

# Gause ISD Employee Handbook 2010 - 2011



## **One Student at a Time!**

*Gause ISD does not discriminate on the basis of race, religion, age, color, national origin, sex, or disability in providing education services, activities, employment, and programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. Perry Bell, Superintendent, has been designated to coordinate compliance with these requirements. P.O. Box 38, 400 College Street, Gause Texas 77857 Phone: 979-279-5891 Fax: 979-279-5142, E-mail: [pbell@gauseisd.net](mailto:pbell@gauseisd.net).*

*Approved by the Gause ISD Board of Trustees on August 13, 2010  
Written in accordance with the Texas Assoc. of School Boards*

# Table of Contents

## Introduction

## Employee handbook receipt

## District information

Mission statement, goals, and objectives ....	8
Board of trustees.....	8
Board meeting schedule for 2010-11 .....	9
Administration.....	9

## Employment

Equal employment opportunity .....	10
Job vacancy announcements .....	10
Employment after retirement .....	10
Contract and noncontract employment .....	10
Searches and alcohol and drug testing .....	11
First aid and CPR certification .....	12
Reassignments and transfers .....	12
Workload and work schedules .....	12
Notification to parents regarding qualifications	13
Outside employment and tutoring .....	13
Performance evaluation.....	14
Employee involvement.....	14
Staff development .....	14

## Compensation and benefits

Salaries, wages, and stipends .....	14
Annualized compensation .....	15
Paychecks .....	15
Automatic payroll deposit .....	16
Payroll deductions .....	16
Overtime compensation.....	16
Travel expense reimbursement.....	17
Health, dental, and life insurance .....	17
Supplemental insurance benefits .....	17
Cafeteria plan benefits (Section 125) .....	18
Workers' compensation insurance .....	18
Unemployment compensation insurance ....	18
Teacher retirement.....	18

## **Leaves and absences**

Absent from Duty .....	19
Personal leave.....	20
Sick leave .....	21
Local leave .....	21
Family and medical leave.....	21
Temporary disability .....	24
Workers' compensation benefits.....	25
Assault leave .....	25
Jury duty.....	26
Other court appearances .....	26
Military leave .....	26

## **Employee relations and communications**

Employee recognition and appreciation.....	27
District communications .....	27

## **Complaints and grievances.....27**

## **Employee conduct and welfare**

Standards of conduct .....	27
Discrimination, harassment, and retaliation	30
Harassment of students.....	31
Drug-abuse prevention .....	31
Reporting suspected child abuse .....	31
Fraud and financial impropriety .....	32
Conflict of interest.....	33
Gifts and favors .....	33
Associations and political activities .....	33
Safety.....	33
Tobacco use.....	34
Criminal history background checks.....	34
Employee arrests and convictions .....	34
Possession of firearms and weapons .....	35
Visitors in the workplace.....	35
Copyrighted materials .....	35
Computer use and data management.....	36
Asbestos management plan .....	36
Pest control treatment.....	36

## **General procedures**

Bad weather closing .....	37
Emergencies .....	37
Purchasing procedures.....	37
Name and address changes.....	37
Personnel records .....	38
Building use.....	38

## **Termination of employment**

Resignations .....	38
Dismissal or nonrenewal of contract employees	38
Dismissal of noncontract employees.....	39
Exit interviews and procedures .....	39
Reports to State Board for Educator Certification	40
Reports concerning court-ordered withholding	40

## **Student issues**

Equal educational opportunities .....	40
Student records .....	41
Parent and student complaints.....	41
Administering medication to students.....	41
Dietary supplements .....	42
Psychotropic drugs .....	42
Student discipline .....	42
Student attendance.....	42
Bullying.....	43
Hazing .....	43

## **Gause Administrative Policies**

After-School Detention .....	43
At-Risk Students .....	44
Attendance.....	44
Bad Weather .....	44
Benchmarking .....	44
Bus Drivers.....	45
Cafeteria Duty .....	45
Cafeteria Policy .....	45
Cafeteria Schedule.....	46
Proposed 2010-11 Cafeteria Prices .....	46
Cell Phones.....	46
Computers .....	46
Conference Period .....	47
Crisis Management Plan.....	47
Curriculum and Instruction Curriculum Documents	47
Discipline .....	47
Doors .....	48
Dress Code .....	48
Duty-Free Lunch .....	48
Duty Schedules.....	49
Dyslexia.....	49
Energy Conservation .....	49
Faculty Meetings .....	50
Failures – Student Grades .....	50
Family Educational Rights to Privacy Act – FERPA	50
Field Trips .....	50
Financial Planning.....	50

Food in Classroom .....	50
Gifted and Talented (GT) Program .....	51
Grading System .....	51
Gum.....	51
Hall Duty.....	51
Homework.....	51
Instructional Delivery Design .....	52
Lesson Plans .....	52
Manners.....	52
Medical.....	52
Professional Development Appraisal System (PDAS) .....	52
Professionalism and Teacher Dress Code .....	53
Progress Reports.....	53
Promotion, Retention, and Placement Procedures .....	53
Pupil Accounting.....	54
Report Cards.....	54
Reporting to Parents .....	54
Response to Intervention (RTI) and the Student Intervention Team (SIT) Process .....	55
Re-teaching Procedures.....	55
Section 504 Program .....	55
Semester Exams .....	56
Security.....	56
Sign-in Forms.....	56
Special Populations/Special Services.....	56
Staff Parking.....	56
State Compensatory Education (SCE) .....	56
Student Awards .....	57
Telephone Use.....	57
Textbooks .....	57
Title I Schoolwide .....	57
Title IV – Safe and Drug Free Schools .....	57
Tutorials .....	58
UIL .....	58
Workday Hours .....	58

**Appendix**

Parent Involvement Policy.....	59
Confidentiality.....	61
School Directory.....	62
Calendar.....	63

## **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 Perry Bell, Superintendent.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of 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. The District Policy Reference Manual can be accessed in the Superintendent's Office or in the Library Reference Section.

# Employee handbook receipt

Name \_\_\_\_\_

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

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

*You may access the electronic format by going to [www.gauseisd.net](http://www.gauseisd.net) and clicking on "administration".*

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing according to the instructions provided.
- I choose to receive a hard copy of the employee handbook.

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note: You have been given two copies of this form. Please sign and date one and keep it. Sign and date the other copy and forward it to Elaine Kelly, District Secretary.

# District information

## Mission statement, goals, and objectives

**Mission** - It is our mission to provide a well-rounded education for every child in the Gause Independent School District. We will tap into every resource to ensure that the curriculum, facility, staffing needs, financial revenues, and community support are in place to make the needed improvements. The level of expectations will be raised throughout the year to ensure that each one of our goals is met. **We will help all of our children succeed --One Student at a Time.**

### **Goals:**

#### **Goal 1: Academic Expectations**

**Objective:** All students will be expected to meet or exceed the educational performance standards set by the State of Texas.

