY CREDIT

Employee's Name _____ Campus _____

Assignment _____

Title of workshop/course/activity: _____

Location of workshop/course/activity: _____

Sponsored by: _____

Dates of Workshop	Beginning Time	Ending Time	Total Time	Signature of Presenter

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Approved Disapproved

NOTE: Equivalency time earned from September 1 to August 31 must be used during the following September 1 to August 31 school year.

COMPENSATION AND BENEFITS

Salaries, Wages, and Stipends

Policies DEA, DEAA

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid based on an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a work week.

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

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

Paychecks

Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. Paychecks will not be released in advance of the scheduled payday. If your position requires you to be off campus frequently, you may wish to take advantage of direct deposit. Payday is normally the 15th of each month; a payday schedule will be included with September's paycheck each year.

Automatic Payroll Deposit

The district offers employees automatic payroll deposit. Employees can have their paychecks electronically deposited into one or more designated accounts at any bank or credit union. This service can be activated or discontinued at any time by notifying the payroll office in writing. With automatic deposit, an employee's paycheck is immediately available on the pay date. Contact the payroll office for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- 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; higher education savings plans.

Employees may also request payroll deduction for payment of membership dues to professional organizations and charitable organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation

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 workweek and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40 hour work week and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a work week begins at 12:00 a.m. Sunday and ends at 11:59 p.m. Saturday.

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

- * Employees can accumulate up to 240 hours of comp time.
- * Comp time earned must be used according to a schedule that is mutually agreeable to the employee and supervisor.
- * Weekly time sheets/weekly time cards will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Guidelines

Policy DEE

Approval for Travel

Employees wishing to attend functions on behalf of the District must secure approval from their immediate supervisor prior to making plans to attend. This approval must be secured using the District's travel request form appropriate to the event (there are separate forms for overnight and non-overnight travel). This form should be submitted for approval prior to entering items in the requisition system or committing District funds for any expenses, including registration fees and hotels, but **MUST** be submitted at least two weeks prior to the travel event if any funds are to be advanced prior to travel.

Expense Guidelines

- Only in state travel will be considered for approval without extenuating circumstances.
- District employees can choose to use their own cars and be reimbursed on a per mile basis, or may reserve and use a District provided vehicle for group travel, if available. Reservation of a district vehicle should be done as soon as you know about the event, as vehicles are limited in number.
- The District will pay mileage for only one vehicle per four people attending a function. Official route mileage will be based on the Comptroller's mileage guide round-trip mileage calculations using Liberty City, Texas (or the city where the employee's main assignment or office is located), as the departure point and the event city as the destination.
- Plane tickets will only be paid for in extenuating circumstances. Without extenuating circumstances, airplane travel will only be paid up to the standard mileage that would have been allowable to the same destination. All additional expenditure will be borne by the employee, including rental vehicle if applicable.
- The District expects two employees of the same sex attending a meeting to share a room. An employee who chooses not to share a room will be responsible for their own room expense. If employees agree not to share a room, employees can be paid one-half each of the lowest cost room.
- Employees will be reimbursed for meals on a per diem basis. This reimbursement is based on the currently approved per diem schedule and time of departure from and return to District. When a banquet is part of a conference and that banquet exceeds District reimbursement rates, the District will pay for the Conference meal in lieu of the standard amount for that particular meal.
- The District currently has not set a limit for hotel room rates. Where multiple hotels and rates are available for a conference, the employee should remember that taxpayer dollars are being used to fund such expenses, and the location with the lowest rate, consistent with safety considerations, should be sought. The allowable amount will be limited to the amount submitted for approval on the appropriate travel form or the original budgeted amount, whichever is lower, unless previous approval for a budget amendment has been granted.

