

***CAYUGA
INDEPENDENT
SCHOOL
DISTRICT***

Employee Handbook

2008 - 2009

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. Some have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to Rick Webb, Superintendent.

This handbook is neither a contract nor a substitute for the official district policy manual. While this handbook does not include all the policies of our school district and may be revised as the Texas Education Agency changes the rules and laws, it will serve as a guide to employees of Cayuga ISD. The handbook is designed to be in harmony with Board policy. In case of conflict between a Board policy and the faculty handbook, provisions of policy most recently adopted by the Board shall prevail. It is not intended to alter the at-will status of employees in any way. Rather, it is a guide to and a brief explanation of district policies. District policies and procedures can change at any time. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office.

The district's policy manual is accessible online at this internet address: <http://www.tasb.org/policy/pol/private/001902>. This site does not require a username or password. The provided address leads to an index for locating Board policies by a variety of means: alphabetical or word search, policy letter code, and manual section. As with the hard copy of the policy manual, the district's policies are separated into the following sections: A. Basic District Foundations, B. Local District Governance, C. Business and Support Services, D. Personnel, E. Instruction, F. Students, and G. Community and Governmental Relations. An updated hard copy of the district's policy manual is also available for employee use in the Superintendent's Office.

You are especially encouraged to be familiar with the following employment policies that may be found in their entirety in the Board's online policy manual at the above internet address.

DA Series	Employment Objectives
DB Series	Employment Requirements and Restrictions
DC Series	Employment Practices
DE Series	Compensation and Benefits
DF Series	Termination of Contract
DG Series	Employee Rights and Privileges
DH Series	Employee Standards of Conduct
DI Series	Employee Welfare
DJ Series	Employee Recognition and Awards
DK Series	Assignment and Schedules
DL Series	Workload
DM Series	Professional Development
DN Series	Performance Appraisal
DP Series	Personnel Positions

EMPLOYEE HANDBOOK RECEIPT

Name _____

Campus/Department _____

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

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

[] I choose to receive the employee handbook in electronic format and accept responsibility for accessing it by use of the “Handbooks” link from the district’s website at www.cayuga.esc7.net.

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

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

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

I understand that I have an obligation to inform my supervisor and/or principal, and the business office of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor and/or principal, or the front office if I have questions or concerns needing further explanation.

Signature

Date

Note: Two copies of this form have been provided. Please sign and date one and keep it for your records. Sign and date the other copy and forward it to the Business Office.

STAFF DIRECTORY INFORMATION

Please provide the requested information for placement in the district’s staff directory which will be distributed to employees and members of the Board of Trustees.

_____ Phone

_____ Birthdate (M/D)

_____ Address

According to district policy, each employee shall choose whether to allow public access to district-held information related to the employee’s home address, telephone number, social security number, or information that reveals whether or not the employee has family members. Do you prefer allowing public access to such personal information?

_____ No _____ Yes

DISTRICT MISSION STATEMENT

The mission of the District, in partnership with students, parents, and the community, is to create a unique, safe, caring environment in which students acquire critical thinking skills, achieve personal excellence, and become citizens who will responsibly meet the challenges of the future.

ELEMENTARY SCHOOL MISSION STATEMENT

The Cayuga Elementary School will provide for the achievement of maximum learning for all students through effective teaching of optimum academic skills, promotion of self-esteem, and training to become responsible, caring members of the community and workplace.

MIDDLE SCHOOL MISSION STATEMENT

The mission of Cayuga Middle School is to implement safe, student-centered programs and effective practices which address the critical academic, social, and psychological needs of young adolescents.

HIGH SCHOOL MISSION STATEMENT

The mission of Cayuga High School is to prepare its students to become citizens who are able to make informed and intelligent choices between alternatives they will encounter during their lifetime. In collaboration with parents and community, Cayuga High School will provide a safe environment and help students develop a desire for excellence, while learning the skills to become contributing members of society.

GOALS AND OBJECTIVES

Each campus and the district have specific goals and objectives in their improvement plans. These are evaluated and updated annually and as needed by the district and campus level site-based decision making committees. Copies of these improvement plans may be viewed in each Principal's Office or the Superintendent's Office.

DESCRIPTION OF DISTRICT

Based on the Texas Education Agency's accountability measures, Cayuga ISD is a "Recognized" District. It is a remote, "Class A" district of approximately 575 students located in rural East Texas. It is four miles east of Cayuga on Highway 287 North, in the Bethel community, and 25 miles northwest of Palestine, Texas. The attendance rate for the district is 96.0%. The ethnic diversity of Cayuga ISD is as follows: African-American-12%, Hispanic- 5%, Asian /Pacific Islander – 1%, and White-82%. The district's drop out rate is less than 1%, 38% of our students are economically disadvantaged, and 1.0% are Limited English Proficient (LEP).

All campuses of Cayuga ISD are closed campuses. Students attending Cayuga school shall not be allowed to leave campus during the lunch hour. The principal shall consider special circumstances on a case-by-case basis. Students leaving campus without administrative approval shall be subject to disciplinary action.