#### **Goal 2: Staff Development**

**Objective:** Expand the focus of professional development to better meet the needs of all personnel.

#### **Goal 3: Parent/Community Involvement**

**Objective:** Parents and other members of the community will be partners in the improvement of the school.

#### **Goal 4: Campus Environment**

**Objective:** An atmosphere will be provided to enhance the small, safe school atmosphere of the Gause ISD.

## Board of trustees

*Policies BA, BB, BD, and BE series*

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

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

Current board members include: Dave Cunningham, President, Bill Jones, Vice-President, Chris Cooper, Secretary, Henry Bonorden, Mikel Reed, James Todd, and Melanie Rasco

The board usually meets every second Tuesday at 7:00 pm. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the front of the school and at [www.gauseisd.net](http://www.gauseisd.net) 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 consulting with attorneys regarding pending litigation.

**Board meeting schedule for 2009–2010:**

September 14, 2010	October 12, 2010	November 9, 2010
December 14, 2010	January 11, 2011	February 8, 2011
March 8, 2011	April 12, 2011	May 10, 2011
June 14, 2011	July 12, 2011	August 9, 2011

**Administration**

Perry Bell, Superintendent

Diane Lazrine, Finance Manager

Elaine Kelly, District Secretary

# Employment

## Equal employment opportunity

*Policies DAA, DIA*

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

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

## Job vacancy announcements

*Policy DC*

Announcements of job vacancies by position and location are distributed on a regular basis and posted on the district's Web site at [www.gauseisd.net](http://www.gauseisd.net) under "Employment".

## Employment after retirement

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](http://www.trs.state.tx.us)).

## Contract and noncontract employment

*Policies DC, DCA, DCB, DCC, DCD, DCE*

State law requires the district to employ all full-time professional employees in positions requiring a certificate from State Board for Educator Certification (SBEC). 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.** Full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after at least a two-year lapse in district employment also may be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public 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 or continuing contract should be given.

**Term and continuing contracts.** Full-time professionals employed in positions requiring certification will be employed by term 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 and employment policies.

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

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

## **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 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.** 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 if 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 is otherwise 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 Perry Bell, Superintendent.

## **First aid, CPR, and AED certification**

*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, 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 Elaine Kelly by September 1, 2010.

## **Reassignments and transfers**

*Policy DK*

All personnel are subject to assignment and reassignment by the superintendent when the superintendent or 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. 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 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 Superintendent.

## **Workload and work schedules**

*Policies DEA, DL*

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

schedules including required days of service and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation, including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes. 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 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. Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status can contact Perry Bell, Superintendent.

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

## **Employee involvement**

*Policies BQA, BQB*

At both the campus and district levels, Gause 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 by contacting Perry Bell, Superintendent.

## **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**

*Policy DEA*

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are

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

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, and full-time librarians, 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 Diane Lazrine, Business Manager for more information about the district's pay schedules or their own pay.

### **Annualized compensation**

#### *Policy DEA*

The district pays 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, beginning with the first pay period of the school year. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

### **Paychecks**

All professional, salaried employees and hourly employees are paid monthly. 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. Please contact Diane Lazrine, Business Manager if you have questions about your payroll statement.

The schedule of pay dates for the 2010–2011 school year follows:

September 28, 2010	October 28, 2010	November 23, 2010
December 17, 2010	January 28, 2011	February 28, 2011
March 28, 2011	April 28, 2011	May 27, 2011
June 28, 2011	July 28, 2011	August 26, 2011

## **Automatic payroll deposit**

Employees can have their paychecks electronically deposited into a designated account. A notification period of one month is necessary to activate this service. Contact Diane Lazrine, Business Manager 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; and higher education savings plans. 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. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at Sunday and ends on Saturday.

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

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval as workload permits, or at the supervisor's direction.
- An employee may be required to use comp time before using any other available paid leave (e.g., sick, personal, vacation).

- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

## **Travel expense reimbursement**

### *Policy DEE*

Before any travel expenses are incurred by an employee, the employee's supervisor, Perry Bell 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. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage.

## **Health, dental, and life insurance**

### *Policy CRD*

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school health insurance program, or Scott and White. 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 Diane Lazrine, for more information.

## **Supplemental insurance benefits**

### *Policy CRD*

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

## **Cafeteria plan benefits (Section 125)**

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

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

## **Workers' compensation insurance**

*Policy CRE*

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

All work-related accidents or injuries should be reported immediately to Perry Bell, Superintendent. 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 Diane Lazrine, Business Manager.

## **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). 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 TRS 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](http://www.trs.state.tx.us)).

## **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 Diane Lazrine, Business Manager for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

### **Absent from Duty**

All school personnel will inform the superintendent as soon as possible when they know ahead of time that they are going to be absent from school. Follow the procedures and use the Absence from Duty Form. Teachers will make arrangements for their substitutes.

All school personnel under Senate Bill 1 are allowed 5 state personal days which may be accumulated and transferred to other districts. Local policy provides all school personnel with 5 local sick leave personal days which may not be accumulated. The school employee determines whether state or local days will be utilized on the Absence From Duty Form. If there is no indication placed on the form, state days will be used first, then local.

One-half day absences are counted from 11:30 am. Partial day absences must have the approval of the superintendent. If a teacher is more than 1.5 hours late or if they leave 1.5 hours early (beginning at 7:30 a.m. and ending at 4:00 p.m.), they will be charged ½ day of leave. The hours that a teacher leaves early or arrives late are cumulative. For teachers taking ½ day in the afternoon, they may not leave campus before 11:30 a.m. Conversely, teachers taking ½ day in the morning must arrive on campus by 11:30. Each employee will be allowed 3 early leave days a semester before being docked ½ day of leave or salary (which ever applies). Special circumstances must get approval from Superintendent.

DEC Excerpts of District Policy: Leaves and absences (LOCAL). For the purposes of state sick leave accrued before May 30, 1995, FAMILY and local sick leave, 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,
3. Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee,
4. Sibling, stepsibling, sibling-in-law,
5. Grandparent and grandchild,
6. Any person who may be residing in the employee's household at the time of illness or death.

**Note: PLEASE save some leave days. When serious medical emergencies arise, it is so important to have a few days in reserve. Deducted pay is at your daily rate, not substitute pay rate.**

Leave is available for the employee's use with 5 state and 5 personal days. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any employee who is absent more than 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.

## **Personal leave**

State law entitles all employees to five days of paid personal leave per year. 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 that is 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 state sick leave.

**Discretionary.** Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary

personal leave must submit a request to his or her principal or supervisor 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.

## **Sick leave**

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

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

## **Local leave**

### **Family and medical leave (FMLA)—general provisions**

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

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

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

**Military Family Leave Entitlements.** Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military 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.

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

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

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

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

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

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

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

**Employee Responsibilities.** Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with

an employer's normal call-in procedures.

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

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

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

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

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

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

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

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

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

## Local FMLA provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period (*insert only one of the phrases below here*).

- beginning on the first duty day of the school year
- from July 1 through June 30
- from January 1 through December 31
- measured backward from the date an employee uses FMLA leave
- measured forward from the date an individual employee's first FMLA leave begins

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

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

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

**District contact.** Employees that require FMLA leave or have questions should contact Diane Lazrine, Business Manager 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, Diane Lazrine, Business Manager 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 available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or –illness wages. While an employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

### **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.

## **Jury duty**

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and shall be allowed to retain any compensation they receive.

## **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 a time of active military service.

**Reemployment after military leave.** Employees who leave the district to enter into the United States uniformed services or who are ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to Perry Bell, Superintendent.