Guidelines for Paying for Travel

At least two weeks prior to traveling, the employee should complete the Travel Request form. Once approved by all necessary departments, the original form will be given to the business office when travel requires expenditures of any kind. This form should list all anticipated expenditures that are considered reimbursable by the District. Employees may pay for all related expenditures by personal means and request reimbursement upon their return or request the use of a District credit card for hotel expenses and an advance check for meals and mileage (for overnight travel only). In either case the employee should maintain and submit copies of receipts for all expenditures except for meals and mileage expenses which are paid based on approved District Schedules. Employees should secure a tax exempt form prior to travel as the District will not reimburse for state hotel taxes. Employees requesting meal reimbursement for non-overnight travel should submit receipts in a timely manner, but no later than 30 days after the date of the travel. Receipts submitted after that time will not be reimbursed. Additionally, the District's fiscal year ends June 30, and all mileage reimbursement for the school year must be submitted no later than July 15 of the following year, or reimbursement will be denied.

Hotel Expenses

Employees that wish for the District to pay for hotel/motel expenses should come by the Business Office the day before departure to secure the credit card. In order to secure such card, the employee must read and sign a credit card usage form prior to the travel. In such instances when the employee needs the District to secure the reservation, the employee should make all appropriate reservations and forward the reservation number, phone number, hotel name, etc., to the business office using the approved form for such, so the reservation can be confirmed. **It is the employee's responsibility to gather the exact expense information for the hotel, including local hotel taxes, and provide that information on the travel form. Credit card charges that exceed the expenses identified on the approved travel form may result in the employee's pay being docked. If plans change, it is the employee's responsibility to verify that reservations have been canceled; failure to do so could result in the employee's pay being docked.** The travel card and receipt for charges should be returned to the business office immediately upon return from the travel. Detailed receipts are required in all cases.

Advances

Sabine Independent School District employees can receive advances to cover their mileage and meal allowances only when overnight travel is involved. If an advance is desired, the employee should make sure that these requests are made at least two weeks in advance to allow sufficient time to generate the requested check. If such request is not made two weeks prior to travel, the business office will reimburse the employee for his/her expenses in the next check run following the return of appropriate travel receipts.

District Vehicles

District vehicles are provided based on District transportation needs, meaning that if we have teams or groups traveling they will be given preference in most cases. Following those mandatory needs, the remaining vehicles will be distributed on a first come, first served basis, so it is very important for employees to make reservations as soon as possible. When requesting a District vehicle, in addition to calling the transportation department to reserve the vehicle please note such on the travel request form. When it is noted that an employee is using a District vehicle, appropriate credit cards will be given to the employee that will allow for the charging of fuel and emergency vehicle repairs. Just like noted in Hotel Expenses above, this card should be secured

from the business office the day before the travel, and again, a travel card usage form must be read and signed before you are allowed to leave with the card. Upon return from the travel, the cards should be returned immediately, and all receipts charged to those cards submitted. Detail receipts should be secured in all cases. Note: The District's commercial fuel cards (Shell, Exxon, etc.) do not allow for "pay at the pump" use. The user must sign the receipt inside the station.

Travel with Students

Employees will follow the same guidelines as above with several additional requirements.

- Students meals will be reimbursed for actual or per diem which ever is smaller.
- Advances for meal money will be given when appropriate paperwork is completed, approved and turned into the Business Office at least two weeks prior to travel.
- If students are given their per diem travel amount, the employee must get the students' signature as to such receipt, and that documentation must be returned to the business office.
- If actual meals are charged, copies of detail receipts must be submitted. The signature slip with the grand total is not a sufficiently detailed receipt.
- When travel requires overnight stay, same sex students are required to stay four to a room.
- Credit cards are available for covering these student expenses. Appropriate forms noted above should be completed prior to travel.
- Per Diem meal limits for students are the same as employees when overnight travel is involved (please note that all meal limits are inclusive of any gratuity paid).
- The meal allowance for single event travel (a team traveling to a game, for example) is limited to \$7.00 per student (including any gratuity). Meals will not be provided by the District for away games that involve a "short" trip. Short is defined as a trip requiring less than 30 minutes travel time and includes, but is not necessarily limited to, the following destinations: Gladewater, Kilgore, Union Grove, White Oak, and Winona. If the event schedule is such that travel time is less than 30 minutes but the group will be at the destination for an extended period of time (in tournament play, for example), an exception for meals may be considered if requested prior to travel as outlined in previous guidelines.