ADMINISTRATION

Rick Webb, *Superintendent*
Tracie Campbell, *Elementary Principal*
Laura Poland, *Psychologist/Elementary Counselor*
Sherri McInnis, *Middle School Principal*
Bill Shead, *High School Principal*
Pam Taylor, *Middle School/High School Counselor*

HELPFUL CONTACTS

Jackie Willingham, <i>District Librarian</i>	-	ext. 35
Beverly Scheppler, <i>School Nurse</i>	-	ext. 32
Shelli Richards, <i>Cafeteria Manager</i>	-	ext. 31
Danny Wilson, <i>Director of Maintenance</i>	-	ext. 33
Joey Fitzgerald, <i>Transportation Director</i>	-	ext. 51
Bertha Williams, <i>Elementary Secretary</i>	-	ext. 42
Judy Fortner, <i>Middle School Secretary</i>	-	ext. 14
Kim Dublin, <i>Counselor's Secretary</i>	-	ext. 22
Kelly Bain, <i>High School Secretary</i>	-	ext. 12
Liz Sharp, <i>Superintendent's Secretary</i>	-	ext. 10
Carol Pugh, <i>Tax Collector/Payroll Clerk</i>	-	ext. 38
Kellie Gatewood, <i>Business Manager</i>	-	ext. 19
Ron Acevedo, <i>Technology Coordinator</i>	-	ext. 39

BOARD OF TRUSTEES

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, facilities, and employment of the professional and auxiliary staff. The board has complete and final control over school matters within limits established by law and State Board of Education rules.

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

Board Members:

- Jeffrey Gunnels, *President***
- Doug Lightfoot, *Vice President***
- Todd Richards, *Secretary***
- Jody Radford, *Assistant Secretary***
- Jerry Don Kelley**
- Donald Loving**
- Jerry Sudduth**

Trustees usually meet on the fourth Monday of each month, in the High School Library, at 7:00 p.m. In the event that large attendance is anticipated, the board may meet in the Elementary Gym. If the location of the meeting is changed, it will be posted on the agenda. Special meetings may be called when necessary. A notice of regular and special meetings will be posted outside the Superintendent's office and on the District's 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 two hours notice.

All meetings are open to the public. Under the following circumstances, Texas law permits the board to go into a closed session: to discuss prospective gifts or donations, real property acquisition, personnel issues including conferences with employees and employee complaints, security matters, student discipline, personally identifiable student information, medical or psychiatric records, assessment instruments, economic development negotiations, or to consult with attorneys regarding pending legislation.

EQUAL EMPLOYMENT OPPORTUNITY

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

Employees with questions or concerns relating to discrimination on any of the bases listed above should contact Pam Taylor (MS/HS Counselor, Title IX Coordinator and 504 Coordinator). See Board Policy DAA(Legal) and DAA(Local).

EMPLOYEE STANDARDS OF CONDUCT

All district employees, as public servants, must comply with Title VIII of the Penal Code and shall perform their duties in conformity with district policy, ethical standards, and state and federal law. These include employee liability, personnel-student relations, tobacco, drug and alcohol use, and reporting drug offenses. Employees are expected to observe the following standards of conduct:

- *Recognize and respect the rights and property of students and coworkers and 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 campus and district procedures and policies.
- *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.

All Cayuga ISD employees shall be courteous to students, one another, and the public, working together in a cooperative spirit to serve the best interests of the District.

All employees, as public servants, must follow the *Code of Ethics and Standard Practices for Texas Educators*, which follows:

TEXAS ADMINISTRATIVE CODE

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

(b) Enforceable Standards.

(1) Professional Ethical Conduct, Practices and Performance.

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

(B) 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.

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

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

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

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

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

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

(2) Ethical Conduct Toward Professional Colleagues.

(A) 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.

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

(C) 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.

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

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

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

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

(3) Ethical Conduct Toward Students.

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

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

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

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

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

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

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

PROFANITY

At no time, should any faculty or staff member use profane or vulgar language while in the performance of any school-related duty or in the presence of colleagues. This includes classroom, lunchroom, workrooms, athletic fields, shop areas, etc.

SETTING AN EXAMPLE

We ask students to be prompt, abide by rules, etc., but sometimes we are guilty of not setting an example for them to follow. We all need to work hard at abiding by our rules and policies. This shall include all school board policies, administrative policies, items in this handbook, and related items in the student handbook.

We, as educators, continually stress punctuality to our students, so let's set an example for them to follow. Teachers should always be in their classrooms when the bell rings. When classes are changing and at the end of the school day, teachers should be at their doors so they can supervise hall behavior.

Insist that all students use Mr., Mrs., Ms., or Miss when addressing or referring to adults. Correct them when this is not done.

EMPLOYEE COMPLAINTS AND GRIEVANCES

Employees may present complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 or alleging sex discrimination in employment practices.

Employees have the right, in a peaceable manner, to assemble together for their common good and to apply to those invested with the powers of government for redress of grievances or other purposes by petition, address, or remonstrance. Employees wishing to express concern, complaints, or criticism shall do so through appropriate channels. Additional information concerning Employee Complaints and Grievances may be found in Board Policies DGBA (Legal) and DGBA (Local).