**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 Diane Lazrine, Business Manager 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 newsletter, and through special events and activities.

## District communications

Throughout the school year, the Superintendent's office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

# Complaints and grievances

## *Policy DGBA*

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is found in both the Superintendent's office and the library reference section.

# Employee conduct and welfare

## Standards of conduct

### *Policy DH*

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. 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 printed in DIA (Local) of Board Reference Manual found in Superintendent's office or in the Library Reference Section.

## **Harassment of students**

*Policies DH, FFG, FFH*

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

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is found in DF (Legal) and FFH (Local) in Board Reference Manual found in Superintendent's office or in the Library Reference Section.

## **Alcohol and drug-abuse prevention**

*Policies DH, DI*

Gause ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use is found in DH (Local) and DI (Exhibit) in Board Reference Manual in the Superintendent's office or in the Library Reference Section.

## **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 includes any sexual conduct involving an educator and a student or minor. Reports to Child Protective Services can be made to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

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

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

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

## **Fraud and financial impropriety**

### *Policy CAA*

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

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

## **Conflict of interest**

*Policies BBFA, DBD*

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

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

## **Gifts and favors**

*Policy DBD*

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

## **Associations and political activities**

*Policy DGA*

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

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

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

## **Safety**

*Policy CK*

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and proce-

dures 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 Perry Bell, Superintendent.

## **Tobacco use**

*Policies DH, GKA, FNCD*

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

## **Criminal history background checks**

*Policy DBAA*

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

## **Employee arrests and convictions**

*Policy DH*

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

## **Visitors in the workplace**

*Policy GKC*

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

## **Copyrighted materials**

*Policy EFE*

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). 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, 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 Perry Bell, Superintendent.

## **Asbestos management plan**

### *Policy CKA*

GISD has complied with federal law requiring schools to be inspected for asbestos and to develop management plans to address asbestos in schools. As required, the superintendent's office houses a copy of the management plan. These copies are available for public viewing. Any questions concerning this matter should be directed to Perry Bell, GISD Asbestos Manager, at (979) 279.5891.

## **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. If you would like a copy of the district's IPM policy statement, this can be found in the Superintendent's office. Any questions can be directed to the IPM Coordinator, Perry Bell.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in front door way of school. Pest control information sheets are available from the Superintendent upon request.

## **General procedures**

### **Bad weather closing**

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late or to release students early, all staff and parents will be notified through Global Connect, the telephone notification system. It is the responsibility of the staff members to keep current telephone numbers in the office.

### **Emergencies**

#### *Policy CKC*

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

### **Purchasing procedures**

#### *Policy CH*

All requests for purchases must be submitted to the business department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact Diane Lazrine, Business Manager for additional information on purchasing procedures.

### **Name and address changes**

It is important that employment records be kept up to date. Employees must notify central administration 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 Elaine Kelly, secretary.

## **Personnel records**

### *Policy GBA*

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

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

The choice to not allow public access to this information may be done at any time by submitting a written request to Elaine Kelly. 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. Perry Bell, Superintendent is responsible for scheduling the use of facilities after school hours. Contact Perry Bell to request 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 Perry Bell, 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.

**Noncontract employees.** Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to Perry Bell, 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 or nonrenewed at the end of the year according to the procedures outlined in district policies. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. 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 in the Board Reference manuals located in superintendent's office or the Library reference section.

### **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 grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance.

### **Exit interviews and procedures**

*Policy DC*

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

## **Reports to 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 Gause 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 on the basis of race, color, religion, gender, or national origin should be directed to the superintendent, the district's

Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to Perry Bell.

## **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), or 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 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. 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 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 for information on procedures that must be followed when administering medication to students.

## **Dietary supplements**

*Policies DH, FFAC*

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

## **Psychotropic drugs**

*Policy FFAC*

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

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

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

## **Student discipline**

*Policies in the FN series and FO series*

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student 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 Perry Bell, Superintendent. The district's policy that includes definitions and procedures for reporting and investigating bullying of students is found in Policy FFI in the Board Reference Manual found in Superintendent's office or in Library Reference section.

## **Hazing**

### *Policy FNCC*

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

## **Gause ISD Administrative Policies**

### **After-school Detention**

After-school detention will be on Monday, Wednesday, and Thursday afternoons, 3:15 – 4:00 p.m. Teachers may assign students to detention if the proper paperwork is sent home and **advance notice** is sent to the principal. Parents will be given at least 24 hours notice of the detention. Students may not choose the detention date.

**The after-school detention is mandatory.** If a student is assigned to D-Hall and does not attend, the student must make up that date and will be assigned an additional day of detention. If a student fails to attend either of the two assigned detentions, he or she will attend in-school suspension for one to three days depending on the reason for D-Hall assignment. **Students and parents do not have the option of changing D-Hall dates, but parents may call Mr. Bell to reschedule if family situations arise.**

At Gause, we make a commitment to parents to use this after-school discipline only in cases where *repetitive* inappropriate behaviors have occurred or for more serious offenses as listed in the Student Code of Conduct. We also utilize D-Hall for ZAP's (Zero's Aren't Permitted) for unfinished school work. Work for zeros is expected to be turned in by the end of D-Hall.

The after-school D-Hall will be under the supervision of the principal's designee. The D-Hall begins promptly at 3:15 p.m. and students will not be admitted late. If they do not arrive by 3:15 p.m., they will be assigned to the next D-Hall **and** will automatically have another day of detention added. Additionally, students must bring work to D-Hall. They will not be allowed to go to their lockers. Students must successfully complete D-Hall or will have to repeat.

### **At-Risk Students**

**Definition:** Students who have failed a grade, students who do not maintain a 70 average in each subject, students who do not do well on the TPRI in K-3, students who do not pass all of the TAKS tests, students who did not advance from one grade level to the next for one or more school years, students of limited English proficiency, students who are sexually, physically, or psychologically abused, students place in an alternative education program, students who are on parole, probation, or deferred prosecution, or homeless students.

### **Attendance – Student 25.092**

Teachers are held responsible for student attendance and accounting. All teachers will report attendance on the computer at 10 a.m. daily (3<sup>rd</sup> period). Junior High teachers must take attendance IN THE COMPUTER at the beginning of each period (not all at once at the end of the day!). Teachers will inform the principal regarding students with serious attendance issues. Teachers will list tardies in the attendance system. The new RSCCC system will track changes to the attendance program (i.e. who changed information). Excused absences are counted in determining whether a student is in compliance with the attendance requirements for class credit, but attendance committees may take into account excused absences when determining whether to issue credit. Section 25.095 requires that students attend class 90 percent of the time for credit. (See also Pupil Accounting.) Teachers should keep records of attendance for backup. Paper attendance sheets will not be sent to the office. Teachers will track students who leave early during the day. Additionally, students must be checked out in the office before they leave campus. They cannot leave from the gym. All employees must also check their children out from the office.

### **Bad Weather**

The Superintendent will make decisions regarding inclement weather with regard to school closures and/or late openings. All staff and parents will be notified about changes in school arrival times or dismissals through Global Connect, the telephone notification system. It is the responsibility of the staff member to keep current telephone numbers in the office.