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. 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 the payroll office for more information.

Supplemental Insurance Benefits

Policy CRD

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

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (e.g. health, cancer and dread disease, and dental, and to set aside funds for dependent care and medical expenses. A third-party administrator handles employee claims made on these accounts.

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

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Texas Association of School Boards Risk Management Fund, effective 9/1/2007. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the employee's supervisor and the payroll office. 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.

Unemployment Compensation Insurance

Policy CRF

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

Teacher Retirement

Policy DEG

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). Substitute's not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the payroll office as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.state.tx.us).

LEAVES AND ABSENCES

Policy DEC

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

**** POLICIES DEC (LEGAL & LOCAL), DECA, AND DECB IN ENTIRETY ARE LOCATED AT ****

www.sabine.esc7.net (Sabine ISD Online Board Policy)

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 grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring grievances to the board of trustees. For ease of reference, the district's policy concerning the process of bringing complaints and grievances is reprinted as follows:

******* POLICY DGBA (LEGAL & LOCAL) IN ITS ENTIRETY IS LOCATED AT *******
www.sabine.esc7.net (Sabine ISD Online Board Policy)

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 policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident. The *Code of Ethics and Standard Practices for Texas Educators*, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

Code of Ethics and Standard Practices for Texas Educators

Statement of Purpose

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

DISCRIMINATION, HARASSMENT, AND RETALIATION

Policies DH, DIA

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is DIA (Local).

******* POLICY DIA (LOCAL) IN ITS ENTIRETY IS LOCATED AT *******
www.sabine.esc7.net (Sabine ISD Online Board Policy)

HARASSMENT OF STUDENTS

Policies DF, DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment 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 section *Reporting Suspected Child Abuse* for additional information.)

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is DF (Legal) and FFH (Local).

******* POLICIES DF (LEGAL) & FFH (LOCAL) IN ENTIRETY ARE LOCATED AT *******
www.sabine.esc7.net (Sabine ISD Online Board Policy)

Drug-Abuse Prevention

Policy DH and DI

Sabine 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 policies on drug abuse and drug-free schools (DH and DI) follow on the next page.***

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 within 48 hours of the event that led to the suspicion. Abuse is defined by Texas Family Code and includes any sexual conduct involving an educator and a student or minor. Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

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

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

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

Fraud and Financial Impropriety

Policy CAA

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

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

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

Conflict of Interest

Policies BBFA, DBD

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

- * A personal financial interest
- * A business interest
- * Any other obligation or relationship
- * Non-school employment

Gifts and Favors

Policy DBD

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

Associations and Political Activities

Policy DGA

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

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

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

Safety

Policy CK

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

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

Employees with questions or concerns relating to safety programs and issues should contact their supervisor or the superintendent.

Tobacco Use

Policies DH, GKA, FNCD

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

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

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

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

Possession of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students are prohibited 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 supervisors or call the Superintendent immediately.

Visitors in the Workplace

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

Copyrighted Materials

Policy EFE

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Rented videotapes are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Computer Use and Data Management

Policy CQ

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

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

Sabine Independent School District Computer and Telecommunication Resource Policy

Access to computer systems and networks owned or operated by Sabine Independent School District imposes certain responsibilities and obligations and is granted subject to school policies, state laws, and federal laws.

Appropriate Use should always reflect academic honesty; high ethical and moral responsibility and show restraint in the consumption of shared resources. Appropriate use demonstrates respect for intellectual property, ownership of data, system security mechanisms, and for individuals' rights to privacy and rights to freedom from intimidation, harassment, and unwarranted annoyance.

Part 1: Appropriate Use of the System

Given the need to provide all users fair and reasonably equitable access to the system resources, the following statements describe both **appropriate** and **inappropriate** use of your computer resources. If you have questions or need clarification concerning any of the policy statement described below and on the following pages, contact Janie McClinton (Ext. 343), Shawn Whited (Ext. 357), or Nelda Woodfin (Ext. 208) **before attempting to use the network**.