HARASSMENT

Harassment of a coworker or student motivated by race, color, religion, national origin, disability, or age is a form of discrimination and is prohibited by law. A substantiated charge of harassment against a student or employee shall result in disciplinary action. The term harassment includes repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment. Please see DIA and FFH in the Board Policy Manual for further explanation.

SEXUAL HARASSMENT

Employee-to-employee. Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

- Submission to such conduct is explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as a basis for employment decisions.
- The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employee-to-student. Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between district employees and students are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification.
- Telephoning students at home or elsewhere and engaging in inappropriate social relationships.
- Engaging in physical contact that would reasonably be construed as sexual in nature.

- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits.

In most instances, sexual abuse of a student by an employee violates the student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Student-to-student sexual harassment. Students shall not engage in sexual harassment toward another student or a District employee. A substantiated charge of sexual harassment against a student shall result in disciplinary action. Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

Employees who suspect a student is being sexually harassed or abused by another employee or by another student are obligated to report their concerns to the campus principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse also will be reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to sexual harassment should contact Pam Taylor, Title IX Coordinator. For related district policy information, see DIA (Legal and Local) in the Board Policy Manual.

REPORTING SUSPECTED CHILD ABUSE

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.

Reports to Child Protective Services (CPS) can be made to a local office or to the Texas Abuse Hotline (800-252-5400). 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.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Educator's 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. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized

investigator is prohibited. Please refer to FFG (Legal) and FFG (Exhibit) in the district's policy manual for additional information.

EMPLOYMENT PRACTICES – HIRING, SELECTION

The Superintendent has sole authority to make recommendations to the Board regarding the selection of all personnel. Each principal must approve each teacher or staff appointment to the principal's campus as provided by Education Code 11.202. Final authority for the selection and employment of contractual and noncontractual personnel is retained by the Board of Trustees. For applicable policy, see DC (Legal) and DC (Local).

OUTSIDE EMPLOYMENT AND TUTORING

Employees who wish to accept outside employment or engage in other activities for profit must submit a written request to their supervisor. Approval for outside employment will be determined by the superintendent and based on whether outside employment interferes with the duties of the regular assignment. Teachers are not allowed to privately tutor their students for pay, except during the summer months. Policy DBF (Local) offers further explanation.

EMPLOYEE LEAVES AND ABSENCES POLICY

Personal Leave

Under authority of Education Code 22.003 and to preserve the employee's leave entitlement while minimizing disruption to the instructional program, the Board requires that employees differentiate between uses of personal leave as:

Discretionary - to be taken at the individual employee's discretion, for which it is possible to set a schedule in advance. Discretionary leave shall not be allowed in the following circumstances:

1. The day before a school holiday
2. The day after a school holiday
3. Days scheduled for TAKS / SDAA, end-of-semester, or end-of-year exams
4. Professional or staff development days
5. Other - except in extenuating circumstances as approved by Superintendent or designee

State Personal Leave - Unlimited Accrual

District employees shall earn state personal leave at the rate of one-half workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually.

Local Personal Leave

The District will give one personal leave day per year. Such local personal leave shall accumulate to a maximum of two workdays and shall be taken with no loss of pay. If not used, local leave days will not be paid for at the end of the school year.

Request for Use

1. A notice of request for discretionary personal leave (state or local) shall be submitted to the employee's immediate supervisor, principal or designee two (2) days in advance of the anticipated absence.
2. Discretionary personal leave may not be taken for more than three (3) consecutive days except in extenuating circumstances as determined by the Superintendent or designee.

Please refer to DEC (Legal) and DEC (Local) for the definition of immediate family and policy concerning recording the use of sick leave, as well as explanation of compensation and benefits: leaves and absences.

REQUIRED DOCUMENTS

Teachers and Administrators

Each professional teacher and administrator shall have on file with the superintendent of schools the following records:

1. Official copy of Texas Teaching Certificate
2. Up-to-date transcript with college seal, signature of registrar, and degree noted
3. Original service record
4. Form W-4 for federal income tax purposes
5. Contract
6. Teacher retirement membership information
7. Evidence of passing the TECAT or appropriate certificate testing (ExCET and/or TExES)
8. Copy of Social Security card
9. Copy of driver's license
10. Results of criminal history check
11. Staff development/training documentation

Teacher Aides

Teacher aides are supportive paraprofessionals and are expected to maintain high professional standards, just as a teacher or administrator. Teacher aides are required to have the following information on file in the Administration Office:

1. Official copy of Paraprofessional Certificate
2. Original service record (documenting any years of service with other school districts)
3. Transcript from highest level of education attended (If the aide has no college work or other higher education, a transcript of high school work must be on file.)
4. Form W-4 for federal income tax purposes
5. Copy of Social Security card
6. Copy of driver's license
7. Results of criminal history check
8. Staff development/training documentation
9. When applicable, evidence of compliance with "highly qualified" expectations of "No Child Left Behind" regulations

All employees are subject to a review of their criminal history information at any time during employment. Criminal history checks based on an individual's fingerprints,

photo, and other identification will be conducted and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC access to an employee's criminal history.