### **Benchmarking**

Teachers will conduct benchmarks for all students, at least two times per year using release TAKS tests on the DMAC Assessment Software System. Progress monitoring will be utilized throughout the year using commercial-made test questions, TPRI, Star Math, Star Reading, and TMSDS. Progress Monitoring and Benchmark test dates will be

sent to the principal so that he can keep the assessment calendar up-to-date. Students who do not pass the benchmarks will be assigned to mandatory tutorials for objectives failed until objectives are mastered. If a child fails more than one assessment, teachers will coordinate tutorial times. With the utilization of progress monitoring and benchmarking, the Gause Student Progress will be kept up-to-date in Principal's office.

### **Bus Drivers (Policy DBA)**

Bus driver credentials shall include:

1. Commercial driver's license
2. Pre-employment physical examination that reveals physical and mental capabilities to safely operate a school bus; such examinations shall be conducted annually thereafter.
3. Pre-employment driver's license check with the Texas Department of Public Safety, and a driving record acceptable according to the standards prescribed by the State Board and the Department of Public Safety.
4. A valid certificate stating that the driver is enrolled in, or has completed a driver training course in school bus safety education approved by the State Board and the Department of Public Safety.

### **Cafeteria Duty**

All teachers are assigned to morning duty in the cafeteria on a rotating basis. Teachers must follow this schedule. If you are absent from school, make sure your substitute knows to cover this assignment. If no substitute is used, contact Mr. Bell. Teachers are responsible for students during lunch and will monitor that students have cleaned their tables and the surrounding floor areas before leaving the cafeteria. Please pay close attention to lunch times because the cafeteria staff needs trays and utensils turned in on time in order to prepare for the next group. (See attachment for Cafeteria Duty Roster.)

### **Cafeteria Policy**

Students are to maintain self discipline while in the cafeteria. They may talk quietly while they consume their breakfast or lunch without undue delay. **Teachers are responsible for the conduct of their students during the lunch period.** Teachers are on duty during lunch. Students shall pay for meals in advance or per day. Meal check-off will be done at point of service. Lunchroom charges will be limited to a \$50 maximum per family. Student's families who maximize their charges will get one reminder when the charges get to \$40. After the maximum has been reached, the student(s) will begin to receive a Grade A meal (which may include a cheese sandwich, fruit, and milk). Extra milk or juice may be purchased for \$.30. Students who qualify for free or reduced meals that bring their lunch must pay \$.30 for milk. Free/reduced milk is provided only with the free/reduced meal and there will be no charge. There are additional charges for extra milk or juice.

## Cafeteria Schedule



### Times for 2010 - 2011

<b>PK</b>	<b>10:50 a.m. – 11:20 a.m.</b>
<b>K</b>	<b>10:50 a.m. – 11:20 a.m.</b>
<b>1<sup>st</sup></b>	<b>11:00 a.m. – 11:30 a.m.</b>
<b>2<sup>nd</sup></b>	<b>11:00 a.m. – 11:30 a.m.</b>
<b>3<sup>rd</sup></b>	<b>11:30 a.m. – 12:00 p.m.</b>
<b>4<sup>th</sup></b>	<b>11:30 a.m. – 12:00 p.m.</b>
<b>5<sup>th</sup></b>	<b>11:30 a.m. – 12:00 p.m.</b>
<b>6-8<sup>th</sup></b>	<b>12:05 p.m. – 12:35 p.m.</b>

The following are the meal prices:

### 2010 - 2011 Gause ISD PROPOSED Cafeteria Prices

<b>GRADE</b>	<b>BREAKFAST</b>	<b>LUNCH</b>	<b>JUICE/MILK</b>
Pre-K to 3 <sup>rd</sup>	\$1.25	\$2.00	\$ .35
4 <sup>th</sup> to 8 <sup>th</sup>	\$1.25	\$2.25	\$ .35
Faculty	\$1.50	\$2.75	\$ .35
Guests	\$3.00	\$3.00	\$ .35
Reduced	\$ .30	\$ .40	\$ .35
Ala-carte Side	\$ .50	\$ .50	\$ .35
Ala-carte Entrée	\$1.00	\$1.00	

Teachers will be responsible for the classroom lunch count, taking student lunch money, and reporting to the office.

### Cell Phones

Teachers are expected to follow the same cell phone usage policy as outlined for students. The only exception is that teachers may use their cell phones during their conference periods.

### Computers

The computers at Gause ISD are the property of Gause ISD. Teachers must sign and accept the Gause ISD Acceptable Use of Technology Policy. Teachers will not load personal software without approval of principal nor allow family and friends to use the district's technology. Teachers will not use the district's computers for shopping or online personal chatting during the school workday. Professional communication between colleagues and parents is acceptable and encouraged. Teachers are assigned laptops to encourage them to utilize them at home. It is strongly recommended that you

do not allow members of your family to not use your laptops. Remember that you are responsible for all content found on your computer.

### **Conference Period**

All certified, professional employees have a conference period daily. This is not a free period. The conference period is to be used to prepare lessons, grade assignments, update the electronic grading program, or contact parents. Personal business is to be conducted before 7:30 a.m. or after 4:00 p.m. (See also District Policy DL.)

### **Crisis Management Plan**

All staff is responsible for knowing the requirements of the Gause ISD Crisis Management Plan. Review the Plan regularly.

### **Curriculum and Instruction Curriculum Documents**

Gause ISD will continue to align curriculum documents with the State curriculum, TEKS. Our main focus will remain on all core subjects.

### **Discipline**

#### ***Classroom***

A good disciplinarian will be firm but fair. Rules for classroom discipline should be clearly understood by the child and communicated to the parents. Classroom rules should be observed consistently and should be posted in the classroom for the students and parents to read. Rewards and consequences should be understood by students. Teachers will review the Discipline Management Plan and Student Code of Conduct with students. Teachers must be aware of the rules and regulations in the Student Code of Conduct. Discipline procedures will follow the Discipline Management Plan and the Student Code of Conduct. Whenever possible, teacher/parent, teacher/superintendent, or teacher/student conferences should be held before a problem arises. The best way to maintain discipline is through the use of interesting and challenging classroom activities at the student's level. Busy students don't get into trouble.

#### ***Halls and Playground***

All personnel are responsible for maintaining discipline in the halls and the playground. **Teachers will stand at the door to greet students when they enter the classroom.** Junior High teachers assigned to hall duty **MUST** report to their duty station. Personnel on playground duty are responsible for the supervision of all playground activities, arbitrating disputes, taking care of injuries, sending for help in an emergency, and getting students lined up and returning them to class in an orderly fashion. When returning from outside, students should not stop at the water fountain or go to restrooms unless under the supervision of an adult and unless given permission by the student's teacher. **Personnel monitoring students at play will go to the playground to watch the students. Personnel WILL NOT sit at the library building to monitor students on the playground.**

## **Doors**

Gause ISD has installed enclosed walkways throughout the district. **It is the responsibility of all faculty and staff members to inquire as to why visitors are in the building UNLESS they have a visitor badge clearly displayed.** This is for the safety and protection of students and faculty. **Emergency** exits are available in the walkways. AT NO TIME shall a teacher put a rock (or other object) in the emergency exit door to hold door open nor will they allow students, personal children, or family to enter through emergency exits. **All guests on campus will enter the school building through the front doors.**

## **Dress Code**

Professional staff members are encouraged to maintain a professional image. The district realizes that different responsibilities require different clothing needs. Male classroom teachers are encouraged to wear slacks and dress shirts (collared shirts). Female classroom teachers are encouraged to wear nice coordinated outfits. Colored dress trousers and sport shirts are allowed for both male and female staff as long as they maintain the professional image required of teachers. Female teachers shall show *no cleavage or undergarments*. Tennis shoes are not professional dress except for PE and special days. No blue jeans may be worn except on Fridays which is set aside as Spirit or College Day. Spirit or College Day does not mean sloppy day. Jeans must be nice-looking with no holes. No overalls or leggings. With approval from the principal, some teachers set aside one day per week for “hands-on” activities which require special clothing. Please be neat. Make certain that shorts and skirts are of the appropriate length (see student dress code). Faculty members may request exceptions for special days such as Spirit Day, Halloween, etc. (See also Dress Code.)

