



**Brazos Independent School District  
Employee Handbook  
2017-2018**

# Table of Contents

---

<b>Employee Handbook Receipt.....</b>	<b>5</b>
<b>Introduction .....</b>	<b>6</b>
<b>District Information.....</b>	<b>7</b>
Description of the District .....	7
Mission Statement, Goals, and Objectives .....	7
Board of Trustees.....	7
Administration .....	8
Helpful Contacts.....	8
<b>Employment .....</b>	<b>10</b>
Equal Employment Opportunity.....	10
Job Vacancy Announcements.....	10
Employment After Retirement .....	10
Contract and Noncontract Employment .....	11
Certification and Licenses .....	11
Searches and Alcohol and Drug Testing .....	12
Health Safety Training.....	13
Reassignments and Transfers .....	13
Breaks for Expression of Breast Milk .....	14
Notification to Parents Regarding Qualifications.....	14
Outside Employment and Tutoring .....	15
Performance Evaluation .....	15
Employee Involvement.....	15
Staff Development.....	15
<b>Compensation and Benefits.....</b>	<b>17</b>
Salaries, Wages, and Stipends .....	17
Paychecks .....	17
Automatic Payroll Deposit .....	18
Payroll Deductions .....	18
Overtime Compensation .....	18
Vacation and Holidays.....	19
Travel Expense Reimbursement.....	19
Health, Dental, and Life Insurance .....	19
Supplemental Insurance Benefits .....	20
Cafeteria Plan Benefits (Section 125) .....	20
Workers' Compensation Insurance .....	20
Unemployment Compensation Insurance.....	21
Teacher Retirement.....	21
Teacher Retirement Service Awards .....	22
Leaves and Absences.....	22
Personal Leave.....	23
State Sick Leave .....	24

Family and Medical Leave Act (FMLA)—General Provisions .....	24
Local Family and Medical Leave Provisions .....	27
Temporary Disability Leave .....	27
Workers’ Compensation Benefits.....	28
Assault Leave .....	28
Jury Duty .....	28
Other Court Appearances .....	29
Military Leave .....	29
<b>Employee Relations and Communications .....</b>	<b>30</b>
Employee Recognition and Appreciation.....	30
District Communications.....	30
<b>Complaints and Grievances.....</b>	<b>31</b>
<b>Employee Conduct and Welfare .....</b>	<b>32</b>
Standards of Conduct.....	32
Employee Dress Code.....	35
Discrimination, Harassment, and Retaliation .....	36
Harassment of Students .....	36
Reporting Suspected Child Abuse.....	37
Sexual Abuse and Maltreatment of Children .....	38
Reporting Crime .....	38
Technology Resources.....	38
Personal Use of Electronic Media .....	39
Use of Electronic Media with Students .....	40
Criminal History Background Checks.....	43
Employee Arrests and Convictions .....	43
Alcohol and Drug-Abuse Prevention .....	44
Tobacco Products and E-Cigarette Use .....	44
Fraud and Financial Impropriety .....	45
Conflict of Interest.....	45
Gifts and Favors.....	46
Copyrighted Materials .....	46
Associations and Political Activities .....	46
Charitable Contributions.....	46
Safety .....	47
Possession of Firearms and Weapons.....	47
Visitors in the Workplace .....	47
Brazos Independent School District Parent/Sex Offender Procedure .....	48
Asbestos Management Plan.....	49
Pest Control Treatment.....	50
<b>General Procedures.....</b>	<b>52</b>
Bad Weather Closing.....	52
Emergencies.....	52
Purchasing Procedures.....	52
Name and Address Changes .....	59

Personnel Records .....	59
Building Use .....	60
<b>Termination of Employment .....</b>	<b>61</b>
Resignations.....	61
Dismissal or Nonrenewal of Contract Employees.....	61
Dismissal of Noncontract Employees.....	61
Exit Interviews and Procedures .....	62
Reports to Texas Education Agency .....	62
Reports Concerning Court-Ordered Withholding .....	63
<b>Student Issues .....</b>	<b>64</b>
Equal Educational Opportunities.....	64
Student Records.....	64
Parent and Student Complaints.....	64
Administering Medication to Students .....	65
Dietary Supplements.....	65
Psychotropic Drugs.....	65
Student Conduct and Discipline .....	66
Student Attendance.....	66
Bullying .....	66
Hazing.....	66
Computer/Network/Internet Acceptable Use Guidelines .....	67
<b>Index .....</b>	<b>72</b>
<b>Brazos ISD Forms .....</b>	<b>75</b>

## Employee Handbook Receipt

---

Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

I hereby acknowledge notification of access to a copy of the Brazos ISD Employee Handbook located at [www.brazosisd.net](http://www.brazosisd.net). I understand I may make one printed copy of the handbook if I choose to do so. I agree to access, read and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this book. 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 department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the central office if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and forward it to your campus secretary for filing.

## 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 Superintendent Brian Thompson at [bthompson@brazosisd.net](mailto:bthompson@brazosisd.net).

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. District policies can be accessed on line at [www.brazosisd.net](http://www.brazosisd.net).

## District Information

---

### Description of the District

Brazos ISD is part of both Fort Bend and Austin counties and includes the towns of Wallis and Orchard. The district has three campuses, Brazos Elementary, Brazos Middle School, and Brazos High School. The superintendent's office is located in Wallis. Taxes are assessed and collected by the Austin County Appraisal District located in Bellville.

### Mission Statement, Goals, and Objectives

*Policy AE*

**Our vision:** Brazos ISD inspires each student to become a productive citizen who demonstrates leadership, passion, and self-reliability. We foster a culture of respect, community, perseverance, and achievement.

### Board of Trustees

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

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws 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. Board members are elected by place and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Matt Demny - President
- Myles Marek – Vice President
- Christopher Nanez – Secretary
- Mark A. Fernandez
- Felix Martinez II
- Wayne Jetelina

Brian Demny

The board usually meets on the third Monday at 7:00 PM. In the event that large attendance is anticipated, the board may meet at the Brazos High School Library or Commons. Special

meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website 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.

## **Administration**

Brian Thompson – Superintendent  
Courtney Marek – Business Manager  
Lisa Kanak – Superintendent’s Secretary and Student Activity Accounts  
Kim Clark – Accounts Payable/Benefits Coordinator/Records Clerk/District PEIMS Coordinator  
Bradley Reinecker – Director of Transportation/Maintenance  
Monica Gross – Director of Special Education  
Teresa Ressler- Special Programs Coordinator  
Eric Cormier – High School Principal  
Clay Hudgins – Middle School Principal  
Lauren Almanza – Elementary Principal  
Jamie Bates – Prairie Harbor Principal  
Eric Stuessel – Technology Director  
Ned Barrier – Athletic Director  
Georgina Matula- Food Service Director

## **Helpful Contacts**

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

Brazos ISD Central Administration Office, Brian Thompson - Superintendent, Courtney Marek- Business Manager, Monica Gross – Special Education Director, Teresa Ressler- Special Programs Director (979) 478-6551 or (888) 779-6551  
P. O. Box 819, 227 Educator Lane, Wallis, Texas 77485  
Fax (979) 478-6413

Brazos High School, Eric Cormier–Principal, (979) 478-6000 or (888) 779-6832  
P. O. Box 458, 16621 Highway 36 South, Wallis, Texas 77485  
Fax (979) 478-6022

Brazos Middle School, Clay Hudgins - Principal, (979) 478-6814 or (888) 779-6814



P. O. Box 879, 702 Educator Lane, Wallis, Texas 77485  
Fax (979) 478-6053

Brazos Elementary, Lauren Almanza - Principal, (979) 478-6610 or (888) 779-6610  
P. O. Box 30, 9814 Kibler Street, Orchard, Texas 77464  
Fax (979) 478-6039

Prairie Harbor, Jamie Bates - Principal (979) 217-1581  
P. O. Box 517, 7146 Hwy 60 Wallis, 77485

# Employment

---

## Equal Employment Opportunity

*Policies DAA, DIA*

Brazos ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact Superintendent Brian Thompson, the district Title IX coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact Monica Gross, the district ADA/Section 504 coordinator. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

## Job Vacancy Announcements

*Policy DC*

Announcements of job vacancies by position and location are posted on a regular basis to the district's website and Brazos ISD central administration office and on each campus.

## Employment After Retirement

*Policy DC*

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

## **Contract and Noncontract Employment**

### *Policy DC series*

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

**Probationary Contracts.** Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also 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 Contracts.** Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed on line or copies will be provided upon request.

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

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

## **Certification and Licenses**

### *Policies DBA, DF*

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit

documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Teresa Ressler in a timely manner.

A certified employee's contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Teresa Ressler if you have any questions regarding certification or licensure requirements.

## **Searches and Alcohol and Drug Testing**

*Policy CQ, 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, and 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 if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Superintendent's office at 979-478-6551.

## **Health Safety Training**

*Policies DBA, DMA*

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the central office in care of Lisa Kanak within one week prior to the expiration date of their previous certification.

## **Reassignments and Transfers**

*Policy DK*

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

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

## **Workload and Work Schedules**

*Policies DEA, DEAB, DK, DL*

The work day is not the same as the instructional day. Principals may set hours of work for employees that require you to be on duty before daily instruction begins and after daily instruction ends. The work day for employees is 7:30-4:00, unless otherwise instructed by supervisor.

**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 start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

**Paraprofessional and Auxiliary Employees.** Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See *Overtime Compensation* on page 18 for additional information.

### **Breaks for Expression of Breast Milk**

*Policies DEA, DEAB, DG*

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

### **Notification to Parents Regarding Qualifications**

*Policies DK, DBA*

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law 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. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the

public upon request. Employees who have questions about their certification status can call Teresa Ressler at 979-478-6551.