SUBSTITUTES

As soon as possible, teachers should notify the principal or secretary concerning expected absences. The principal or secretary will arrange for all substitutes. These substitute teachers will be called from the school district approved substitute list.

Each teacher will generate a substitute folder containing a set of emergency plans for each class. The folder should include, but not be limited to, the following: class roll, names of dependable students, lists of procedures for taking attendance, general classroom rules, list of children with special needs, and procedures for class work and tests.

PAYROLL INFORMATION

All District employees are paid by direct deposit. Therefore, the records needed for direct deposit enrollment must be provided to the Business Office upon employment with the District.

Paydays are on the 15th of each month or on the preceding Friday if the 15th falls on the weekend.

All employees must complete and sign W-4 forms at the beginning of each school year. See Mrs. Carol Pugh for these forms.

If you need to make any changes in regard to your check and if you want the change to take effect for the next month's payroll distribution, then the revised information must be submitted to Mrs. Pugh prior to the first day of the month.

The district pays all salaried employees over twelve months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly payments, beginning with the first pay period of the school year. An employee who separates from service before the last day of instruction or retires under TRS, will receive in his or her final paycheck, a lump sum payment for wages actually earned from the beginning of the school year to the date of separation. Employees that separate after the last day of instruction will continue to receive paychecks through the August payday.

UNEMPLOYMENT COMPENSATION BENEFITS

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.

WORKERS' COMPENSATION INSURANCE

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.

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 Mrs. Carol Pugh.

PERSONNEL RECORDS

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

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

Each district employee shall complete an *Employee Handbook Receipt* form annually. In addition to verifying employee receipt of the district handbook, the completed form is also used by the administration to update the staff directory. The handbook receipt form also serves as documentation of employees' decisions regarding the release of personal information. Please see GBA (Legal) and GBA (Local) in the Board Policy Manual for additional information.

DRESS CODE FOR EMPLOYEES

The dress and grooming of District employees shall be clean, neat, appropriate for their assigned duties, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. At a minimum, the apparel of employees is to comply with the guidelines of the student dress code. Final authority on the appropriateness of employee grooming and attire rests with the Superintendent or his designee. Campus administrators will make decisions regarding what are allowable exceptions in faculty dress for nontypical job assignments and special events.

Casual wear, such as jeans and windsuits, will be limited to Fridays. "Flip-flops" and similar casual styles of footwear will be prohibited. Hem lengths for pants and skirts must be at the knee.

Coaches should dress appropriately for classroom assignments. At least until the beginning of the first athletic period, coaches will wear slacks. Short pants are not to be worn in the classroom between athletic periods. In fact, shorts will not be worn in the classroom by any employee.

Because adults serve as role models for students, Cayuga ISD staff members are also urged and expected to dress in a manner compliant with the standards described above when attending school sponsored activities and events.

PERSONAL PROPERTY

If you leave money, purses, or any personal valuable items in your room when you are not in the area, items should be kept in a locked compartment or cabinet. Please keep your room locked when not in use.

NONRENEWAL: TERM CONTRACTS

The decision to nonrenew a contract shall not be based on an employee's exercise of constitutional rights or based unlawfully on an employee's race, color, religion, sex, national origin, disability, or age. Reasons for proposed nonrenewal of an employee's contract may be found in the DF series of the Board Policy manual.

EMPLOYEE INVOLVEMENT

At both the campus and district levels, Cayuga ISD offers opportunities for involvement in matters that affect employees. As part of the district's planning and decision-making process, employees may either be asked or 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. Additionally, district employees are encouraged to attend meetings of the Board of Trustees to gain insight into their operations, procedures, and decisions.

ATTENDANCE AT SCHOOL FUNCTIONS

All teachers are requested to take an active interest in school functions and to show this interest by their attendance. Student plays, band concerts, athletic events, end of year programs, and graduation should have your full consideration. You owe your fellow teachers your moral support and where possible, you owe them your support with your presence. In many cases, these functions are your only informal contact with many of the students you teach each day. Secondary teachers are required to attend graduation and end-of-the-year programs.

PERFORMANCE APPRAISAL OF TEACHERS

Evaluation of an employee's job performance should be a continual process that focuses on improvement. Evaluation and appraisal ratings shall be based on the evaluation instrument (PDAS) and cumulative performance data gathered by supervisors throughout the year. Reports, correspondence, walk-through data / forms, and memoranda also can be used to document performance information. All employees shall have at least one evaluative conference annually to discuss the written evaluation and may have as many conferences about performance of duties as the supervisor deems necessary. All employees will receive a copy of their written evaluation, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation. For further information see the DN series of Board Policy.

Teacher Appraisal Calendar:

1. Start observing after Labor Day, September 1, 2008

2. Observe no day prior to and no day after a student holiday
3. No observation on days scheduled for:
 - A. End-of-semester, end-of-year, or end-of-course exams
 - B. Days scheduled for TAKS / SDAA
 - C. Days scheduled for standardized tests
4. Last Appraisal Day / Summative Conference Deadline: May 8, 2009

Teacher Appraisers:

Rick Webb

Bill Shead

Sherri McInnis

Tracie Campbell

Classroom observations of teachers shall be scheduled within a one-week time frame. Observations for second appraisals (if necessary) shall be scheduled within a one-week time frame.