## **Drug and Alcohol Screening (Policy DBBA)**

The District shall conduct testing, in accordance with federal regulation, of commercial motor vehicle operators for use of alcohol or a controlled substance that violates law or federal regulation. These testing requirements apply to each employee in the District who operates a commercial motor vehicle and is subject to commercial driver's license requirements. Required testing includes pre-employment, post-accident, random, reasonable suspicion, and follow-up testing. The District shall not permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions.

## **Duty-Free Lunch**

Each classroom teacher or full-time certified librarian is entitled to at least a 30 minute lunch period free from all duties and responsibilities connected with the instruction and supervision of students. All teachers are given 30 minutes during the day that are duty free, in addition to a conference period. Teachers who are on duty during lunch are expected to actively monitor students and have students clean up after they eat. (Also see Cafeteria Duty and Policy DL.)

## **Duty Schedules**

Each employee shall adhere to the time schedule adopted by the District. **All employees should daily use the personal sign-in sheet sign in immediately upon arrival and sign out immediately before departure.** At-will employees clock in and out for lunch. At-will employees may not work more than a 40-hour week without written permission from the Superintendent. Workshops and other staff development will be recorded on the sign-in sheets. Absences, personal or illness, should be recorded. These sheets will be turned in during check-out at the end of the year and kept in file.

Students may be dismissed to the library at 7:35 a.m. upon request by the student to the cafeteria monitor or with a pass from the teacher. The library is open at 7:30 a.m. Students will be released by 3:05 p.m. The tardy bell in the morning will remain at 7:50 a.m. Teachers are responsible for their students until they get on the bus, parents pick them up, or they walk home. **TEACHERS WILL BE IN THEIR ROOMS, READY TO WORK, AT 7:35 A.M.** Teachers will monitor restrooms several times during the day and after their students use the facilities.

PDAS Domain VI, #4 requires teachers to work collaboratively and constructively with colleagues and other professionals. The time for that contact will be from 3:05- 4:00 pm on Tuesdays. Conference periods may be used for collaboration. Employees should not leave the campus during the school day without notifying the superintendent and the office.

## **Dyslexia**

**Program Definition:** Dyslexia is defined as having difficulty learning to read, write, or spell, despite conventional instruction, adequate intelligence and socio-cultural opportunities. **Eligibility Criteria:** Students are referred for evaluation by teachers or parents to the school principal. This evaluation process includes completion of a vision and hearing screening, the Dyslexia Characteristics Checklist and the Dyslexia Screening Report. The Screening Report includes academic information, family history, learning styles checklist, and reading inventory. When the evaluation process is complete, the Dyslexia Committee will determine placement and treatment.

## **Energy Conservation**

Pretend you are paying the electric bill in your room and observe the following rules. Turn off lights when not in use, do not open windows, and adjust the heating and cooling as outlined below. Teach the children to be energy conscious.

### ***Air Conditioning***

- AC may not be set lower than 72 degrees from 7:30 a.m. to 4 p.m.
- After 4 p.m., AC must be set on 80.

### ***Heating***

- Heating may not be set higher than 65 from 7:30 a.m. to 4 p.m.
- After 4 p.m., the heat will be set at 50.

### ***Thermostat Settings***

- Summer AC - 85; Winter Break - 50

### **Faculty Meetings**

Faculty meetings (entire teaching staff) or team meetings will be held weekly on Tuesday of each month from 3:15 – 4:00 pm. Agendas and Sign-in sheets, and notes of each team meeting will be prepared and sent to the Superintendent. The agenda and notes from the team meetings will be summarized and sent out to all staff in email format in order for all school personnel to be kept up-to-date on the events in our district. All personnel will be expected to attend except for extenuating circumstances which are pre-approved by the Superintendent. Site Based Committee Meetings will be scheduled on the 3<sup>rd</sup> Tuesday when needed for recommendations for deliberations and decisions.

### **Failures - Student Grades**

Teachers are held accountable to report to the principal and parents regarding student failures by six weeks. The office will print a failure list by six weeks; the principal requires documentation for parent inquiries. For UIL eligibility purposes, teachers will submit a failure list to the office at the 3-week progress report period, to be compiled by office staff into one list. Excessive failures for six weeks or on semester exams will be examined, discussed, monitored and documented in personnel folders.

### **FERPA – Family Educational Rights to Privacy Act**

Teachers are held accountable, personally and professionally, for FERPA. This act allows parents access to student records and requires that districts provide all information requested by parents. Do not send text messages or e-mails that are inappropriate because they are subject to FERPA disclosures. FERPA does not allow teachers to discuss any issues (good or bad) regarding a student to anyone except a parent or legal guardian.

### **Field Trips**

***A Field Trip Form must be completed and approved by the superintendent for a field trip.*** The trip shall align with classroom objectives. The classroom teacher shall inform the cafeteria at least *7 days in advance* of field trips. All field trips should be scheduled so as not to interfere with the National School Lunch Program or FMNV.

### **Financial Planning**

Under new IRS rules and teacher compensation requirements, all staff must be informed about financial planning opportunities. This planning will assist teachers as they make plans for retirement and plans should supplement TRS pension compensation. Teachers must sign-in to indicate that they have been informed.

### **Food in Classroom**

Teachers shall not provide nor allow food in the classrooms that do not meet Foods of Minimal Nutritional Value (FMNV). FMNV free days, according to the school calendar, are at Halloween, Christmas, and Easter.

## **Gifted and Talented (GT)**

**Program Definition:** Students served in the Gifted and Talented program (1) show remarkably high levels of accomplishment when compared to other of the same age, experience or environment, (2) exhibit high performance capability in an intellectual, creative, or artistic area, (3) possess an unusual capacity for leadership, or (4) excel in a specific subject area. **Instructional Delivery Design:** GT students will participate in a regular classroom setting program taught by certified advanced academic teachers who modify the four core subject areas to meet the needs of the advanced academic student.

## **Grading System**

Gause ISD has joined with ESC VI for the new grading/attendance/parent portal program. Assignments shall be listed in the system no later than each Monday morning of the week when assignments occur. Grades must be entered in the computer no later than each Monday morning of the following week. (This is a reminder to effectively use your conference periods.) Due to the Parent Portal portion of the grading system, parents will be able to monitor their child's progress. You will also be allowed to post notices to parents such as conference requested or notice about an upcoming major project. Teachers will effectively utilize the system so as to keep parents informed under the guidelines and provisions set forth by NCLB. Keep grades and assignments up-to-date.