## **Outside Employment and Tutoring**

*Policy DBD*

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

## **Performance Evaluation**

*Policy DN series*

Evaluation of an employee's job performance 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, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

## **Employee Involvement**

*Policies BQA, BQB*

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

## **Staff Development**

*Policy DMA*

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

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



# Compensation and Benefits

---

## Salaries, Wages, and Stipends

*Policies DEA, DEAA, DEAB*

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional 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 non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 18.)

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

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

## Paychecks

All 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.

The schedule of pay dates for the 2017-2018 school year follows:

<i>September 20, 2017</i>	<i>March 20, 2018</i>
<i>October 20, 2017</i>	<i>April 20, 2018</i>
<i>November 20, 2017</i>	<i>May 18, 2018</i>
<i>December 20, 2017</i>	<i>June 20, 2018</i>
<i>January 19, 2018</i>	<i>July 20, 2018</i>
<i>February 20, 2018</i>	<i>August 20, 2018</i>

## **Automatic Payroll Deposit**

Employees can have their paychecks electronically deposited into a designated account. A notification period of 30 days is necessary to activate this service. Contact Courtney Marek 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 required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)

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

## **Overtime Compensation**

*Policy DEAB*

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

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:00 AM Sunday and ends at 11:59 PM 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 40 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 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.

## **Vacation and Holidays**

### *Policy DED*

Each employee serving on an at-will basis in a position normally requiring 12 months of service per year shall be granted ten paid vacation days annually. All vacation shall be taken during the school year in which it is earned; any vacation days not taken prior to the first instructional day of the following school year will be forfeited without compensation. All use of vacation days shall be scheduled with approval from the immediate supervisor and the Superintendent.

Each employee serving on an at-will basis in a position normally requiring 12 months of service per year shall be granted 13 paid holidays per year. The Superintendent shall determine the specific dates and publish the dates each year. These dates will be posted annually to the school website.

## **Travel Expense Reimbursement**

### *Policy DEE*

Before any travel expenses are incurred by an employee, the employee's supervisor and superintendent must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage. Reimbursement for meals is limited to overnight travel.

## **Health, Dental, and Life Insurance**

### *Policy CRD*

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

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) 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 year. New employees must complete enrollment forms within the first 30 days of employment. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Kim Clark at the business office for more information.

### **Supplemental Insurance Benefits**

*Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs can be paid by payroll deduction. Employees should contact Courtney Marek 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. The district has workers' compensation coverage from Claims Administrative Services currently in effect.

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 your principal or supervisor who will give you forms to complete. Completed forms have to be turned in within 10 days to Lisa Kanak at the central administration office. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the

Texas Labor Code. See *Workers' Compensation Benefits*, page 28 for information on use of paid leave for such absences.

## **Unemployment Compensation Insurance**

### *Policy CRF*

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

## **Teacher Retirement**

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitute teachers not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. 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 Courtney Marek 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)). See page 19 for information on restrictions of employment of retirees in Texas public schools.

## Teacher Retirement Service Awards

Each District Employee shall receive a service award at the end of each five years of service with the district. The awards shall be as follows:

<u>Years</u>	<u>Award</u>
5	pin
10	plaque
15	desk set or \$50
20	diamond pin or \$75
25 and each 5 years thereafter	ring, watch, bracelet, necklace, tie clasp or \$200

\*\* no award given for 25 years or more of service shall have a cost of more than \$200

## Leaves and Absences

*Policies 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 Kim Clark for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Leave must be used in ½ day increments. However, if an employee is taking intermittent family and medical leave, leave shall be recorded in one-hour increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Annual Local Leave
- Annual State Leave
- Accumulated Local Leave
- Accumulated State Leave

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification.

**Leave Balances:** Each month leave balances will appear on the employees pay stub. Employees may access their balances on the employee access website:

<https://brazos.txeis.esc6.net:8443/EmployeeAccess/app/login?distid=008903>

**Medical 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.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. ‘Genetic information,’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

**Continuation of Health Insurance.** 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. Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee’s unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

## Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee’s usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

**Nondiscretionary.** Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.

**Discretionary.** Leave taken at an employee’s discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor 3 days in advance of the anticipated absence. The effect of the employee’s absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

**Leave Proration.** If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment

before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

## State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave shall be used in ½ day increments, except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

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

## Family and Medical Leave Act (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.** The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave in a 12-month period 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 (leave must be taken within 1 year of the child's birth or placement);
- 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.** An eligible employee whose spouse, son, daughter or parent is on covered active duty or called to covered active duty status may use his or her 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.



FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness\*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.\*

**\*The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition”.**

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

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

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

\*Special hours of service eligibility requirements apply to airline flight crew employees.

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

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

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

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

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

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

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

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

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

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

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

*FMLA section 109 (29 U.S.C. § 2619) requires 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 Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period beginning on the first duty day of the school year.

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

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

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

**District Contact.** Employees that require FML or have questions should contact Courtney Marek 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 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, immediate supervisor and central administration 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.

Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

### **Workers' Compensation Benefits**

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

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

### **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 may keep any compensation they receive.

## Other Court Appearances

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. 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, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave for authorized training or duty orders. Paid military leave is limited to 15 days each fiscal year. 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 duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed 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 within the time specified by law to central administration. In most cases, the length of federal military service cannot exceed five years.

**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 Kim Clark 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 local newspaper, and through special events and activities. Recognition and appreciation activities also include Teacher Appreciation Week and End of the Year Employee Recognition and various activities throughout the year.

### **District Communications**

Throughout the school year, the campuses and central 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. They include the following:

*Brazos ISD Website*  
*Wallis News Review*

## 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 reprinted as follows:

<http://pol.tasb.org/Home/Index/145>

# 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 after the superintendent knew of the incident. See *Reports to the Texas Education Agency*, page 60 for additional information.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

### **Texas Educators' Code of Ethics**

#### **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 and good moral character. 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. (19 TAC 247.1(b))

## **Professional Standards**

### **1. Professional Ethical Conduct, Practices, and Performance**

**Standard 1.1** The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

**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 of students, 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 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.

**Standard 1.9** The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

**Standard 1.10** The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

**Standard 1.11** The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

**Standard 1.12** The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

**Standard 1.13** The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

**Standard 1.14** The education shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

## **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, gender, disability, family status, or sexual orientation.

**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 or who provides information for a disciplinary investigation or proceeding 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 intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

**Standard 3.3** The educator shall not intentionally, knowingly, or recklessly 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, gender, disability, national origin, religion, family status, or sexual orientation.

**Standard 3.5** The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

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

**Standard 3.7** The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

**Standard 3.8** The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

**Standard 3.9** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network

communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

## Employee Dress Code

Opinions of Brazos ISD and its schools are formed many times by the appearance and dress of the staff and students. Please be conscientious to maintain appropriate attire and grooming at all times. We are asking each staff member to dress professionally as you serve as a role model for students and should set a good example for them at all times. Professional dress reflects the importance placed upon learning and the learning environment that we are striving to create for our students and staff.

Examples of Acceptable Dress:

1. Slacks/dress pants, coordinated pant suits, dress shirts, shirts, dresses, suits, ties, polo style and/or other collared shirts, non-faded colored (not blue) jeans and dress capris.
2. Positions that require all or most of their time to be spent in a shop, gym, field or other positions such as cafeteria, maintenance and custodians will allow some exceptions but proper attire will still be required in this positions: Leaving gym/field to return to class attire: Wind suits or wind pants with an appropriate shirt (no t-shirts) will be worn when leaving the gym or field for other duties or classes of short duration. Return to the types of wear above will be required if there are three or more class periods between a gym and athletic class.
  - a. Ag Shop: Jeans are allowed with appropriate shoes for safety in the shop. If all classes are in the classroom, wear such as above should be worn by the teacher.
  - b. Maintenance/Custodians: Uniforms or other clothing that is appropriate for the position with appropriate shoes. (No sandals or flip-flops) No shorts except when appropriate in the summer.
  - c. Cafeteria: Uniforms or other clothing that is appropriate for the position. (No sandals, flip-flops or shorts)
3. School spirit shirts, except for t-shirts and sweatshirts, can be worn on any day we have a school activity planned that your child or students may be participating in with appropriate other apparel for the day. Friday is designated school spirit day and is the only day that school spirit t-shirts, school spirit sweatshirts, or school colored

- shirts (red, black or white) with or without school logos) may be worn with blue jeans/blue jean capris (blue denim).
4. Body piercing, other than ears for female staff, is unacceptable for every staff member.
  5. Tattoos must be covered with a non-distracting cover at all times in the school facilities when in the presence of students or at public events involving the school.
  6. Staff attending field trips or other activities may dress according to the activity. This might include blue jeans, tennis shoes, wind suits, etc.
  7. Males shall be well- groomed ( in regards to hair, beards, mustaches, or sideburns, is defined as hair that is clean, neatly combed or brushed, and does not present a ragged or unkempt appearance)
  8. Hair should be of a natural color and style. Colors should not be extreme. (No pink, orange, green, etc.)
  9. Final approval of dress will reside with administration. If they deem your attire is inappropriate, they will ask you to go home and change the attire.

## **Discrimination, Harassment, and Retaliation**

*Policies DH, DIA*

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, 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.

Individuals 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 complaint should be made 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 reprinted below:

<http://pol.tasb.org/Policy/Search/145?filter=dh>

## **Harassment of Students**

*Policies DH, DHB, 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 by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 36 and *Bullying*, page 65 for additional information.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

<http://pol.tasb.org/Policy/Search/145?filter=df>

## **Reporting Suspected Child Abuse**

*Policies DG, DH, DHB, 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 SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning;
- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

Employees are also required to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child or disabled person.

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 or administrator to make the report.

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

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

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 agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. 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.

## **Sexual Abuse and Maltreatment of Children**

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

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

## **Reporting Crime**

*Policy DG*

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

## **Technology Resources**

*Policy CQ*

The district's technology resources, including its networks, computer systems, e-mail accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the District.
- Does not unduly burden the district's technology resources
- Has no adverse effect on an employee's job performance or on a student's academic performance

Electronic mail transmissions and other use of the District's technology resources by students, employees, and members of the public shall not be considered private. Designated District staff shall be authorized to monitor the District's technology resources at any time to ensure appropriate use.