ACTIVITIES CALENDAR

All activities sponsored by Cayuga High School, Cayuga Middle School, Cayuga Elementary School and any other department connected with the district must be on the Campus Calendar. All activities must be approved by the sponsor and principal. There will be no activities scheduled until they have been approved and placed on the calendar in the office of the principal. All activities shall be scheduled prior to the last two weeks of school.

INTERCOM SYSTEM ANNOUNCEMENTS

All announcements should be written or typed, exactly as they are to be read over the intercom, and submitted to the office prior to the 8:00 a.m. bell. All announcements must be signed by the sponsor. The principal will decide whether or not the submitted messages are appropriate for inclusion in the school's announcements.

SCHOOL HAPPENINGS

(Palestine Herald Press)

Information for "School Happenings," in the Sunday section of the *Palestine Herald Press*, will need to be turned in to campus administrators. The deadline for getting written information submitted is no later than 3:00 p.m. each Tuesday. Pictures will need to be turned in no later than 10:00 a.m. each Wednesday. Please notify campus administrators ahead of time if you want to have pictures taken with the digital camera.

Things to remember :

- Action pictures only, no "posed" or "group" pictures
- Limit the number of people in a picture to four
- Pictures will need some type of identification on the back
(Make sure it will not show through.)
- Please include all pertinent information such as first and last names of students (spelled correctly) and grade level
- Include information about any and all interesting happenings,

Recognition for academic accomplishments, TAKS preparation, UIL participation, interesting units covered or projects completed, Top Cat students, Terrific Kids, PRIDE awards, etc.

ARRIVAL AND DEPARTURE TIMES, TEACHER SIGN IN/OUT, LEAVING CAMPUS DURING THE DAY, AND MAILBOXES

The school day for teachers not on duty will be from 7:45 a.m. – 3:45 p.m. Teachers on duty should be at their assigned duty area by 7:40 a.m. There may be occasions for teachers to arrive earlier or stay later. (Example: faculty meetings, staff development, district or campus site-based meetings, vertical team meetings, special programs, open house, etc.)

All employees are expected to sign in each morning when they arrive, check the mailboxes for mail, special notices, announcements, or bulletins and sign out at the end of each day. Sign in/out sheets will be available in the elementary teacher workroom for elementary teachers, the middle school office for MS teachers, the high school office for HS teachers, the cafeteria office for cafeteria workers, the central office for central office personnel, and the maintenance office for maintenance personnel.

Always sign out when leaving campus during the day and sign back in when returning to campus. Sheets for this are available inside notebooks located in each principal's office.

All mail will be placed in your box upon delivery to the school. Do not use your mailbox for storage. Please check your mailbox after you sign in each morning, during your conference or lunch period, and prior to leaving each day.

EXTRACURRICULAR DUTIES

Extracurricular duties have been distributed as fairly as possible among our teaching staff, but some of these activities normally require more time and effort than others. Each teacher, whenever possible, is expected to help out with various activities even though they are not direct sponsors.

PEP RALLIES/ASSEMBLIES

All secondary teachers are expected to attend pep rallies, assemblies, etc. To help maintain order and discipline, teachers should sit with students. Do not tolerate any poor behavior or actions during such activities. Proper conduct in large groups is a skill each student should master.

LUNCH

Each teacher and paraprofessional has a thirty-minute duty free lunch. They may eat lunch wherever they choose. However, if you buy food in the cafeteria and eat it in your classroom or another location, you must return the tray, utensils, and glass that same day. Do not let dishes remain in your classroom.

TEXTBOOKS

Textbooks will be checked out through the teacher to each student. There will be a classroom set of textbooks in each teacher's room. These books are to remain in the

room at all times unless arrangements have been made for the books to be used in another classroom during advisory or before or after school.

Lost textbooks should be reported to the office immediately. Students are to pay for the textbooks before another textbook is issued.

Teachers shall keep a record of the number of books issued to each student. Books must be covered by the student under the direction of the teacher. Books must be returned to the teacher at the close of the session or when the student withdraws from school.

TEACHING SUPPLIES

Needed teaching supplies will be furnished, when possible. Please refer to the next section, "Purchase Orders," concerning proper procedures to requisition supplies. The school district will not pay for items that have not been approved ahead of time and requested properly.

PURCHASE ORDERS

A purchase order will be used for all items purchased for school use. Forms are provided in the principal's office. Completed forms are to be returned to the principal's office for final approval.

When it arrives, a copy of the bill or invoice will be provided by the central office. Once you have checked the invoice to verify receipt of the ordered merchandise, please sign the invoice and return it to the principal. This invoice will be given to the central office for payment.

TRAVEL EXPENSE REIMBURSEMENT

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. Prior to approving employee travel, supervisors will consider the availability of school vehicles in order to limit district reimbursement for employees' travel in their personal vehicles. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. To the extent possible, employees must submit receipts to be reimbursed for travel expenses.

FACILITIES

Cayuga students and staff are fortunate to have excellent school facilities. Everyone should work energetically to take proper care of them. Please insist on proper care of our facilities. Do not allow any student to abuse school property. This includes writing or marking on desks, sitting on desks, or any other action that vandalizes or destroys school property.