Files owned by individual users are to be considered private, whether or not they are accessible by other users. The ability to read a file does not imply the permission to read or use that file. Files belonging to an individual are to be considered private property.

Appropriate Use:

- ☺ Use **ONLY your own user-id and password** to access the network. You MAY NOT allow other users to use your user-id and password to access the network. This is for your own protection as well as the protection of the network in general. You are responsible for any and all activity initiated in or on the network by your account.
- ☺ Keep your **password confidential**. We will change it at regular intervals. Insecure passwords will be changed by the system administrator without notice to the user.
- ☺ Keep your **workstation locked down** except when you are **physically present and actively monitoring** any and all activity on the workstation.
- ☺ Manage your use of system resources to minimize the impact of your activities on other users. Use **only the resources that you need to complete your activity**. Be careful that you do not use excessive or unnecessary CPU cycle, system memory, disk space or printer supplies. Do not make unnecessary printouts. Do not use your workstation as a radio, television, or play station.
- ☺ **Run virus scan on diskettes** that you use on computers other than your network work station (such as a home computer) before using them on the school's network system. See Janie McClinton or Shawn Whited for instructions.

- ☹ Modify only your own data and files. Create them only in your own directories. Merely having write or execute capability enabled on a file or directory does not constitute explicit permission. Users are responsible for protecting their own files and data from reading and/or overwriting by other users. Files created in public directories are subject to deletion without prior notice to the user.
- ☹ Use the system resources **ONLY for valid educational purposes**, never for personal gain.
- ☹ **Abide by** the Internet service provider **policies**, Sabine ISD school policies, state and federal statutes and regulations concerning the use of telecommunication resources and computing facilities.

Inappropriate Use:

- ☹ **NEVER permit games** to be played on the network workstations.
- ☹ **NEVER install software on school-owned equipment.** Request installation by the network administrator. Complete and turn in a “purple sheet” to the campus or department supervisor for approval.
- ☹ **NEVER harass others** while using the computer and telecommunication resources. You have the right not to be harassed whether it is physical, verbal, electronic, or any other form of abuse. Harassment should be reported to the campus administrators immediately.
- ☹ **NEVER** deliberately engage in activities that are intended to **hinder another user’s ability to do their work.** For example, do not run programs that are designed to disrupt another user’s display.
- ☹ **NEVER** access, transmit or store any information which contains **obscene, indecent, lewd or lascivious material** or other material which explicitly or implicitly refers to sexual conduct; this includes files in any and all directories on school-owned equipment.
- ☹ **NEVER** transmit information that contains **profane language or panders to bigotry**, sexism, or other forms of **discrimination**; this includes files in any and all directories that are group or world-readable.
- ☹ **NEVER** use computer programs to **decode passwords or access control information.**
- ☹ **NEVER** attempt to **circumvent or subvert system security measures.**
- ☹ **NEVER** engage in any activity that might be harmful to systems or to any information stored thereon, such as **creating or propagating viruses, disrupting services, or damaging files.**
- ☹ **NEVER** develop or use **programs designed to replicate themselves** or attach themselves to other programs, commonly called worms or viruses.

- ☹ **NEVER** develop or use programs that attempt to **consume all of available system resources** (memory, disk space, network resources, etc.).
- ☹ **NEVER** use the school's systems for **financial gain and/or for profit**. If in doubt, ask Mrs. Woodfin, Mrs. McClinton, or Mr. Whited first.
- ☹ **NEVER** engage in any other activity that fails to comply with the General Principles presented in this policy. **If in doubt, don't do it until you ask.**
- ☹ **NEVER** create, modify, execute or retransmit any computer program or instructions intended to **obscure the true identity** of the sender of electronic mail or electronic messages, collectively referred to as "a:Messages" including, but not limited to, forgery of Messages and/or alteration of system and/or user data used to identify the sender of Messages. Deliberate alteration of system files is vandalism or malicious destruction of Sabine ISD property.

Part 2: Privacy and System Integrity

Electronic Mail

The network management may regulate the content of private, electronic mail communication between users when necessary.