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact Eric Stuessel, Tech Coordinator, at 979-478-6000.

## **Personal Use of Electronic Media**

### *Policy DH*

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.

- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
  - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
  - Copyright law [See Policy CY]
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

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

## **Use of Electronic Media with Students**

### *Policy DH*

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

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:



- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

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

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

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
  - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
  - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee’s district e-mail address.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.

- The employee shall not communicate directly with any student between the hours of 10 p.m. and 8 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educator's Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DHB]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

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

## **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 the employee for 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 on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code

If an educator is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA.

## **Alcohol and Drug-Abuse Prevention**

*Policies DH, DI*

Brazos ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use, manufacture, distribute, dispense and/or possession of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use follows:

<http://pol.tasb.org/Policy/Search/145?filter=dh>

## **Tobacco Products and E-Cigarette Use**

*Policies DH, FNCD GKA*

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

## **Fraud and Financial Impropriety**

### *Policy CAA*

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include 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, except as otherwise permitted by law or district policy [See CB, DBD]
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

## **Conflict of Interest**

### *Policy CB, DBD*

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

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

Employees should contact their supervisor for additional information.

## **Gifts and Favors**

### *Policy DBD*

Employees may not accept or solicit 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, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

## **Copyrighted Materials**

### *Policy CY*

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.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

## **Associations and Political Activities**

### *Policy DGA*

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

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

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

## **Charitable Contributions**

### *Policy DG*

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fund-raiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee

to refrain from making a contribution to a charitable organization or in response to a fund raiser or attending a meeting called for the purpose of soliciting charitable contributions.

## **Safety**

*Policy CK series*

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

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

Employees with questions or concerns relating to safety programs and issues can contact Bradley Reinecker, Director of Maintenance/Transportation at 979-885-8611.

## **Possession of Firearms and Weapons**

*Policies FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call central administration at 979-478-6551 immediately.

**Comment [WU1]:** Policy states "illegal knife"

## **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.

## **Brazos Independent School District Parent/Sex Offender Procedure**

The following procedures apply to any parent or legal guardian of a student who has been identified as a “child sex offender”<sup>1</sup> Any parent or legal guardian of a student will be required to comply with the following procedures upon visitation to campus or attendance at a school-sponsored activity.<sup>2</sup> These procedures will be followed without exception. Failure of a parent or legal guardian of a student who has been identified as a “child sex offender” to comply with these procedures may result in that person losing the privilege to visit any of the BISD campuses or attend any school- sponsored activity at any location.

### **For a parent or administrative conference the person will;**

- a) call the campus principal and schedule a meeting prior to coming to school;
- b) report immediately to the office upon arriving at school;
- c) be escorted by a school employee the entire time he/she is on campus;
- d) have no access to any commons area of the building;
- e) have no access to any classroom where students other than his/her child are present; and
- f) be escorted back to their vehicle by a school employee at the conclusion of the visit.

### **When dropping off or picking up a child to or from school the person will;**

- a) call the campus principal and schedule the time of drop off or pick up;
- b) pick up or drop off the child in the presence of the campus administrator or designee; and
- c) be escorted back to their vehicle by a school employee after the child has been picked up or dropped off.

### **Prior to attending an after school or extra-curricular event the person will;**

- a) call the campus principal and state his/her intent to attend the event, no later than twenty-four hours prior to the start of the event;
- b) sign in at a place designated by the campus principal upon arrival at the event;
- c) sign out at a place designated by the campus principal prior to departing the event; and

---

<sup>1</sup> For purposes of this procedure, “child sex offender” means any person who has been convicted, placed on deferred adjudication, or adjudicated delinquent for any type of sexual offense whatsoever against a child younger than 17 years of age or a student enrolled in a public or private secondary school, regardless of when the offense took place.

<sup>2</sup> Any other person who has been identified as a child sex offender will be prohibited from coming on any BISD campus or from attending any school-sponsored activity, notwithstanding these procedures.



- d) be escorted to his/her vehicle by a school employee at the time of the departure from the event.

**As an additional safety precaution, BISD may choose to post a picture of the “child sex offender” at the gate or entrance area of the extra-curricular event.**

**When picking up or dropping off a student at an extra-curricular activity, on or off school property, the person will;**

- a) contact the campus administrator and make arrangements for picking up or dropping off the student; and
- b) remain in the vehicle while waiting on the student.

**A parent/legal guardian who has been identified as a “child sex offender” is prohibited from transporting any student or child (other than his/her own) to or from any BISD campus or school-sponsored activity without express written permission from the parent or guardian of the student. Any person who has been identified as a “child sex offender” is also prohibited from working as a volunteer for the school district, including but not limited to volunteering for school-related activities such as booster clubs and class fund raisers.**

## **Asbestos Management Plan**

*Policy CKA*

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

To Parents, Students, and Staff:

I am pleased to let you know that Brazos ISD is working hard to maintain compliance with federal and state regulation concerning asbestos. Should you desire to review the asbestos management plan for your child’s school, a copy of the plan is available in the principal’s office as well as the school’s central administration office.

If you have any questions, about the plan or this federally mandated program, please contact me at 979-885-8611.

Sincerely,  
Bradley Reinecker

## **Pest Control Treatment**

*Policies CLB, DI*

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located on campus and faculty bulletin boards. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

### **Integrated Pest Management Policy Statement Brazos I.S.D.**

#### **Pest Management Policy**

Structural and landscape pests and the pesticides used to control them can pose significant problems for people, property and the environment. The District shall incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests.

#### **Pests**

Pests are populations of animals, plants or microorganisms that interfere with school use. Strategies for managing pest populations are determined by the pest species involved and the threat it poses to people, property or the environment.

Integrated Pest Management (IPM) focuses on preventing or suppressing pest using tactics that minimize the impact of control activities on the health of humans and of other non-target organisms.

#### **Pest Management**

The District will appoint an IPM Coordinator to develop and implement a pest management program. Objectives of the IPM program will include:

1. Elimination of threats by pests to the health and safety of students, staff or the public.
2. Prevention of loss or damage by pests to school structures or property.
3. Protection of environmental quality inside and outside school buildings.
4. Enhancement of the quality of life for students, staff and the public.

#### **Integrated Pest Management Procedures**

IPM procedures shall determine when to control pests and whether to use mechanical, physical, chemical, sanitation, horticultural or biological controls. IPM practitioners depend on current, comprehensive information about the pest, its environment and pest control methods. The intended goal of IPM principles is control of unacceptable levels of pest activity and damage

using the most economical means while creating the fewest possible hazards for people, property and the environment.

IPM practitioners choose to use pesticides only after determining that no other control option is acceptable or feasible. This District will use IPM principles to manage pest populations, in every case considering the full range of alternatives, including taking no action. If pesticides must be used to meet pest management goals, the District will choose the least toxic material available and will comply with all federal, state and local laws and regulations governing pesticide storage, transportation and use.

#### **Education**

Teachers, staff and administrators will be educated about potential pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives.

#### **Record Keeping**

The District will maintain records of pesticide use on site to meet the requirements of the state regulatory agency and the school board. The District will verify treatment needs using pest sighting logs or other means to record numbers of pests or other population indicators.

#### **Notification**

This District will notify the school staff and students of upcoming pesticide treatments by notices posted at schools and sent home to parents who wish to be informed in advance of pesticide applications.

#### **Pesticide Storage and Purchase**

Pesticide will be stored and disposed of according to the EPA-registered label directions and state regulations. Pesticides will be stored in an appropriate, secure site not accessible to students or unauthorized personnel.

#### **Pesticide Application**

Pesticide applicators must be educated about the principles and trained in the practices of IPM and in the use of pesticides approved by this District, and they must follow regulations and label precautions for pesticide use. Applicators should be certified and must comply with this District's IPM policy and pest management plan. Maintenance personnel who occasionally apply pesticides will be trained by the IPM coordinator according to incidental use regulations. Non-licensed personnel, including teachers, and principals, are not authorized to apply any types of pesticide or herbicide on school district property. Should they do so, they will be considered in violation of the Texas Department of Agriculture IPM law and of school district policy.

**Comment [WU2]:** Should the word policy be changed to property?

**Receipt of this handbook in print or electronic form will be considered documentation of notice for all Brazos ISD personnel on the appropriate use of pesticides for pest management in the district.**

## 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, to release students early, or to cancel school, district officials will post a notice on the district's website, utilize the school messaging system, and notify the following and television stations:

Television stations    KPRC – Channel 2            KTRK – Channel 13  
   KHOU – Channel 11        FOX – Channel 26

Website                    [www.brazosisd.net](http://www.brazosisd.net)

### Emergencies

*Policies CKC, CKD*

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

### Purchasing Procedures

*Policy CH*

All requests for purchases must be submitted electronically in the TxEIS system for approval. 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 Kim Clark for additional information on purchasing procedures.

## **Activity Funds**

*Policy CFD*

### **Preface**

Students, teachers, principals, and other parties involved in the handling of Student Activity Funds should become knowledgeable of the instructions prescribed in this handbook.

#### **1.0 General Information**

##### **1.1 Definition and Purpose of Activity Funds:**

The Activity Funds are defined as funds consisting of resources received and held by the school, as trustee, to be expended or invested in accordance with conditions of the trust. Specifically, they are funds accumulated from the collection of student fees and various school-approved money-raising activities. All funds raised by student organizations must be expended for the benefit of the students. These funds are used to promote the general welfare, the educational development, and morale of all students who are currently enrolled in Brazos ISD.

##### **1.2 Establishment of Activity Fund Accounts:**

Activity Fund Accounts may be established by a school group, club, or organization, which collects and dispenses money. Prior approval must be obtained from the school administration before establishing the activity fund account.