Work orders must be completed and returned to the principal's office before any repairs or tasks can be accomplished.

BUILDING MAINTENANCE

Every teacher, staff member, and student must assume responsibility for keeping our buildings in good condition. As a teacher, you are responsible for the care of the classroom in which you teach. You are asked to do the following each day.

1. Check desks, tables, and chairs for marks, cuts, and other acts of vandalism. Report any incident to the office the day it occurs with the name of the student responsible.
2. Students are required to keep all paper off the floor. Take time at the end of each class period to clean up.
3. To conserve energy, adjust thermostats appropriately at the end of each day.
4. Keep outside (building) doors closed.
5. Keep classroom doors closed as much as possible.
6. If you share a room with another teacher, be sure to leave the room clean and ready for use by the next class.
7. Chairs are to be kept away from walls at all times. Do not permit students to lean their heads against the wall or to place feet on chairs or walls.
8. Students are always required to keep all four legs of their chairs on the floor.
9. Do not permit students to slide their chairs across the floor or against the baseboards of the walls.
10. Students should not take any food or drinks outside the cafeteria, unless they are eating at the tables in the designated area. Students must be responsible for placing trash in the proper receptacles.

SAFETY / CRISIS PLAN

Each teacher should have a copy of the Safety / Crisis Plan. It needs to be personalized with name, campus, and an indicated “safe” area in your classroom for the “Shelter in Place” section. Students need to be familiar with the required actions for each emergency situation. Safety plans should be posted in each classroom, office, and building on campus. These may be obtained from the Principal’s Office.

A copy of the Safety / Crisis Plan booklet should be kept with your gradebook and be in your possession during such situations or evacuations.

The following are Safety / Crisis procedures for Cayuga ISD:

Shelter in Place - All students and personnel will stay in place. All doors must be locked. No one will be allowed to leave until all is cleared. Students should be familiar with this procedure. The purpose of Shelter in Place is to keep people safe by not moving around in cases such as severe weather, intruder, fights, riots, drive by shooting, child missing, abduction, hostage, or gang activity.

Building Evacuation - All students and personnel will exit the school building to the football field. Students should be familiar with exits and routes. Building Evacuation should be used any time it is safer to be outside and removed from close proximity of the buildings in cases such as bomb threat, utility, or structural problem.

Fire Evacuation - All students and personnel will evacuate to predetermined designated areas avoiding blacktop areas, roads, and major access areas. Students should be familiar with exits and routes. This code will be used any time it is safer to leave the building, as in case of fire.

Site Evacuation - All students and personnel will exit to buses located at the designated areas. This procedure is for times when it is safer to locate, by bus emergency evacuation, to a safer site away from the district campus, such as a gas leak, law enforcement order, etc. ALL students and personnel will be loaded on buses and moved off the school campus. Parents will pick up their students at a designated area.

COPYRIGHTED MATERIALS

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

Films and videocassettes obtained from the Region VII ESC may be shown regardless of copyright laws or warnings. Any films or videocassettes brought from sources other than the Region VII ESC will require administrative approval prior to being shown to students. Please refer to EFE (Legal), EFE (Local), and EFE (Exhibit) in the Board Manual for further explanation.

COMPUTER USE AND DATA MANAGEMENT

The district's electronic communications system, including its network access to the internet, is primarily for administrative and instructional purposes. Electronic mail transmissions and other uses of the electronic communications system are not confidential and will be monitored to ensure appropriate use.

Employees and students are required to read and understand the policy for acceptable use of computers and networks, and sign the acceptable use agreement to utilize the systems. Authorized users are required to abide by the provisions of the district's communications system policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact Ron Acevedo, Technology Coordinator. Refer to CQ (Local) in the Board Policy Manual for additional information.

EMPLOYEE CELL PHONE USE

Employee use of personal cell phones while supervising or instructing students shall be limited to emergency situations. Cell phone use while driving a school bus is prohibited.

Cell phones issued by the district to school employees are intended for school-related needs, not personal use. Employees using school-issued phones for merely personal calls

may be required to reimburse the school for such expenses and/or forfeit their ability to use the district's cell phones.

BUS REQUISITIONS / SCHOOL TRIPS

All school trips must be well planned and approved by the sponsor and principal. The transportation request must be submitted at least ten (10) days prior to the trip. The sponsor will receive a copy of the approved request.

A school vehicle will be used for all school sponsored trips. Students will not be transported in private or personal vehicles.

Applications for the use of a school bus are available in each principal's office. There must be a sponsor (teacher or coach) on each bus taken on a trip.

TAKING STUDENTS HOME

If a student requires transportation home during the day or needs transportation after an event, a second adult should accompany the teacher or sponsor. When possible, the student should be transported in a school bus or the school vehicle. Exceptions will be determined on an individual basis by the campus principal.

DISCIPLINE

Students are expected to follow classroom rules, along with those defined by the student handbook and code of conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been approved by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Teachers are expected to handle minor discipline problems that occur in their classrooms or during assigned duty. We should be firm, fair, and consistent in our disciplinary actions and leave no doubt in the student's mind they have been disciplined.