Per six weeks, teachers must record a minimum of 12 grades. At the 3 week mark for progress reports, teachers should have approximately 6 grades. This is a PDAS domain.

Policy EIA (Local) states that the district shall record a 50 in the permanent cumulative record for any average numerical grade that is lower than a 50. Each semester stands alone.

## **Gum**

Gum is not allowed at Gause ISD for students or faculty.

## **Hall Duty**

Teachers are expected to meet their students at the door of the classroom. This sets a tone of respect in the classroom and also allows teachers to monitor hall activities. Also, teachers who are assigned specific hall duty times must report to their assigned location at the designated time. (See attachment for Hall Duty.) This is a PDAS domain.

## **Homework**

Homework will be meaningful independent practice. The child must know how to do it before he/she leaves school. The teacher may decide how much homework to assign and the duration of it. For late homework assignments, the grade penalty is as follows: One day late – 15 points deducted; two days late – 30 points deducted; three days late – the highest grade of 50 can be recorded. Homework is not accepted after three days, excluding excused absences or extenuating circumstances determined by the teacher.

### **Instructional Delivery Design**

Special Services students should receive a modified curriculum based on his/her IEP and ARD Committee recommendations. The special education teacher and regular classroom teacher will be responsible for designing, coordinating, and keeping on file the individual student's IEP.

### **Lesson Plans**

Lesson plans are to be completed on a weekly basis and electronically submitted to the principal prior to implementation. Lesson plans are due to Mr. Bell each Monday morning for the week in which the assignments are given. Lesson plans, after the fact, are not acceptable. It is certainly permissible to update a previous weeks plan if the lesson had to be changed/extended/re-taught due to reasonable circumstances. A copy of the lesson plans will be sent to Elaine Kelly for charting purposes. PDAS requires that lesson plans should reflect correlation of all instruction with TEKS. Plans should be written so that a substitute can understand what is to be done. Lesson plans are to be left at school just case the teacher is unable to attend school. If an unplanned substitute must be used, Mrs. Kelly will print out the lesson plan submitted for that week. If codes are used in the lesson plan, have an explanation of the codes available for the substitute. Be specific about the assignments. The disposition of the written assignment shall be clearly explained. This is a PDAS domain. *Your lesson plan submission form will be placed in your PDAS folder.*

### **Manners**

As part of the educational process, teachers will stress the importance of manners and etiquette to all students.

### **Medical**

Students should go to the office for medical reasons with a note from the teacher. Students who take medicine on a regular basis may go to the office with permission from the teacher. If a child sustains an injury in the classroom, **the parent must be called**, even if the child remains at school.

### **Professional Development Appraisal System (PDAS)**

Teachers, regardless of whether or not you are evaluated in a school year, must complete the Teacher Self Report (TSR) I, II, and III by required dates. Completed forms are placed in your PDAS folder. Failure reports and documentation for timely submission of lesson plans will also be placed in your PDAS folder annually. The District shall establish a calendar for appraisal during the required days of instruction for students during one school year. The calendar shall exclude the first two weeks of instruction and prohibit observations on the last day of instruction before a holiday. All observations shall be completed 15 working days before the last day of instruction for students. At least one appraisal is required each year for each teacher unless signed form is on file in the superintendent's office. An appraisal consists of at least one 45 minute observation or three 15-minute observations by an appraiser. An appraisal shall be based on performance in fields and teaching assignments for which he or she is certified. PDAS dates are listed on the approved, current School Calendar.

## **Professionalism**

All employees should reflect the highest standards of professionalism. Adults are the standard bearers for students. Professionalism should be reflected in communication, dress, mannerisms, ethics, and conducting school business on a daily basis. Each employee should practice and adhere to the principles of the Code of Ethics and Standard Practices for Texas Educators. See Page 28 - 30. This is a PDAS domain.

## **Progress Reports**

Progress reports for grades below 75 will be sent to parents following the third week of each six weeks. The cumulative report will be printed from the office. Individual progress reports (75 and below) will be given out by the classroom teacher and returned to the classroom teacher. Progress reports will go out on Mondays (see adopted school calendar). Per six weeks, teachers must record a minimum of 12 grades. At the 3 week mark for progress reports, teachers should have approximately 6 grades.

## **Promotion, Retention, and Placement Procedures**

**Promotion:** EIE (Legal) A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. Education Code 28.021 (a). In addition to local policy related to grade advancement, students in grades 3, 5, and 8 must demonstrate proficiency by meeting the passing standard on the appropriate assessment instrument listed at Grade Advancement Testing or on a state-approved alternate assessment. A student who does not demonstrate proficiency may advance to the next grade only if the student's grade placement committee determines by unanimous decision, in accordance with the standards for promotion established by the Board, that the student is likely to perform at grade level at the end of the next year given additional accelerated instruction.

All averages will be rounded off by point 5 (.5) and above will be rounded up to the next whole number, point 4 (.4) and below will be rounded down to the next whole number.

***The report cards will reflect whole numbers and no decimals as shown below. Each semester stands alone for grading purposes. Final grade for a class is based on semester 1 and semester 2 averaged together. Second semester grades MAY bring up first semester grades; however, first semester grades MAY NOT bring up second semester grades.***

Example:  $87.6 = 88$ ,  $75.8 = 76$ ,  $91.3 = 91$ ,  $62.2 = 62$

### ***Retention and Placement:***

Grades 1-5: In grades 1-5, promotion to the next grade level shall be based on an overall cumulative average of 70 on a scale of 100 based on course-level, grade-level standards (TEKS) for all subject areas and a grade of 70 or above in three of the following subject areas: language arts, mathematics, science and social studies.

Grades 6-8: In grades 6-8, promotion to the next grade level shall be based on an overall cumulative average of 70 on a scale of 100 based on course-level, grade-level standards

(TEKS) for **all** subject areas and a grade of 70 or above in language arts **and** mathematics.

A student must attend at least 90% of the time to be promoted. Exceptions are considered on an individual basis and are primarily for medical, family emergency, or those out of the control of the parents. (Section A of the Rules Adopted by SBOE, March 1991-Alternative to Social Promotion), provides that with parental consent, a six-year old student who is determined by the school not to be developmentally ready for the first grade may be assigned to a grade deemed appropriate by the school. Such a placement is considered retention.

**Teachers (not the Principal) will keep the parents informed about the likelihood of retention as early as the end of the first semester. Every effort through tutorials and other assistance practices should be made to help the child to pass.**

### **Pupil Accounting**

Attendance is to be taken each period. Students who exceed 10% unexcused absences each semester must go before the Attendance Committee. Extenuating circumstances will be considered by the Attendance Committee. *It is the responsibility of the teacher* to inform the superintendent of any student whose absenteeism might jeopardize his/her chances for promotion to the next grade. Students who check out from school early on a regular basis must be documented in official attendance accounting.

Compulsory Attendance – Compulsory attendance applies to students who are at least six years old as of September 1 of the applicable year. The law requires a student to attend public school until the student's 18<sup>th</sup> birthday, unless the student is exempt under 25.086. (Also see Attendance.)

### **Report Cards**

Report cards will be sent home on the first Friday following the end of the six-weeks grading period. Report cards will be sent home from the office. See the approved current School Calendar for dates. The Texas Connect Web-based grading system will generate report cards to be sent home with students for grade reporting and attendance.