##### **1.3 Responsibility for Activity Funds**

The sponsor of the group, club, or organization having Activity Funds is personally responsible for the proper collection, disbursement, and control of all Activity Funds. The Sponsor is directly responsible to the school principal that in turn is responsible to the superintendent in all matters. A specific sponsor for each organization should be designated each year to be responsible for collection of revenues and authorization of expenditures. That sponsor will be required to keep current a revenue and expenditure sheet showing a current balance. Each campus person assigned to oversee their activity accounts should receive a monthly statement from the designated person on their campus who has access to TxEIS. The responsibility of the sponsor includes providing for the safekeeping of funds. Monies collected are to be deposited the next working day. If this is not possible, arrangements should be made with the principal or Business office for safekeeping of the monies. Under no circumstances should monies be kept in the classroom and NEVER taken home.

##### **1.4 Annual Audit and Record Keeping**

The Activity Fund audit will be included in the annual school audit conducted by a certified public accountant. In addition, all records should be kept current and in good order and available for special audits at any time. These special audits will be conducted as needed.

#### 1.5 Petty Cash Accounts

A copy of the Petty Cash Statement for each campus will be sent the superintendent's secretary at the Business office each month. The balance for the petty cash account will be set at \$100 dollars. This account will only be used for postage, certified letters and UPS charges. Reimbursements from the general fund will be requested on a monthly basis for the petty cash account in order to maintain the set balance.. Remember no deposits to this account except for the reimbursement checks from the general fund.

### 2.0 Basic Records

#### 2.1 Enumeration of Basic Records

##### 2.1.1 Activity Fund Cash/Check Deposits

These deposits are the means to accurately record cash/checks received. The deposit should indicate the name of the activity account, the nature of the activity generating the deposit, i.e., concession stand, candy sales, fundraiser, etc. **Only one activity account is allowed per deposit slip.** Checks deposited to the activity accounts must be endorsed on the back of the check with "BISD Activity Fund", "Name of the Activity Fund" (Ex. FFA, BHS Sports, BMS Athletics etc.), "For Deposit only" and the account # 9000054. Deposits are to be done in triplicate, the white and yellow copies are taken to the bank with the deposit and left, (white is the banks, pink and yellow are the schools) make a copy of the deposit for yourself and send the pink copy to the Business office as soon as the deposit is made. Business office picks up the bags from the bank and verifies deposit was made and sends you one of the deposit slip with corrections if applicable.

##### 2.1.2 Activity Fund Check Request

Check request forms are the authority for the issuance of a check drawn on the Activity Fund and provide support to substantiate each bank withdrawal. Check request forms may be obtained from the principal's office or in the employee handbook. All check requests must be properly filled out or they will be returned.

##### 2.1.3 Transfer of monies

Transfer forms are the authority to transfer funds from one activity account to another. Transfer of Funds Request Form may be found on the District website.

## 2.2 Retention of Records

All Activity Fund records must be kept on file in the Business office for at least five years. Individual activity fund records kept by the student organization must be retained by the group sponsor until the completion of the yearly school audit.

## 3.0 General Operating Procedures for Activity Accounts

### 3.1 Receipt of Cash

3.1.1 All cash collections shall be counted in the presence of at least two people, i.e. the Sponsor and class treasurer, and should be done immediately upon closing of the activity or collection. For example, concession stand monies should be counted on the premises immediately after the closing of the concession stand and a count records made at that time.

3.1.2 All cash collected should be deposited with the principal's office each day so that a bank deposit can be made by that office.

3.1.3 Returned checks will be collected by the organization which received the check. Upon collecting the amount of the check, the money will be redeposited.

### 3.2 Issuing Checks

3.2.1 All checks will be written by the Business office.

3.2.2 A check request form (available in the principal's office, on the District website or in the employee handbook) signed by the sponsor and Principal must be completed for each check. The Business office will not write checks without proper authorization. Original invoices or other supporting documents must accompany the completed check request form. NO check will be written if the account has a deficit balance.  
Important: Requesting meal money: A list of students with their signatures indicating that they received the money must be sent to the superintendent's secretary within two days of the expenditure.

3.2.3 Upon receipt of the check request and accompanying support documents, the Business office will prepare the check. Allow for two or three day turn around.

- 3.2.4 Sponsors wishing to have a check prepared should submit requests at least two or three days ahead of time when possible.
- 3.2.5 The completed and signed check will then be mailed or returned to the sponsor as per instructions on check request form.
- 3.2.6 The check request should be complete in every detail, including an address. Payment must always be made to a specific person, company, or organization. Checks shall not be made payable to “Cash.”

### 3.3 Reimbursements

Checks may be issued to students or employees to reimburse them for personal funds expended for school purposes except for sales tax, provided that proper documentation is submitted in support of the expenditure. Reimbursements should be kept to a minimum as a safeguard against unauthorized purchases by individuals. Check request must be prepared on the proper form with proper support to substantiate the request. Checks may sometimes be requested for necessary expenses expected to be incurred by groups engaged in out-of town travel. This applies to travel budgeted in the general budget.

- 3.3.1 The check request form will indicate this is an advance payment with an indication of how it will be spent.
- 3.1.1 At the completion of the activity, the sponsor shall immediately transmit to the Business office all invoices, sales slips, etc. supporting the actual amount of expenses and shall return any unused funds. A listing of sponsors and students should be a part of the supporting documentation.

## 4.0 Purchasing Requirements

- 4.1 Purchases are made at the discretion of the club sponsor with principal approval. However, the following disbursements are not permitted:
  - 4.1.1 Medical or hospital expense
  - 4.1.2 Loan to employees, parents, students, or any other individual
  - 4.1.3 Individual professional dues
  - 4.1.4 Membership to private clubs
  - 4.1.5 Donation or contributions except those specifically approved by the administration
  - 4.1.6 Staff development trips for campus administrators



- 4.1.7 Advertisements in periodicals, yearbooks, etc.
- 4.1.8 Alcoholic beverages, controlled substances, firearms
- 4.1.9 Auto repairs
- 4.1.10 Traffic citations
- 4.1.11 Stipends or monetary awards to employees
- 4.1.12 Purchases from any district employee
- 4.1.13 Articles for personal use by district employees
- 4.1.14 Gifts/flowers to teachers, employees, sponsors, and non-students without prior approval by the administration

#### 4.2 Equipment Purchases

Purchases of equipment are considered as fixed assets and become the property of the school district. Sponsors should obtain competitive prices from a minimum of three suppliers. The equipment should be requisitioned by request for a purchase order and approval by the administration. Estimates or prices should be attached to the requisition.

### **5.0 Sales Tax**

- 5.1 All sales by the school to teachers, students and other persons are taxable with the exemption of vending machine sales, admission tickets, fees, raffle tickets, and meals and food products (including soft drinks and candy). Tax forms may be picked up from the central office or found in the employee handbook.

### **6.0 Money Raising Activities**

- 6.1 **Definition of Money-Raising Activities**  
A money raising activity may be defined as any activity involving participation of a student body of a school recognized student group undertaken for the purpose of deriving funds for a school sponsored group. Money-raising activities are not confined to regular school hours but are considered an extension of the school program.
- 6.2 **Approvals Required – Fund Raising Guidelines**

- 6.2.1 Each class, club, or organization will be limited to two pre-approved fundraisers annually. Special consideration will be given to special events, such as Prom, to extend fundraisers to no more than four annually.
- 6.2.2 Fund Raising activities must be pre-approved at least two weeks in advance with a written and signed request submitted to the appropriate campus administrator who has students participating in the fund raising activity.
- 6.2.3 Non-school clubs or organizations (booster clubs, alumni associations, PTOs, etc.) cannot use students or teachers in any manner in any activity related to the raising or solicitation of funds during school hours. The limitation on the number of fundraisers does not apply to these groups; however, the use of school facilities for fund raising activities must be requested and approved by campus or district administration prior to the activity.
- 6.2.4 Students may voluntarily participate in the fund raising activities of non-school clubs or organizations after school hours. No student may be required or coerced to participate in non-school club or organization fund-raising activities.
- 6.2.5 Students must be notified in writing if it is necessary for them to participate in non-school club or organization activities if they wish to benefit individually in the benefits or rewards of the fund raising activity.
- 6.2.6 No individual or group may participate in fund raising activities or solicit donations in the name of the school district, campus, or school related club or organization without prior approval of the appropriate district or campus administrator.

## **7.0 Other Policies**

- 7.1 Dormant or Inactive Accounts, such as Senior Class of (year), shall become dormant upon the date of graduation of that particular class, unless specific written and approved arrangements are made with the administration prior to the graduation date. Dormant accounts will be divided between the Junior and Senior class accounts.
- 7.2 Interest earned: All deposits are made into one interest-bearing checking account.
- 7.3 General Activity Account: Interest earned and transfer of dormant accounts are put into the General Activity Account. Any revenue deposited into this account is the proceeds of student activity generated monies. Expenditures from this account must be for the benefit of the whole student body. A club sponsor may make a

recommendation for expenditure, but it must be approved by the principal and superintendent.

- 7.4 Other Bank Accounts: No school sponsored student organization may have its own and separate bank account. All monies must be receipted and expended through the Student Activity Fund.
- 7.5 Bank Reconciliation: The bank statement is received in the Business office and it is reconciled by a third party, who does not collect, receipt or disburse funds.
- 7.6 Monthly Posting: The Business office will post monthly and after completion an email will be sent to the person(s) in charge of maintaining the campus activity accounts requesting that they be reviewed and a copy given to each sponsor of their activity account. The person in charge of activity accounts will then reply with an email stating they have reviewed and given each sponsor a copy of their activity account.
- 7.7 Personal Checks: No sponsor or student shall cash a personal check out of the student organization change.
- 7.8 Entry Fees: All entry fees require an invoice and backup which lists the cost and number of students entered and their names.
- 7.9 Postings will be entered/completed daily.
- 7.10 Sponsors will be provided with a spreadsheet to help track their account. The sponsors will reconcile their accounts monthly.