Teachers should refer to the *Student Code of Conduct* for management of student discipline. Students should always have a clear understanding of why they are being disciplined. Teachers are expected to conduct their classes in a manner conducive to a learning atmosphere. Poor conduct by a student results in a waste of time for the student, teacher, and class.

If all other measures have been exhausted and corporal punishment (refers to paddling only) is to be administered, it must be done so by a certified teacher or administrator only, and it must be carried out in the presence of another certified teacher or administrator. At Cayuga Middle School and Cayuga High School, corporal punishment is to be administered in the presence of the principal or designee. Corporal punishment shall be administered out of the presence of other students/members of the class. Do not send a student to another teacher to paddle. Check the "no corporal punishment list" to ensure each student is being disciplined properly. Corporal punishment shall be administered after other methods have been exhausted. Corporal punishment shall be

administered for discipline only. It is very important not to pull, jerk, push, or use physical force to discipline a student.

The principal must be made aware of any discipline (corporal punishment) problems you have dealt with during the day. Place the “Discipline Referral Form” in the principal’s mailbox so he/she can update the student discipline file and also be made aware of the problem.

When you need help with misconduct, please fill out an office referral form and send the student to the office. When filling out the form for a particular student, please avoid using the name(s) of any other students. Accompany the student if you feel it is necessary. It is important the teacher nearest you is aware of your situation and is available to supervise your class in your absence.

Please read and be aware of all information in the student handbook for your campus. It is the responsibility of all staff members to make sure rules are followed by all students. Be consistent in your efforts to discipline students. Do not discuss with students any disciplinary action that has been taken pertaining to other students.

TOBACCO PRODUCTS

According to Section 38.006 of the Texas Education Code, the board of trustees of a school district shall:

1. prohibit smoking or using tobacco products at a school-related or school-sanctioned activity on or off school property.
2. prohibit students from possessing tobacco products at a school-related or school-sanctioned activity on or off school property; and
3. ensure that school personnel enforce the policies on school property.

Smoking or using tobacco products, by any individual, is prohibited on all district-owned property and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Employees shall not use tobacco products on district premises, in district vehicles, nor in the presence of students at school or school-related activities. For additional information, see Board Policy DH (Legal) and DH (Local).

VISITORS IN THE WORKPLACE

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building’s main office. Authorized visitors will be issued badges and 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.

Inservice is not for children or students. Please make arrangements for your children on these days. Do not bring pre-school age children with you to work. If a special event/activity that might be appropriate for pre-school age children is planned at school during the school day, obtain permission from your principal prior to bringing the child to school.

REPORTING ACCIDENTS

All accidents on school property must be reported immediately to the school nurse and principal. All types of accidents must be reported whether in the classroom, in the hall during a school sponsored activity, or on the school grounds, regardless of the extent of the injury. In the event of a serious injury, the teacher should accompany the student to the nurse's office.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

Cayuga ISD, in accordance with Health and Safety Code, Chapter 81, Subchapter H, and analogous to OSHA Bloodborne Pathogens Standard has developed a *Bloodborne Pathogens Exposure Control Plan*. All employees who have been identified as having occupational exposure to blood or other potentially infectious materials are offered the hepatitis B vaccine, at no cost to the employee. For additional information, please see the *Cayuga ISD Bloodborne Pathogens Exposure Control Plan* posted in each campus workroom.

SENDING STUDENTS TO THE NURSE AND DISPENSING MEDICATION

Excluding emergency situations, students will not be sent to the school nurse without a form completed and signed by the teacher. The nurse will then document any action taken. All medication will be kept and dispensed by the school nurse. The exception is the self-administration of asthma and diabetes medication. Medication must be in its original, properly labeled container when brought to the nurse. The campus administrator will have a designated replacement in the event the nurse is absent from school. Serious illness or injury will be considered on an individual basis.

ENTERING CLASSROOMS WHILE IN SESSION

Teachers should not excuse students from their classrooms to enter other classrooms in session unless absolutely unavoidable. Teachers should also make every effort to avoid entering other classes in session as this type of interruption disrupts the learning atmosphere.

HALL PASSES

Middle school and high school students must have a hall pass when they leave the class for any reason. These hall passes are worthless unless we use them properly. If you let several students go to the library, please go with them. Be conscious of chronic users of hall passes. Never let a student leave a class to visit someone in another class or to make a phone call unless it is absolutely necessary.

EXCUSING STUDENTS FROM CLASS

Students should not be excused from class to work on material for another class or subject. Teachers should not ask for students from another class. Classroom time is limited and valuable; therefore, students should be in class and learning the entire class

period unless there is an emergency. As noted above, middle school and high school students must have a hall pass if they leave during the class period.

ELIMINATING NEGATIVE DISCUSSIONS ABOUT TEACHERS, CLASSES, OR STUDENTS IN YOUR CLASSROOM OR ON CAMPUS

Set the example by never talking negatively about other teachers, classes, students or school policies or allowing students to do so in your classroom. Your class time is for instructional purposes in your assigned subject.