### **Grading Scale**

90-100 = A    80 -89 = B    75-79 = C    70 - 74= D    69 and-Below = F

### **Reporting to Parents**

**Weekly Papers and Teacher Note:** Parents have a better idea of how their child is progressing in school if they can see the papers on a weekly basis. It is suggested that each teacher choose a convenient date each week to send papers home with students and notify the parents what date to expect them. Also, keep Parent Portal updated. Notes with positive statements about the child's progress or suggestions about how the parent might help will enhance parent/teacher relations. Parent Portal is available through RSCCC.

## **Response to Intervention (RtI) and the Student Intervention Teams (SIT) Process**

There are 5 components of RtI:

1. All students receive high-quality core content area instruction.
2. All students are screened to identify those who are making adequate grade level progress, and those who are falling behind and at risk due to learning difficulties.
3. All at-risk students are provided with immediate, research-based intervention instruction.
4. At-risk students' progress is monitored frequently to ensure the intervention is meeting their needs.
5. Professional development is provided to educators to enhance the instruction and intervention they provide.

Student Intervention Teams (SITs) will be established for each at-risk child to collaborate the best instructional plans for that child. The SIT teams will include the teachers involved with core content and RtI interventions.

### **Re-teaching Procedures**

Section 75.170(a) of the Texas Administrative Code (TAC) requires of a school an acceptable procedure to re-teach non-mastering students. ***Definition and Explanation:*** Re-teaching is another presentation of content, usually to provide an additional opportunity for a student to learn. Implementation of the district procedure for re-teaching does not have to be detailed or prescriptive. It may be as simple as repeating the concept. If the student still does not understand the concept, the teacher might use different material or modalities to present the concept again. Re-teaching may vary from subject to subject or from class to class, even from student to student. If the initial instruction was primarily visual, the re-teach activity should incorporate another learning style. If the teacher used the deductive approach initially, the re-teach activity might use the inductive approach. In this way, the student will gain a new perspective on the task. Re-teaching is an integral part of the lesson cycle and may occur in many different situations. Teachers should plan for re-teaching at the same time they are planning initial instruction. Planning for re-teaching may or may not be written and should not require excessive time or documentation.

If initial re-teaching efforts are unsuccessful, the more complex process of remediation may be necessary. Remediation implies analysis of the learning task and further diagnosis of a student's needs, including the identification of deficient prerequisite skills.

Remediation may be offered in many different situations.

***Note: Re-teaching does not mean allowing the student to re-do work until they receive a 70. This causes inflated grades that do not accurately reflect the student's ability.***

### **Section 504 Program**

The Rehabilitation Act of 1973 is a federal law passed by the United States Congress with the purpose of prohibiting discrimination against disabled persons who may participate in, or receive benefits from, programs receiving federal financial assistance. Section 504 ensures that eligible disabled students are provided with educational benefits and opportunities equal to those provided to non-disabled students. The District has a duty to identify, refer, evaluate and if eligible provide a free, appropriate public education

to disabled students. Every teacher who has a Section 504 student will receive an Individual Student Accommodation Plan. The modifications of this plan are to be implemented into your classroom. If you should have any questions concerning Section 504 or Individual Student Accommodation Plans, please contact the district Section 504 coordinator, Perry Bell.

### **Semester Exams**

Semester exams are given in grades 6-8 for first semester and second semester. It is at teacher discretion to determine if exams are comprehensive. If a student is passing for the semester and the exam grade causes them to fail the semester, the student is eligible for a retest. The retest should be in an alternative format in order to give the student maximum opportunities to use different learning styles.

### **Security**

At great expense to Gause taxpayers, the district has added security measures to force all traffic flow to the front office. The walkway doors are for emergency exits only. Teachers may not loan access keys to students, family, or friends. Teachers will not place rocks or other objects in the doors to allow access after-hours. Teachers are expected to write discipline notices for any student placing rocks in the doors.

### **Sign-in Forms**

Teachers must sign in and out of the district daily. The actual time you leave or arrive must be recorded, even if you have prior approval from the Superintendent.

### **Special Populations/Special Services**

**Program Definition:** The purpose of the Special Education Program is to provide a free and appropriate education for students with disabilities.

**Eligibility Criteria:** Students are referred for special education assessment. Teachers will complete a referral packet provided by the Burlison-Milam Special Education Coop. Learning disabled students demonstrate a severe discrepancy between what he/she is intellectually capable of and what is currently being accomplished. Mentally disabled students must have an IQ of less than 70 as identified by BMSS certified staff. Response to Intervention (RTI) will be used before a referral is done.

### **Staff Parking**

All school employees will park in the parking lot in the back of the school or next to library. Front spaces are reserved for parents and guests.

### **State Compensatory Education (SCE)**

**Program Definition:** State Compensatory Education is designed to improve and enhance the regular education program so those identified students who are at-risk or educationally disadvantaged can succeed. **Eligibility Criteria:** Students in K-8 identified as at-risk include those who did not perform satisfactorily on TPRI or the Reading Assessment K-2, are limited English proficient, do not maintain an average of 70 in the core subjects (language arts, math, science, social studies), failed a grade, or have been sexually, physically, or psychologically abused. **Instructional Delivery**

**Design:** The goal of SCE is to provide lower student/teacher ratio, attain grade level proficiency, and pass TAKS. Smaller classes at the lower grade levels are one of the main benefits at Gause ISD to enhance student performance. Individualized instruction will be utilized to assist students. Instruction will be modified to assist at-risk, identified 504 students, or disadvantaged students.

### **Student Awards**

Grades for student awards are averaged for all subjects, not just core. Perfect attendance awards are given for NO ABSENCES in any class for junior high and for 10 a.m. attendance reporting in PK-Grade 5. Merit awards for attendance may be given for students who have one absence or an extenuating circumstance, based on teacher discretion. Students may not be given TAKS Commended Performance Awards; however, they may be given “Achievement Awards”. Valedictorian and Salutatorian awards are based on all subjects and are calculated from grades 6, 7, and through the fifth six weeks of the 8<sup>th</sup> grade year. The Valedictorian and Salutatorian must attend grades 6-8 at Gause Junior High in order to be considered for these awards.

### **Telephone Use**

District telephones are for teachers to conduct school business and contact parents. Please keep personal calls to a minimum and be courteous when other teachers are waiting to use the telephone. District phones are NOT for student use unless an emergency. **Students will be allowed to use the District phones ONLY if they have a teacher note or if they receive permission from the office staff.**

### **Textbooks**

Teachers shall communicate with the office concerning checking out textbooks from the bookroom. When checking textbooks out or in, teachers should use the checkout process. Students who lose textbooks will be required to pay for them before receiving a report card during any six weeks or at the end of the year. It is the teacher's responsibility to notify the office if a student has lost a textbook.

### **Title I School-wide**

Title I, Part A - Improving Basic Programs Operated by Local Education Agencies (LEA) provides supplemental funding to state and LEAs for resources to help schools with high concentrations of students from low-income families provide a high-quality education that will enable all children to meet the state's student performance standards. Title I, Part A supports schools in implementing either a school-wide program or a targeted assistance program. These programs must use effective methods and instructional strategies that are grounded in scientifically based research.