## **Name and Address Changes**

It is important that employment records be kept up to date. Employees must notify Courtney Marek or Lisa Kanak at central office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The information must be made in writing on the current district form. The form to process a change in personal information can be found on the district website or in the employee handbook.

## **Personnel Records**

*Policy DBA, 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, including personal cell phone number

- Information that reveals whether they have family members
- Personal e-mail address

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

## **Building Use**

*Policies DGA, GKD*

Employees who wish to use district facilities after school hours must follow established procedures. The Superintendent is responsible for scheduling the use of facilities after school hours. Contact Brian Thompson at 979-478-6551 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 at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the appropriate campus administrator and superintendent's office. 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 Texas Education Agency* on page 60.

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

## Dismissal or Nonrenewal of Contract Employees

*Policies DFAA, DFAB, DFBA, DFBB, DFD, DFF, DFFA, DFFB, DFFC*

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

## 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, color, religion, gender, national origin, age, disability, military status, genetic

information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 31.)

## **Exit Interviews and Procedures**

*Policies DC and CY*

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 including intellectual property, and equipment must be returned upon separation from employment.

## **Reports to Texas Education Agency**

*Policy DF, DHB*

The dismissal of a certified employee must be reported to the Division of Investigations at TEA whenever the termination is based on evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful 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 district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The superintendent is also required to notify TEA when a certified employee resigns and there is evidence that the educator engaged in the conduct listed above.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Application Clearinghouse of Texas (FACT).

## **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*

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

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to Brian Thompson at 979-478-6551.

### 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: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials, including teachers, 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 principal or counselor of the campus for assistance.

### Parent and Student Complaints

*Policy FNG*

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



Parents are encouraged to discuss problems or complaints with the teacher 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 may administer prescription medication, nonprescription medication, herbal or dietary supplements, or anabolic steroids to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen<sup>®</sup>), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

## **Dietary Supplements**

*Policies DH, FFAC*

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

## **Psychotropic Drugs**

*Policy FFAC*

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

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

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

## **Student Conduct and Discipline**

*Policies in the FN series and FO series*

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

## **Student Attendance**

*Policy FEB*

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

## **Bullying**

*Policy FFI*

All employees are required to report student complaints of bullying to the campus principal or counselor. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

[http://pol.tasb.org/Policy/Download/145?filename=FFI\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/145?filename=FFI(LOCAL).pdf)

## **Hazing**

*Policy FNCC*

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

## Computer/Network/Internet Acceptable Use Guidelines

For the 2017-2018 School Year

Network/Internet access is available to students, teachers and staff in Brazos ISD. The Internet is a network connecting millions of computer users all over the world. The Internet enables worldwide connection to electronic mail, discussion groups, databases, software, and other information sources, such as libraries and museums. Brazos ISD provides Network/Internet access to promote educational excellence in the district by facilitating resource sharing, innovation, and communication. Brazos ISD firmly believes that the valuable information and interaction available on the Network/Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

**Mandatory Orientation.** To educate users on proper Network/Internet use and conduct, a mandatory orientation session required at the beginning of each school year.

**Definition of District Technology Resources.** The district's computer systems and networks are any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media clip art, digital images, digitized information, communications technologies, and new technologies as they become available.

### Availability of Access

**Acceptable Use.** Network/Internet access will be used to improve learning and teaching consistent with the educational goals of Brazos ISD. The District requires legal, ethical and appropriate use of the Network/Internet.

**Privilege.** Access to the Brazos ISD Network/Internet is a privilege, not a right.

**Access to network/Internet.** Network/Internet access is provided to all Brazos ISD teachers and staff. Students may be allowed to use the local network with campus permission, but may only use the Internet with parent permission. Student Internet access will be under the direction and guidance of a Brazos ISD teacher or staff member.

Access to the District's electronic communications system, including the Internet, shall be made to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

Any system user identified as a security risk or having violated District Acceptable Use Guidelines may be denied access to the District's system. Other consequences may also be assigned.

**Subject to Monitoring.** All Brazos ISD Network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use.

**User Responsibilities.** Network/Internet users, like traditional library users, are responsible for their actions in accessing available resources.

1. Users with accounts will be required to maintain password confidentiality by not sharing the password with others.
2. Users are expected to use appropriate language: swearing, vulgarity, ethnic or racial slurs, and any other inflammatory languages are prohibited.
3. Revealing such personal information as addresses or phone numbers of users or others is prohibited.
4. System users are asked to purge electronic mail or outdated files on a regular basis.
5. System users are responsible for making sure they do not violate any copyright laws.
6. Users are to notify the appropriate supervisor or district designee if they should encounter any material or electronic communication that is inappropriate.

**Student Responsibilities.** Brazos ISD students are bound by all portions of the Brazos ISD Computer/Network/Internet Acceptable Use Guidelines.

**Campus Level Responsibilities.** The principal or designee will:

1. Be responsible for disseminating and enforcing the district Acceptable use Guidelines for the District's system at the campus level.
2. Ensure that employees supervising students who use the District's systems provide information emphasizing the appropriate and ethical use of this resource.

## Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this or any components that connected to the Network/Internet. The following actions are considered inappropriate uses and are prohibited:

**Violations of Law.** Transmission of any material in violation of any US or state law is prohibited. This includes, but is not limited to: copyrighted material; threatening, harassing, or obscene material; or material protected by trade secret. Any attempt to break the law through the use of a Brazos ISD Network/Internet account may result in litigation against the offender by the proper authorities. If such an event should occur, Brazos ISD will fully comply with the authorities to provide any information necessary for the litigation process.

**Modification of Computer.** Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

**Commercial Use.** Use for the purpose of product advertisement, commercial, income-generating or “for-profit” activities is prohibited.

**Vandalism/Mischief.** Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District’s system, or any of the agencies or other networks to which the District has access is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of district guidelines and, possibly, as criminal activity under applicable state and federal laws, including the Texas penal code, computer Crimes, chapter 33. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges, possible prosecution, and will require restitution for costs associated with system restoration, hardware, or software costs.

**Electronic Mail Violations.** Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users, without their permission is prohibited. Sending unsolicited junk mail, chain letters, political lobbying, transmitting obscene messages or pictures is prohibited.

**File/Data Violations.** Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission are prohibited.

**Copyright Violations.** Downloading or using copyrighted information without following approved Brazos ISD procedures is prohibited.

**System Interference/Alteration.** Deliberate attempts to exceed, evade or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited.

**Consequences of Agreement Violation.** Any attempt to violate the provisions of this agreement may result in revocation of the user’s access to the Network/Internet, regardless of the success or failure of the attempt is prohibited. In addition, school disciplinary action and/or appropriate legal action may be taken.

**Denial, Revocation, or Suspension of Access Privileges.** With just cause, the system Administrator and/or building principal, may deny, revoke, or suspend Network/Internet access as required, pending an investigation.

**Social Networking.** Access to public social networking sites using district technology resources is strictly prohibited. Both staff and students are to refrain from access during school hours even if they possess the personal technology to do so. Access to social networking within the Project Share environment will be subject to district monitoring. Staff and students must be aware that postings on personal websites and social networks on the open Internet are not private. Student postings that violate the rights of other students and staff will be addressed in the school environment. Staff postings that violate the rights of others and the professional code of ethics will be addressed by the District.

**Sexting.** Any inappropriate pictures or texting by students or staff will not be tolerated. Any texting or pictures that would be a violation of law, board policy, the student code of conduct, student handbook, employees' handbook, or code of ethics may result in disciplinary actions which may include expulsion for students and termination for staff depending on the seriousness of the offense as determined by school administration. Individuals who initiate the texting or pictures will be held liable for the initiation of the text or picture. Those responsible for forwarding any inappropriate picture or text will be held to a higher level of responsibility and disciplinary actions by the District.

**Harassment/Cyberbullying.** Any action by students or staff that would meet the definition of harassment or bullying using a technological device will be addressed in the same manner as verbal and physical harassment/bullying as identified in the student code of conduct or employee handbook. As in all matters, the student code of conduct, board policy, profession code of ethics, and employee handbook will be considered in whether disciplinary and/or employment consequences will be considered against a student or staff member.

## **Security**

**Reporting Security Problem.** If knowledge of inappropriate material or a security problem on the Network/Internet is identified, the user should immediately notify his/her supervisor. The security problem should not be shared with others.

**Impersonation.** Attempts to log on to the Network/Internet impersonation a system administrator or Brazos ISD employee, will result in revocation of the user's access to Network/Internet.

**Personal Technological Devices (Outside Devices).** Any personal or outside technological device or devices used to access the Brazos ISD Network without written permission from the Superintendent may result in disciplinary and/or employment consequences against a student or staff member.

**Other Security Risks.** Any user identified as having had access privileges revoked or denied on another computer system may be denied access to the Brazos ISD Network/Internet.

## **Warning**

Sites accessible via the Network/Internet may contain material that is illegal, defamatory, inaccurate or controversial. Brazos ISD makes every effort to limit access to objectionable material; however, controlling all such materials on the Network/Internet is impossible. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting. The Brazos Internet connection is the only system to be used schools. No commercial internet accounts may be used.

## **Disclaimer**

This agreement applies to stand-alone computers as well as computers connected to the Network/Internet. Brazos ISD shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. Brazos ISD shall not be responsible for ensuring the accuracy or usability of any information found on the internet.