FUNDRAISING GUIDELINES

Purpose:

To facilitate fundraising activities that provide revenue for District organizations while providing quality products or services to the community.

General Guidelines:

Fundraising shall be of a nature that:

- provides a product or service that is valuable and accepted by the community.
- provides a positive image for the sponsoring organization.
- minimizes intermediate vendors.
- may be concession sales tied to existing school events.
- does not overlap or conflict with similar fundraising efforts.

Sponsors shall be in charge of all fundraising activities. All fundraising activities must be conducted for a reasonable length of time. There shall be no fundraising activities conducted during class time. All fund raising activities shall be conducted before school or after school. No sponsor shall allow a student to miss another class to perform duties for fundraising activities. Students are not to be excluded from school events or activities based on their level of participation or nonparticipation in fundraising activities.

Approval:

Prior to conducting fundraising efforts, sponsoring organizations are to request approval from the relevant campus administrator using authorization forms available in the Principal's and Superintendent's Offices.

GIVING KEYS TO STUDENTS

Under no circumstances should a teacher give students their keys to outside doors or classrooms. If students are to enter your classroom after school hours, you should accompany them. All teachers should have a key for their room door, desk, and storage cabinet. Please contact the principal if you have a problem with a lock or key.

LIBRARY

Teachers are encouraged to schedule classes into the library. Other than elementary library classes scheduled during elementary teachers' conference times, all teachers must accompany and remain with their class while in the library. Equipment is to be checked out through the librarian. TV/VCR units are to be picked up and delivered back to the library each day by the teacher. No student may transport these units, not even middle school or high school students. Teachers are responsible for replacement value of any materials checked out to them if the item is lost. Films may be ordered from the Region

VII ESC through the library. Audio-visual materials may also be checked out of the library. A professional collection is available to teachers. Teacher input concerning additions to the collection is encouraged.

HOMEWORK - PHILOSOPHY

1. Home study assignments are necessary for a student to develop independently the ability to plan or organize, to give practice in study skills, and to provide for drill, preparation, and recall.
2. Home study assignments have a purpose and students should understand this purpose.
3. A wholesome relationship between home and school should be one of the important goals achieved in the assignment of homework.
4. A reasonable amount of homework is an important part of a student's education. Advanced students are not to be penalized with excessive amounts of homework.
5. The term "homework" also includes home study assignments in which no written work is to be returned.
6. For secondary students, it is strongly recommended homework be primarily of the weekly, long-range, and study type, rather than day-to-day assignments, with the exception of math.
7. Homework will be evaluated and feedback will be provided by the teacher. Homework must be returned to the student prior to testing of the information.

MODIFICATIONS

According to PL94-142 and Section 504, you will have some students in your class who will have modifications for their work. These modifications are in place because of some type of instructional learning disability the student is experiencing. The modifications must be followed and presented in a positive manner. Since they are required by law, there are no options concerning whether or not you want to use the modifications.

Teachers are responsible for documenting modifications made in their classrooms for individual students. Modifications or study guides provided for the entire class need not be documented.

Questions concerning modifications and procedures for Section 504 should be directed to Pam Taylor, 504 Coordinator.

STUDENT RECORDS

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 ones who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights,
- The student (if 18 or older or emancipated by a court),
- School officials with legitimate educational interests.

GRADING, CONFERENCES, AND PROGRESS REPORTS

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the designated Texas Essential Knowledge and Skills (TEKS) and/or district objectives. The student's mastery level shall be a major factor in determining the grade for a subject or course. Grading shall reflect student achievement. A sufficient number of grades shall be taken to support the average grade assigned. Guidelines for grading shall be clearly communicated to students and parents.

Teachers shall have conferences with the parents of each student every 12 weeks. Documentation of each conference is required. Teachers shall also send parents written notices (progress reports or report cards) of their students' performance in each class or subject every three weeks. This is required for all students regardless of whether they earn passing or failing grades. Please see the appropriate student handbook for requirements regarding returning progress reports and report cards.

Please see Board Policies EIA (Legal) and EIA (Local) for additional grading information on End-of-Course Examinations, Academic Dishonesty, Recording Failing Grades, Make-up Work, and Grades for Unexcused Absences and Suspension.

LESSON PLANS

Daily lesson plans are required. Planning should be as accurate as possible. Lesson plan books are provided and new lesson plans should be made each week. Plans should be flexible and attempt to meet the needs of the students. Lesson plans shall be made following the relevant *Texas Essential Knowledge and Skills* (TEKS) thereby ensuring that all the TEKS are taught. Lesson plans for secondary English Language Arts, Science, Math, and Social Studies teachers must document appropriate, differentiated instruction for any identified Gifted/Talented students. All modifications (G/T, 504, ESL, etc.) must be documented in lesson plans. These plans are a reflection of "happenings" in your classroom. Instructional aides shall be informed of lessons or instruction of the classroom to which they are assigned.

Lesson plans will be checked for the proper documentation.

PLANNING/CONFERENCE PERIOD

All teachers have a scheduled planning/conference period. This period is designed for parent conferences and for planning purposes. Please take advantage of this valuable time. Proper use of this period will result in excellent instruction for all students.

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