Sending electronic mail directly to an unofficial automatic mail-handling program is not allowed. Unofficial means something that is not a standard part of the system and has not been installed by the network administrator. Using an automated method to direct incoming mail to an unofficial program is not allowed. This restriction is in place to guard against a mail handling or directing method having an error such as in infinite loop, that could flood the mail system with spurious messages, preventing others from sending or receiving mail and possible significantly impacting overall system performance.

Privacy

In order to preserve the integrity or operational state of the network, the network administrator may find it necessary to look at any data or files of yours that exist on the system without your prior consent.

You should be aware that no computer security system, no matter how elaborate, can absolutely prevent a determined person from accessing stored information that they are not authorized to access. Thus, while the network tries to provide a reasonable level of confidentiality for information stored on the network, we cannot guarantee the privacy or confidentiality of any information stored on it. Therefore, if there is any information that must remain confidential, you should not store it on the network.

This policy exists to make you aware of the inherent limitations on your ability to maintain your desired level of privacy or confidentiality of information stored on the network.

Sabine ISD reserves the right to read and/or remove any files on the system without prior notification to system users.

Preventing Access by Others

Leaving your workstation unattended is dangerous to your personal files and to the system security. People have taken advantage of such unwary users by erasing their files, sending rude mail to third parties, changing the user passwords to something unknown so that they are locked out of their accounts, and setting up ways to do all of these things again in the future. For this reason, ***it is imperative that each workstation is kept locked down at any and all times that they authorized user is not present or not monitoring the machine's use.***

System Administrator Talk Request

When the network administrator notices unusual activity occurring in or by a user's account, the administrator will initiate an interactive electronic talk session with the user account in question. If the user refuses to respond to the talk request and logs off immediately, this behavior may indicate that the user may be violating system or school policies or the user may not be the true owner of the account. To maintain continuous service for all network accounts, the system administrator will treat a user refusing a system administrator's talk request by logging off as a potential security violation. In this situation, the network administrator will immediately lock the account of that user. This prevents any further activity with that account, which will protect the system, and if the user account has been compromised and is being used by someone other than the true owner, prevents any further possible damage to that user's or other users' files. The owner of a user account must contact the network administrator any time he/she realizes that his/her account has been "locked out."

Part 3: Network Policy Enforcement Guidelines

Available Penalties

Depending on the nature and severity of the policy violation, the network administrator, with the consent of the principal, may take one or more of the following disciplinary actions:

- * Verbal, written or electronic mail warning
- * Temporary access denial (lockout)
- * Permanent access revocation

If warranted, the network administrator will refer the case to an appropriate school, state or federal authority for further disposition.

Evidence of attempted or actual system security, integrity, or performance related incidents is cause for immediate access denial. The purpose of access denial in these cases is to prevent further damage to the system or data.

Demonstrated intent to violate policy will be considered the same as actual policy violation. Demonstrated intent means evidence of actions that if successful or if carried out as intended, would result in a policy violation.

The district's and campus's intent is to make the network a friendly and cohesive virtual user community. We will make every effort to maintain the security and integrity of our system. We cannot guarantee the security and ultimate privacy of any material stored on the network. We take no responsibility for the loss of data, files, or information on the network.

Asbestos Management Plan

Policy CKA

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

Pest Control Treatment

Policy DI, CLB

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Questions regarding pest control treatment should be directed to Ken Wilson, Maintenance Director.

GENERAL PROCEDURES

Bad Weather Closing

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

KLTV Tyler (Television Station)
KETK Region 56 (Television Station)
KYTX CBS 19 (Television Station)
KYKX 105.7 FM (Longview Radio Station)
KNUE 101.5 FM (Tyler Radio Station)
KFRO 1370 AM (Longview Radio Station)
KOOI 106.5 FM (Radio Station)
KVNE 89.5 FM (Radio Station)

Emergencies

Policy CKC

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

Purchasing Procedures

Policy CH

All requests for purchases must be submitted through the District's electronic requisition system. No purchases, charges, or commitments to buy goods or services for the district can be made without a requisition or purchase order number. The district will not reimburse employees or assume responsibility for purchases made without prior authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the business office for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Business Office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the campus principal or Central Office.