## Index

---

- Administering medication, 63
- Administration, 8
- Alcohol and drug
  - abuse prevention, 42
  - testing, 12
- Arrests and convictions, 41
- Asbestos management plan, 47
- Assault leave, 28
- Associations and political activities, 44
- At-will employment, 11
- Automatic payroll deposits, 18
- Background checks, 41
- Bad weather closing, 50
- Benefits
  - cafeteria plan, 20
  - health insurance, 19
  - leave, 22
  - retirement, 21, 22
  - supplemental insurance, 20
  - workers' compensation, 20, 28
- Board of Trustees
  - information, 7
  - members, 7
- Breaks, 14
- Breast milk, 14
- Building use, 58
- Bullying, 64
- Cafeteria plan benefits, 20
- Certification
  - health and safety training, 13
  - maintaining, 11
  - parent notification, 14
- Change of address, 57
- Charitable contributions, 44
- Child abuse
  - reporting, 36
  - sexual, 37
- Code of ethics, 32
- Committees, 15
- Compensation, 17
- Complaints
  - employee, 31
  - parent and student, 62
- Compliance coordinators, 10, 62
- Conduct and welfare, 32
- Conflict of interest, 43
- Contract
  - employment, 11
  - noncertified employees, 11
  - nonrenewal, 59
- Copyright materials, 44
- Court appearances, 29
- Court-ordered withholding, 61
- Crime reporting, 37
- Criminal history, 41
- Dietary supplements, 63
- Directories
  - helpful contacts, 8
- Discrimination
  - employee, 35
  - student, 62
- Dismissal
  - contract employees, 59
  - noncontract employees, 59
- District
  - communications, 30
  - description, 7
  - information, 7
  - mission statement, 7
- Drug
  - abuse prevention, 42
  - psychotropic, 63
  - testing, 12
- E-cigarettes, 42
- Electronic communications, 38, 39
- Emergencies, 50
- Employee
  - conduct and welfare, 32
  - involvement, 15
  - recognition, 30



Employment  
   after retirement, 10  
   at-will, 11  
   contract, 11  
   noncontract, 11  
   outside, 15  
 Equal opportunity  
   educational, 62  
   employment, 10  
 Exit interviews, 60  
 Family and medical leave, 24  
 Firearms, 45  
 Fraud, 43  
 General procedures, 50  
 Gifts and favors, 44  
 Grievances, 31  
 Harassment, 35  
 Hazing, 64, 65  
 Health insurance, 19  
 Health safety training, 13  
 Helpful contacts, 8  
 Insurance  
   health, 19  
   supplemental, 20  
   unemployment, 20  
 Internet use, 38, 39  
 Job vacancy announcements, 10  
 Jury duty, 28  
 Leave  
   assault, 28  
   court appearances, 29  
   discretionary, 23  
   family and medical, 24  
   jury duty, 28  
   medical certification, 22  
   military, 29  
   nondiscretionary, 23  
   personal, 23  
   proration, 23  
   sick, 24  
   temporary disability, 27  
   workers' compensation, 28  
 Maltreatment of children, 37  
 Medications, 63  
 Military leave, 29  
 Mission statement, 7  
 Name and address changes, 57  
 No Child Left Behind Act, 14  
 Nonrenewals, 59  
 Nursing mothers, 14  
 Outside employment, 15  
 Overtime, 18  
 Parent and student complaints, 62  
 Parent notification, 14  
 Paychecks, 17  
 Payroll  
   automatic deposits, 18  
   deductions, 18  
   schedule, 17  
 Performance evaluation, 15  
 Personal leave, 23  
 Personnel records, 57  
 Pest control treatment, 48  
 Political activities, 44  
 Possession of firearms and weapons, 45  
 Psychotropic drugs, 63  
 Purchasing procedures, 50  
 Qualifying exigency, 24, 27  
 Reassignments, 13  
 Resignations, 59  
   contract employees, 59  
   noncontract employees, 59  
 Retaliation, 35  
 Retirement  
   benefits, 21, 22  
   employment after, 10  
 Safety, 45  
 Salaries, 17  
 School  
   closing, 50  
 Searches, 12  
 Sexual harassment, 35  
 Sick leave, 24  
 Staff development, 15  
 Standards of conduct, 32  
 Student  
   attendance, 64  
   bullying, 64  
   complaints, 62  
   dietary supplements, 63  
   discipline, 64  
   equal educational opportunities, 62

harassment, 35  
hazing, 64, 65  
medication, 63  
records, 62  
Supplemental insurance, 20  
TEA reports, 60  
Teacher retirement, 21, 22  
Technology resources, 37  
Temporary disability leave, 27  
Termination  
    dismissal during the contract term, 59  
    exit interviews, 60  
    noncontract employees, 59  
    nonrenewal, 59  
    reports to TEA, 59, 60  
    resignation, 59  
Text messaging, 39  
Tobacco  
    products, 42  
    use, 42  
Training  
    health and safety, 13  
    staff development, 15  
Transfers, 13  
Travel expenses, 19  
Tutoring, 15  
Unemployment insurance, 21  
Unlawful acts, 26  
Vacancy announcements, 10  
Visitors, 45  
Wages, 17  
Weapons, 45  
Whistleblower Act, 37  
*Work schedule*, 13  
Workers' compensation benefits, 20, 28  
*Workload*, 13

## Brazos ISD Forms

---

- Absence From Duty Report
- Technology Service Request
- Maintenance Requisition
- AC Request
- Transportation Request
- Travel Voucher & Reimbursement Form
- Personal Leave Request
- Workshop Requisition
- Check Request- Activity Account
- Check Request- Operating
- Fund Raiser Request
- Transfer of Funds Request
- Invitational Meet/Tournament Request
- Field Trip Request
- Directory Information Notice
- Volunteer Information Form
- After Duty Pay
- Direct Deposit Authorization Form
- Sales Tax Form
- Employee Change Form

\*\*\*All forms will be available on the district website under Staff- District Forms

## BRAZOS INDEPENDENT SCHOOL DISTRICT ABSENCE FROM DUTY FORM

CAMPUS: \_\_\_\_\_

NAME OF EMPLOYEE: \_\_\_\_\_

**REASON FOR ABSENCE**

*(CHECK ONE – IF NOT INDICATED LOCAL LEAVE WILL BE USED FIRST)*

<input type="checkbox"/> LOCAL LEAVE	<input type="checkbox"/> VACATION LEAVE
<input type="checkbox"/> STATE PERSONAL LEAVE	<input type="checkbox"/> JURY DUTY
<input type="checkbox"/> PRIOR STATE SICK LEAVE	<input type="checkbox"/> COMPENSATORY TIME OFF

PROFESSIONAL LEAVE (STAFF DEVELOPMENT/TRAINING)  
NAME OF WORKSHOP: \_\_\_\_\_

OTHER SCHOOL BUSINESS  
SPECIFY: \_\_\_\_\_

*DISCRETIONARY LEAVE WILL REQUIRE APPROVAL THREE DAYS IN ADVANCE  
FOR MORE INFORMATION, PLEASE SEE POLICY DEC (LOCAL)*

**DATE(S) OF ABSENCE**

_____, 20____	_____ A.M.	_____ P.M.	_____ ALL DAY
_____, 20____	_____ A.M.	_____ P.M.	_____ ALL DAY
_____, 20____	_____ A.M.	_____ P.M.	_____ ALL DAY
_____, 20____	_____ A.M.	_____ P.M.	_____ ALL DAY
_____, 20____	_____ A.M.	_____ P.M.	_____ ALL DAY

TOTAL NUMBER OF DAY(S)/HOUR(S) ABSENT: \_\_\_\_\_ DAY(S) \_\_\_\_\_ HOUR(S)

*An employee absent more than FIVE consecutive workdays because of personal illness or immediate family illness shall submit, upon return to work, a medical certification of the illness and his or her fitness to return to work.*

\_\_\_\_\_  
DATE REQUESTED

\_\_\_\_\_  
DATE APPROVED

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

## BRAZOS INDEPENDENT SCHOOL DISTRICT TECHNOLOGY REQUEST FORM

Name: _____	Date Submitted: _____
Location of PC: <input type="checkbox"/> High School: Rm. # ____ <input type="checkbox"/> Administration Bldg. <input type="checkbox"/> Middle School : Rm. # ____ <input type="checkbox"/> Elementary School : Rm. # ____	Service Needed: <input type="checkbox"/> Computer <input type="checkbox"/> Printer <input type="checkbox"/> Scanner <input type="checkbox"/> Software Installation / Upgrade <input type="checkbox"/> Other
Problem type: <input type="checkbox"/> Non-operational <input type="checkbox"/> Intermittent operation <input type="checkbox"/> Hangs Up	<input type="checkbox"/> Will not shut down <input type="checkbox"/> Install / configuration
Problem Description: (describe in as much detail as possible including error messages on screen)          	
What happened before the problem occurred? (was anything installed or uninstalled)          	
Technicians Comments:          	
Date Received: _____ Date Started: _____ Date Completed: _____	

Campus Principal Signature \_\_\_\_\_

Please submit completed Service Request Form to your Technical Resource Contact:  
 Eric Stuessel \_\_\_\_\_ Gabriel D’Rubio \_\_\_\_\_

# BRAZOS INDEPENDENT SCHOOL DISTRICT MAINTENANCE REQUISITION

Directions for this form:

Please make only one work request on each form. Describe completely the work requested. If you have any suggestions regarding materials, color, standards, etc., include this in your description of the work requested.

**\*\*The Principal may approve the requisition. The Maintenance Director should be notified when parts or supplies need to be ordered and or acquired. The Administration and Maintenance Director should be the only persons purchasing and acquiring materials or supplies. The Maintenance Director should be notified if there are any utilities, construction, or maintenance/janitor budget items being addressed in the budget request. Major purchases should also be approved through the business office, which require legal bidding.** Please send a copy of this form to the maintenance director. Thank you for your cooperation.