### **Title IV- Safe and Drug Free Schools (SDFS)**

**Program Definition:** This program establishes and maintains a program in drug abuse prevention and early intervention. Special programs are presented to prevent drug abuse among all students. **Instructional Delivery Design:** Teachers will include Drug and Safe School Curriculum within instruction.

### **Tutorials**

ALL Gause ISD teachers **will hold tutorials** each Monday, Wednesday, and Thursday from 3:15 – 4:00 pm for students with averages of less than 75 or if they failed benchmark testing. Students with higher averages can be held for tutoring at teacher discretion, but the focus should be on students who are struggling. Parents should be notified at least one day in advance if students are asked to remain for tutoring. Core pull-out programs such as science and social studies will also offer tutorials and will work with the classroom teachers to schedule.

### **UIL**

Gause ISD will participate in academic UIL. All teachers are expected to coach students and prepare them for competition. Teachers are paid to coach UIL students. You may use tutorial time to coach UIL if your team can work out the tutoring needs. Teachers are paid \$50 per UIL event and must present documentation in the office that you have worked with your team/team members for at least 2 hours in order to receive compensation.

### **Workday Hours**

Classroom teachers will be in their classrooms, ready to work, each school day at 7:30 a.m. and may leave at 4:00 p.m. Leaving early or arrive late will be kept to a minimum. On Fridays, once classes are dismissed and all duties are performed, teachers and staff may leave earlier than 4:00 pm. This is a PDAS domain.

## **Parent Involvement Policy Statement of Purpose**

Gause ISD believes every child should have the opportunity to attain his/her full potential. Therefore, Gause ISD will maximize its resources to the extent reasonable and available to enable each child to have the opportunity to become a successful learner. A key resource is its people: administrators, teachers, school staff, parents, and community members. We will work together to establish effective partnerships; together everyone achieves more. School and home must work together to realize higher student achievement. Ongoing, two-way, meaningful communication will occur to facilitate mutual understanding and to stimulate student success.

Gause ISD will provide to all parents the grade level goals for its students. Gause ISD will also publish the TAKS testing schedule and assessment goals. Those students that need extra assistance will have access to programs that will give them opportunity to meet these goals.

Gause ISD will make every effort to include parents in the development, evaluation, and revision of the Parental Involvement Policy as it pertains to the Title I Program. The school-parent compact will describe the responsibilities of key stakeholders and useful channels of communication. The goal of our parental involvement program is student success.

The District Education Improvement Committee which consists of 3 parents, 2 community members, 4 teachers, and 1 superintendent will develop and revise Gause ISD's Parental Involvement Policy.

Gause ISD will inform parents at the beginning of the school of the Title I program which includes the Gause Parent Involvement Policy, and opportunities for parental participation. This information will be distributed to all parents in either English or Spanish with the distribution of the first six-week report cards.

There will be 2 opportunities to attend the annual meeting for the convenience of parents. Translators will be present at each meeting if needed. Parents will be informed about the meeting in the newspaper and notices sent home with students.

Since the goal of Gause ISD is student success, the expectations for school performance, individual student assessments, and grade level curriculum will be provided in a format parents can understand.

Parents will be advised that the effectiveness of the Parent Involvement program will be evaluated annually and the policy will be revised to meet the needs of the students, school, parents, and community.

Gause ISD values the partnership of the parents in their children's education. There are many ways parents can make significant contributions to student success both at home and by volunteering at the school. Student achievement is the result of effective home-school-community partnerships.

Annually, Gause ISD will assess the needs of the parents and children in the school community using a variety of tools including a survey or questionnaire. The findings will be used to revise the district programs to meet the current needs. Workshops or other training will be made available to educators and parents to address these needs. Parents will be notified about training opportunities.

Gause ISD will communicate with parents on a regular basis. Classroom teachers will distribute letters weekly in the student's folders. Important information will be provided in the student handbook, the school-parent compact, and on the district website. Frequent notices about student performance will be sent home with children, or provided by phone calls, emails, conferences, and/or in-home visits. In so far as possible all communication will be provided in a language and format the parents can understand. Parents are encouraged to contact the school or the child's teacher when questions or problems arise.

Gause ISD will work with its District Education Improvement Committee to evaluate the effectiveness of the parental involvement program. Surveys, classroom observation, assessment data, and other resources will be used to determine the needs and develop revised strategies for student success. Parental input will be sought. Revisions to the Parental Involvement Policy as it pertains to the Title I Program will be communicated to the parents.

Gause ISD is committed to the success of students. We will work together with parents to monitor the effectiveness of our parental involvement program as related to the Title I and to provide excellence in education. This policy will be promoted by the administrators, principals, and other school staff as we seek active participation by our parents.

Date: adopted by the board on May 12, 2009. Minor changes from DEIC meeting 5-4-10

# Burleson-Milam Special Services

Buckholts, Caldwell, Cameron, Gause, Milano, Rockdale,  
Somerville, Snook, Thorndale

## CONFIDENTIALITY

1. Two Confidentiality Laws:
  - a. FERPA-Family Education Rights and Privacy Act
    - Passes in 1974, amended in 1996
    - Applies to all schools that receive money from the US Dept of Education
    - Also called the “Buckley Amendment”
  - b. IDEA-Individuals With Disabilities Education Act
    - Passed in 1975, reauthorized 2004
    - Applies to all schools that receive money to serve students with disabilities
    - Formerly the Education of the Handicapped Act
2. Confidentiality in Practice:
  - a. Awareness of confidentiality laws and requirements
  - b. Complying with procedures regarding written educational records
  - c. Being sensitive to violations of confidentiality in verbal exchanges with others
  - d. Confidentiality May Be Violated:
    - When staff discusses a child in inappropriate places or situations
    - When staff repeats gossip or rumors about a child or his family
3. Gossip vs... Professional Sharing of Information: When talking to a colleague about a student or him family, apply these four tests to see if the discussion may be violating the student’s confidentiality rights.
  - a. **What** is discussed:
    - If the discussion involves directory information (name, address, etc.) these is no problem unless the parent has refused to have this information released.
    - If the discussion involves other personally identifiable information that is confidential (disability, family date, etc.), the parties should be sure that legitimate educational interest is involved
    - If the discussion involves information that is rumor, opinion, or hearsay, chances are that confidentiality will be in question, and the parties have moved from professionalism to gossip
  - b. **Where** the discussion takes place
    - If the discussion occurs in a private place (such as a teacher’s empty room, **empty** teachers’ lounge), there is no problem with confidentiality
    - If the discussion occurs in a public place (such as the playground, the halls, a busy teacher’s lounge, the supermarket), there is a good chance that confidentiality could be violated.
  - c. **Who** is Listening
    - If the parties to the discussion are school officials with legitimate educational interest there is no problem with confidentiality
    - If others are listening who have no legitimate educational interest (such as a teacher who may overhear a conversation, a nosy child on the playground, children in the hall, etc.) confidentiality may be violated
  - d. **Why** the discussion took place
    - If the parties have legitimate educational interest in a student and are sharing information that will help them work with the child, then there is no problem with confidentiality
    - If the parties are gossiping to pass time, carrying tales about a student or his family, or for other non-educational reasons, there is probably a problem with confidentiality