Personnel Records

Policy GBA

Most district records including personnel records are public information and must be released upon request. A limited amount of personal information may be withheld. Employees may choose not to allow public access to or have the following information included in a staff directory by indicating so when completing the form provided you at the beginning of each school year.

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

Building Use

Policies DGA, GKD

Campus principals are responsible for scheduling the use of facilities after school hours. Contact the principal to request to use school facilities and to obtain information on the fees charged.

Sabine ISD Dress and Grooming Code for Employees

I. Food Service Personnel and Maintenance Personnel (mechanics, grounds, custodians, electricians)

With the exception of a position that requires special work attire, the personnel listed above will be asked to dress neatly and be well groomed. Those who are working around machinery should wear clothing that will not be a hazard and cause injury to oneself.

II. Professional and Paraprofessional

With the exception of special-duty teachers (P.E., agriculture science, etc.), professional employees should strive to maintain professional appearance. Jeans are not considered appropriate for the academic classroom, with the exception of designated days, like Friday with school colors, western days, etc. Coaching shorts should not be worn in the building, except when on business of a brief nature. Caps and hats should never be worn in the academic portion of the building. There are exceptions to most rules; standards of professional dress are no different. Teachers and paraprofessional are asked to wear clothing appropriate to the assignment and to abide by the dress code for students in grades 4-12. In addition to these standards, employees shall conform to the following rules:

1. Mustache is acceptable if kept trimmed.
2. Beard is acceptable if kept trimmed and no longer than one inch.
3. Hair should be well groomed and not below the collar for men.
4. Jogging suits and wind suits are not allowed for classroom instruction.

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. All resignations shall be submitted in writing to the Superintendent. The employee shall give reasonable notice and shall include in the letter a statement of the reasons for resigning. A prepaid certified or registered letter of resignation shall be considered submitted upon mailing. The Board delegates to the Superintendent the authority to accept resignations in accordance with the requirements of this policy. Once submitted and accepted, a resignation may not be withdrawn without consent of the Board or its designee.

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*.

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

Reduction in Force

Policy DFF

Dismissal or Nonrenewal of Contract Employees

Policies DFAA, DFAB, DFAC, DFBA, DFBB, DFD

Employees on probationary, term, and continuing contracts can be dismissed during the school year or nonrenewed at the end of the year according to the procedures outlined in district policies. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Information on the timelines and procedures can be found in the DF policies in the policy manual located in the superintendent's office or 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, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to a grievance hearing before the board. To present a grievance, the employee must follow the district process outlined in this handbook.

Exit Interviews and Procedures

Policy DC

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number.

All district keys, books, property, and equipment must be returned upon separation from employment.

Reports to the State Board for Educator Certification

Policy DF

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

- * A reported criminal history
- * Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor
- * Soliciting or engaging in sexual conduct or a romantic relationship with a student or minor
- * The possession, transfer, sale, or distribution of a controlled substance
- * The illegal transfer, appropriation, or expenditure of school property or funds
- * An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- * Committing a crime on school property or at a school-sponsored event
- * Violating assessment instrument security procedures

Reports Concerning Court-Ordered Withholding

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

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

STUDENT ISSUES

Equal Educational Opportunities

Policies FB, FFH

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

Questions or concerns about discrimination of students on any of the bases listed above 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)

- *School officials with legitimate educational interests

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

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

Parent and Student Complaints

Policy FNG

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

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC

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

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

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

Student Discipline

Policies in the FN series and FO series

Students are expected to follow the campus rules, classroom 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

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 or designee. The district's policy that includes definitions and procedures for reporting and investigating bullying of students is FFI (Local).

******* POLICY FFI (LOCAL) IN ITS ENTIRETY IS LOCATED AT *******
www.sabine.esc7.net (Sabine ISD Online Board Policy)

Hazing

Policies FNCC

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