CAMPUS \_\_\_\_\_ DATE \_\_\_\_\_

PERSON MAKING REQUEST AND POSITION

\_\_\_\_\_

LOCATION \_\_\_\_\_

WORK REQUESTED \_\_\_\_\_

\_\_\_\_\_

DESCRIPTION \_\_\_\_\_

\_\_\_\_\_

ESTIMATED COST \_\_\_\_\_

\_\_\_\_\_

BUDGET CODE \_\_\_\_\_ BUDGET YEAR \_\_\_\_\_

PRINCIPAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MAINTENANCE DIRECTOR SIGNATURE (if needed) \_\_\_\_\_

Date \_\_\_\_\_

**BRAZOS INDEPENDENT SCHOOL DISTRICT**  
**REQUEST FORM FOR AC AT BHS/BMS/BES**  
(PLEASE PRINT)

Date Needed: \_\_\_\_\_

Campus: \_\_\_\_\_

Time to turn AC on: FROM \_\_\_\_\_ ( AM OR PM)

TO \_\_\_\_\_ (AM OR PM)

Please circle AM or PM)

*PLEASE CIRCLE ONE:*

ROOM # \_\_\_\_\_

COMMON

GYM

\_\_\_\_\_  
SIGNATURE OF PERSON REQUESTING AC

\_\_\_\_\_  
DATE FORM FILLED OUT

AC REQUESTS NEED TO BE RETURNED TO  
Bradley Reinecker, Director of Maintenance/Transportation

AC REQUESTS NEED TO BE MADE AT LEAST 3 DAYS PRIOR  
TO SCHEDULED EVENT.

One request per form

# Brazos ISD

## TRANSPORTATION REQUEST

### SUBMIT AT LEAST ONE WEEK PRIOR TO USE DATE

CAMPUS OR DEPARTMENT \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_ DATE NEEDED FOR USE \_\_\_\_\_

REQUESTED BY \_\_\_\_\_

REASON OR EVENT \_\_\_\_\_

ADMINISTRATOR APPROVING TRIP \_\_\_\_\_

SUPERINTENDENT SIGNATURE IF NECESSARY \_\_\_\_\_

NUMBER OF RIDERS \_\_\_\_\_ DESTINATION \_\_\_\_\_

MILES TRAVELED ROUND TRIP \_\_\_\_\_

TIME OF DEPARTURE \_\_\_\_\_ ESTIMATED RETURN TIME \_\_\_\_\_

DRIVER'S NAME: \_\_\_\_\_

BEGINNING MILEAGE \_\_\_\_\_ ENDING MILEAGE \_\_\_\_\_

TOTAL MILEAGE \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

BUS ASSIGNED \_\_\_\_\_ VAN ASSIGNED \_\_\_\_\_

Revised August 10, 2015



# BRAZOS INDEPENDENT SCHOOL DISTRICT

## Travel Voucher & Miscellaneous Reimbursement Form

CHECK PAYABLE TO (Name, address):

<b>AMOUNT:</b>
\$ _____

Departure and Return Date	Description and Location of Activity or Workshop or Purpose of Expense or Reimbursement
---------------------------	---


**ATTACH ALL ITEMIZED RECEIPTS FOR ANY REIMBURSEMENTS**

<b>Code:</b>
--------------

Mileage @ state Reimbursement rate      \$ \_\_\_\_\_

Requested By:

Registration Fee (Explanation above)      \$ \_\_\_\_\_

\_\_\_\_\_

Approved By:

Meals (\$36 per day max):  
\*meals only, over-night travel only      \$ \_\_\_\_\_

\_\_\_\_\_

Principal

Hotel Expense Per night @ state reimbursement rate      \$ \_\_\_\_\_

\_\_\_\_\_

Administration Office

Supply Reimbursement      \$ \_\_\_\_\_

Other      \$ \_\_\_\_\_

TOTAL (enter above)      \$ \_\_\_\_\_

BRAZOS INDEPENDENT SCHOOL DISTRICT  
**PERSONAL LEAVE REQUEST**

DAY AND DATE PERSONAL LEAVE WILL BE TAKEN

DAY:

DATE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date submitted

\_\_\_\_\_  
Administrator Signature

Approved: \_\_\_\_yes \_\_\_\_no

NOTE: Personal leave may be taken two days consecutively and must have 3 day prior approval by principal or superintendent.

Revised August 17, 2015

**BRAZOS INDEPENDENT SCHOOL DISTRICT**  
**Workshop Requisition**

Name of Employee \_\_\_\_\_

WORKSHOP \_\_\_\_\_  
Title or Subject

DATE THIS FORM IS FILLED OUT \_\_\_\_\_

WORKSHOP LOCATION \_\_\_\_\_

NUMBER OF DAYS \_\_\_\_\_ DATES \_\_\_\_\_ TIME VEHICLE NEEDED \_\_\_\_\_

PRESENTED BY \_\_\_\_\_

PURPOSE, GOAL OR OBJECTIVE \_\_\_\_\_

COST: (ATTACH P.O. FOR ADVANCED PAY)

**Registration or enrollment fee**.....\$ \_\_\_\_\_

**Lodging**  
\_\_\_\_\_ nights @ \_\_\_\_\_ state rate per night .....\$ \_\_\_\_\_

Current rates located at the following website:

<http://www.gsa.gov/portal/category/100120>

ESTIMATED COST TO BE REIMBURSED:

**Meals** (\$36 per day for overnight travel ).....\$ \_\_\_\_\_

**Travel**... \_\_\_\_\_ miles @ state reimbursement rate .....\$ \_\_\_\_\_  
(only if school vehicle is not available OR preapproved)

TOTAL COST.....\$ \_\_\_\_\_

Budget Code \_\_\_\_\_  
(Must be filled out)

I understand that the use of a vehicle form must be completed and approved prior to leaving and that request for reimbursement **PLUS ITEMIZED RECEIPTS** must be completed upon my return for reimbursement.

Requested by: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Special Programs: \_\_\_\_\_ Date: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

**Directions: Have this form approved by your administrator and then email or send it in interoffice mail to central office for approval. Central office will then send you a copy of your approved or denied requisition.**

**BRAZOS INDEPENDENT SCHOOL DISTRICT  
CHECK REQUEST FROM ACTIVITY ACCOUNT**

**ATTENTION:** Lisa Kanak    DATE: \_\_\_\_\_    DATE NEEDED: \_\_\_\_\_

NAME OF ACTIVITY ACCOUNT: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

NAME TO ISSUE CHECK TO: \_\_\_\_\_

Mail Check

Return to Requestor

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_ ZIP: \_\_\_\_\_

FOR: \_\_\_\_\_

REQUESTOR/SPONSOR: \_\_\_\_\_

STUDENT OFFICER APPROVAL: \_\_\_\_\_

PRINCIPAL'S APPROVAL: \_\_\_\_\_

**IMPORTANT: THIS FORM WILL BE RETURNED FOR THE FOLLOWING REASONS:**

- *REQUIRES PRINCIPAL'S SIGNATURE*
- *IF ANYTHING IS BLANK*
- *IT IS ON THE WRONG REQUEST FORM*

**IMPORTANT: PLEASE MAKE SURE THE FOLLOWING ARE ATTACHED:**

- *RECEIPTS*
- *STUDENT OFFICER APPROVAL*
- *LIST OF STUDENT NAMES/SIGNATURES WHEN MONEY IS RECEIVED.*

**BRAZOS INDEPENDENT SCHOOL DISTRICT  
CHECK REQUEST FROM OPERATING ACCOUNT**

(THIS REQUEST IS FOR FEES, DUES, OR REGISTRATION FOR WORKSHOPS)

ATTENTION: Kim or Courtney    DATE: \_\_\_\_\_    DATE NEEDED: \_\_\_\_\_

NAME TO ISSUE CHECK TO \_\_\_\_\_

AMOUNT: \_\_\_\_\_

Mail Check

Return to Requestor

ADDRESS: \_\_\_\_\_    CITY: \_\_\_\_\_    STATE: \_\_\_\_\_

FOR: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

**IMPORTANT:** THIS FORM WILL BE RETURNED FOR THE FOLLOWING REASONS:

1. IF APPROPRIATE ATTACHMENTS ARE NOT ATTACHED
2. IF ANYTHING IS BLANK
3. IT IS ON THE WRONG REQUEST FORM

CHECKS ARE CUT ONCE A MONTH – THE SECOND WEEK OF EACH MONTH.  
PLEASE PLAN AHEAD.

**BRAZOS INDEPENDENT SCHOOL DISTRICT  
FUNDRAISER REQUEST**

DATE: \_\_\_\_\_

NAME OF ORGANIZATION REQUESTING: \_\_\_\_\_

\_\_\_\_\_

DESCRIPTION OF ITEM(S) TO BE SOLD \_\_\_\_\_

LENGTH OF TIME OF SALE:

FROM (DATE): \_\_\_\_\_

TO (DATE): \_\_\_\_\_

DATE OF EVENT (if meal or specific event): \_\_\_\_\_

PLEASE CHOOSE ONE:

1<sup>st</sup> Fundraiser

2<sup>nd</sup> Fundraiser

As the sponsor, I will make sure that the guidelines and restrictions involving fund raising as presented to me by the campus principal are followed.

SPONSOR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

.....

\_\_\_\_\_  
PRINCIPAL SIGNATURE FOR APPROVAL      DATE

.....

SUPERINTENDENT'S SIGNATURE \_\_\_\_\_

Please circle one:    Approved                  Disapproved

**Fill out one copy:** Brazos Central Administration will send form to principal after approval.

"Brazos ISD does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to our employment in its education programs or activities."

**BRAZOS INDEPENDENT SCHOOL DISTRICT  
TRANSFER OF FUNDS REQUEST**

Date \_\_\_\_\_      Campus \_\_\_\_\_

Reason For Transfer \_\_\_\_\_

\_\_\_\_\_

Fund	From Account	To Account	Amount
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Requested By \_\_\_\_\_

Campus Approval \_\_\_\_\_

Central Office Approval \_\_\_\_\_

Comments: \_\_\_\_\_

**BRAZOS ISD INVITATIONAL MEET/TOURNAMENT REQUEST  
FOR EVENTS THAT EXCEED 80 MILES IN ONE WAY TRAVEL**

**SUBMIT AT LEAST TWO WEEKS PRIOR TO THE EVENT**

CAMPUS \_\_\_\_\_ GRADE LEVEL(S) \_\_\_\_\_

REQUEST SUBMITTED BY \_\_\_\_\_ DESTINATION \_\_\_\_\_

TIME VEHICLE NEEDED \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_ DATE NEEDED \_\_\_\_\_

DRIVER \_\_\_\_\_ NUMBER OF COACHES \_\_\_\_\_

NUMBER OF RIDERS \_\_\_\_\_ MILES TRAVELED ROUND TRIP \_\_\_\_\_

TIME OF DEPARTURE \_\_\_\_\_ ESTIMATED TIME OF RETURN \_\_\_\_\_

JUSTIFICATION FOR EXCEEDING 80 MILE LIMIT: Use back if necessary

DESCRIPTION OF TRIP WITH ITINERARY: Use back if needed

\_\_\_\_\_  
APPROVE                      DISAPPROVE                      APPROVE                      DISAPPROVE

\_\_\_\_\_  
ATHLETIC DIRECTOR

\_\_\_\_\_  
SUPERINTENDENT

BUS # \_\_\_\_\_

VAN# \_\_\_\_\_

BEGINNING MILEAGE \_\_\_\_\_

ENDING MILEAGE \_\_\_\_\_

TOTAL MILEAGE \_\_\_\_\_



**BRAZOS INDEPENDENT SCHOOL DISTRICT  
BRAZOS ISD FIELD TRIP REQUEST**

**SUBMIT AT LEAST TWO WEEKS PRIOR TO THE EVENT**

CAMPUS \_\_\_\_\_ GRADE LEVEL(S) \_\_\_\_\_

REQUEST SUBMITTED BY \_\_\_\_\_ DESTINATION \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_ DATE NEEDED \_\_\_\_\_

DRIVER \_\_\_\_\_ NUMBER OF SPONSORS \_\_\_\_\_

NUMBER OF RIDERS \_\_\_\_\_ MILES TRAVELED ROUND TRIP \_\_\_\_\_

TIME OF DEPARTURE \_\_\_\_\_ 3:00 P.M. RETURN TIME REQUIRED

DESCRIPTION OF TRIP WITH ITINERARY: Use back if needed

APPROVE                      DISAPPROVE                      APPROVE                      DISAPPROVE

\_\_\_\_\_  
CAMPUS ADMINISTRATOR

\_\_\_\_\_  
SUPERINTENDENT

BUS # \_\_\_\_\_

VAN# \_\_\_\_\_

BEGINNING MILEAGE \_\_\_\_\_

ENDING MILEAGE \_\_\_\_\_

TOTAL MILEAGE \_\_\_\_\_

TOTAL FEE \_\_\_\_\_

**Estimated payment for mileage must be submitted in advance with request to Courtney Marek, Business Manager. Check, cash, or check request from activity are acceptable. No IOU's.**

\$1 per mile for each van

\$2 per mile for each bus

\$10 per hour for driver – unless driven by contract personnel

\$4 per hour wait time for driver – does not apply to contract personnel

**BRAZOS INDEPENDENT SCHOOL DISTRICT  
DIRECTORY INFORMATION NOTICE**

**Regarding employee records**, Texas Government Code Chapter 552 allows public access to “directory information” be released by the District to anyone who may request it unless we have in writing an objection from the employee to release this information.

The statement below must be filled out and **returned to the campus principal and a copy sent to the central administration office preferable by September 1<sup>st</sup> if an employee does not want the following information released.**

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

-----  
**In exercising my right, I do not want the above information given out.**

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus

Fill out the above and return the entire page to your campus principal and forward a copy to the central administration office.



**BRAZOS ISD**  
**VOLUNTEER INFORMATION FORM**  
*"Excellence in education since 1974"*

Volunteer's Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_  
 Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_  
 Email address \_\_\_\_\_  
 Do you have a student or students enrolled in Brazos ISD? \_\_\_ Yes \_\_\_ No

Student(s) Name	Grade	Teacher

I understand that I will receive no pay for my service, but I willingly undertake it with a professional attitude and will make every effort to appear each day for which my service is scheduled.

**Please CHECK the following areas in which you would like to Volunteer:**

- Art Assistant
- Book Fair
- Chaperone for:  Field Trips  Band  Other \_\_\_\_\_
- Classroom Helper @  Elementary  Middle  High School
- Field Day  Elementary  Middle School
- Homeroom Parent @  Elementary  Middle School
- Mentor (RAP)
- Picture Day
- Storyteller @  Elementary  Middle School
- Special Education
- Student Health Advisory Council (SHAC)
- Other \_\_\_\_\_

**Please CHECK the following Campus or Campuses in which you would like to VOLUNTEER:**

Elementary  Middle School  High School

Time of day available \_\_\_\_\_ Days of Week available \_\_\_\_\_

**BRAZOS INDEPENDENT SCHOOL DISTRICT  
AFTER DUTY PAY**

**Name:** \_\_\_\_\_

**Campus:** \_\_\_\_\_

**Position:** \_\_\_\_\_ Teacher \_\_\_\_\_ Aide \_\_\_\_\_ Support Staff

**Duty Assigned:** \_\_\_\_\_ After School Tutorials \_\_\_\_\_ Saturday School Tutorials  
 \_\_\_\_\_ After School Detention \_\_\_\_\_ Saturday School Detention  
 \_\_\_\_\_ Homebound School \_\_\_\_\_ Summer School  
 \_\_\_\_\_ (other, please describe) \_\_\_\_\_

Date	Time Started:	Time Ended:	Total Time

Total Time: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Budget Code: \_\_\_\_\_

**BRAZOS INDEPENDENT SCHOOL DISTRICT**

**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT (ACH)**

- ( ) NEW REQUEST
- ( ) CHANGE *(If current account has been closed notify the Business Office immediately)*

---

NAME

---

SOCIAL SECURITY NUMBER

---

NAME OF FINANCIAL INSTITUTION

TYPE OF ACCOUNT *(Please check one):*

- ( ) CHECKING
- ( ) SAVINGS

<b>TRANSIT ROUTING NUMBER</b> <i>(Nine-digit number in lower, left corner of check)</i> <i>(If savings account, verify this number with bank)</i>	<b>ACCOUNT NUMBER</b>

*I hereby authorize BRAZOS ISD to credit my account at the financial institution indicated above. In the event that my account is credited with an erroneous payment, I authorize the reversal of the erroneous payment, or the recovery of the erroneous payment from any funds remaining in my account, or the recovery of the erroneous payment from future compensation.*

---

SIGNATURE

---

DATE


---

ATTACH A VOIDED CHECK OR DOCUMENT THAT VERIFIES YOUR TRANSIT ROUTING AND ACCOUNT NUMBER HERE:



# Texas Sales and Use Tax Resale Certificate

SAVE A COPY CLEAR SIDE

Name of purchaser, firm or agency as shown on permit		Phone (Area code and number)
Address (Street & number, P.O. Box or Route number)		
City, State, ZIP code		
Texas Sales and Use Tax Permit Number (must contain 11 digits)		
Out-of-state retailer's registration number or Federal Taxpayers Registry (RFC) number for retailers based in Mexico <i>(Retailers based in Mexico must also provide a copy of their Mexico registration form to the seller.)</i>		
<p>I, the purchaser named above, claim the right to make a non-taxable purchase (for resale of the taxable items described below or on the attached order or invoice) from:</p> <p>Seller: _____</p> <p>Description of items to be purchased on the attached order or invoice:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Description of the type of business activity generally engaged in or type of items normally sold by the purchaser:</p> <p>_____</p> <p>_____</p> <p>The taxable items described above, or on the attached order or invoice, will be resold, rented or leased by me within the geographical limits of the United States of America, its territories and possessions or within the geographical limits of the United Mexican States, in their present form or attached to other taxable items to be sold.</p> <p>I understand that if I make any use of the items other than retention, demonstration or display while holding them for sale, lease or rental, I must pay sales tax on the items at the time of use based upon either the purchase price or the fair market rental value for the period of time used.</p> <p><i>I understand that it is a criminal offense to give a resale certificate to the seller for taxable items that I know, at the time of purchase, are purchased for use rather than for the purpose of resale, lease or rental, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.</i></p>		
 Purchaser	Title	Date

**BRAZOS INDEPENDENT SCHOOL DISTRICT - EMPLOYEE CHANGE FORM**

EMPLOYEE  
NAME: \_\_\_\_\_

TODAY'S  
DATE: \_\_\_\_\_

SOCIAL SECURITY  
NUMBER: \_\_\_\_\_

EFFECTIVE  
DATE: \_\_\_\_\_

<u><b>TYPE OF CHANGE</b></u> <i>Please check all that apply.</i>	
<input type="checkbox"/> ADDRESS	<input type="checkbox"/> MARITAL STATUS**
<input type="checkbox"/> PHONE NUMBER(S)	<input type="checkbox"/> NAME CHANGE**
<input type="checkbox"/> EMERGENCY CONTACT	
 <i>**Please see below for additional documentation that must be submitted with your request.</i>	

*Please print clearly.*

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_

EMERGENCY CONTACT PHONE: \_\_\_\_\_

EMERGENCY CONTACT RELATIONSHIP: \_\_\_\_\_

*THE FOLLOWING CHANGES REQUIRE SUBMISSION OF A NEW W-4 AND COPY OF THE LEGAL DOCUMENTATION WITH THE CHANGE REQUEST FORM.*

MARITAL STATUS:      SINGLE      MARRIED      WIDOWED      DIVORCED

NAME CHANGE:  
*THIS SHOULD BE YOUR NAME AS IT APPEARS ON YOUR SOCIAL SECURITY CARD. YOU MUST ALSO INCLUDE A COPY OF YOUR SOCIAL SECURITY CARD WITH THIS REQUEST IN ORDER FOR THE CHANGE TO BE PROCESSED.*

ORIGINAL NAME: \_\_\_\_\_

NEW LEGAL NAME: \_\_\_\_\_

**EMPLOYEE**  
**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_