



Waxahachie  
INDEPENDENT SCHOOL DISTRICT

## **2024-2025 Employee Handbook**

If you have difficulty accessing the information in this document because of a disability, please email the Assistant Superintendent of Human Resources at [tburkhalter@wisd.org](mailto:tburkhalter@wisd.org).

# Table of Contents

<b>Employee Handbook Receipt .....</b>	<b>4</b>
<b>Introduction .....</b>	<b>5</b>
<b>District Information .....</b>	<b>6</b>
Description of the District .....	6
District Map .....	6
Mission Statement, Goals, and Objectives.....	7
Board of Trustees .....	7
Board Meeting Schedule .....	8
Administration .....	9
School Calendar .....	10
Helpful Contacts .....	10
<b>Employment .....</b>	<b>14</b>
Equal Employment Opportunity.....	14
Job Vacancy Announcements.....	14
Employment after Retirement .....	15
Contract and Noncontract Employment .....	15
Certification and Licenses.....	16
Recertification of Employment Authorization .....	16
Searches and Alcohol and Drug Testing .....	16
Health Safety Training .....	17
Reassignments and Transfers.....	18
Workload and Work Schedules .....	18
Breaks for Expression of Breast Milk.....	19
Pregnant Workers Fairness Act .....	19
Notification to Parents Regarding Qualifications .....	19
Outside Employment and Tutoring .....	20
Performance Evaluation .....	20
Employee Involvement.....	20
Staff Development.....	21
<b>Compensation and Benefits .....</b>	<b>22</b>
Salaries, Wages, and Stipends .....	22
Paychecks.....	22
Automatic Payroll Deposit.....	25
Payroll Deductions.....	25
Overtime Compensation .....	26
Travel Expense Reimbursement.....	26
Health, Dental, and Life Insurance .....	27
Supplemental Insurance Benefits.....	27
Cafeteria Plan Benefits (Section 125).....	27

Workers’ Compensation Insurance .....	28
Unemployment Compensation Insurance .....	28
Teacher Retirement.....	29
Other Benefit Programs.....	29
<b>Leaves and Absences .....</b>	<b>30</b>
Personal Leave.....	31
State Sick Leave .....	32
Local Leave.....	32
Extended Leave.....	33
Vacation.....	33
Sick Leave Bank (or Pool).....	33
Family and Medical Leave Act (FMLA)—General Provisions.....	33
Local Procedures for Implementing Family and Medical Leave Provisions .....	36
Temporary Disability Leave .....	37
Workers’ Compensation Benefits.....	38
Assault Leave .....	38
Jury Duty.....	39
Compliance with a Subpoena .....	39
Truancy Court Appearances .....	39
Religious Observance .....	40
Military Leave .....	40
<b>Employee Relations and Communications .....</b>	<b>42</b>
Employee Recognition and Appreciation .....	42
District Communications .....	42
<b>Complaints and Grievances .....</b>	<b>43</b>
<b>Employee Conduct and Welfare .....</b>	<b>44</b>
Standards of Conduct .....	44
Discrimination, Harassment, and Retaliation.....	48
Harassment of Students .....	48
Reporting Suspected Child Abuse .....	49
Sexual Abuse and Maltreatment of Children .....	50
Reporting Crime.....	50
Scope and Sequence.....	51
Technology Resources .....	51
Personal Use of Electronic Communications.....	51
Electronic Communications between Employees, Students, and Parents .....	53
Public Information on Private Devices .....	56
Criminal History Background Checks.....	56
Employee Arrests and Convictions.....	56
Alcohol and Drug-Abuse Prevention .....	58
Tobacco Products and E-Cigarette Use .....	58

Fraud and Financial Impropriety .....	59
Conflict of Interest .....	59
Gifts and Favors .....	60
Copyrighted Materials .....	60
Associations and Political Activities.....	60
Charitable Contributions .....	61
Safety and Security .....	61
Possession of Firearms and Weapons .....	62
Visitors in the Workplace .....	62
Asbestos Management Plan .....	62
Pest Control Treatment .....	62
<b>General Procedures .....</b>	<b>66</b>
Emergency School Closing.....	66
Emergencies .....	66
Purchasing Procedures .....	66
Name and Address Changes .....	66
Personnel Records.....	67
Facility Use.....	67
<b>Termination of Employment .....</b>	<b>68</b>
Resignations.....	68
Dismissal or Nonrenewal of Contract Employees .....	68
Dismissal of Noncontract Employees .....	69
Discharge of Convicted Employees .....	69
Exit Interviews and Procedures.....	70
Reports to Texas Education Agency .....	70
Reports Concerning Court-Ordered Withholding .....	71
<b>Student Issues .....</b>	<b>72</b>
Equal Educational Opportunities.....	72
Student Records .....	72
Parent and Student Complaints .....	73
Administering Medication to Students .....	73
Dietary Supplements .....	73
Psychotropic Drugs.....	74
Student Conduct and Discipline .....	74
Student Attendance.....	74
Bullying .....	74
Hazing .....	75

# Employee Handbook Receipt

Name \_\_\_\_\_

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

I hereby acknowledge receipt of a copy of the Waxahachie 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.

***Electronic copies are found on the district website, employee portal, and through Vector Solutions training.***

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook and understand I am required to contact \_\_\_\_\_ to obtain a hard copy.

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 document. 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 Human Resources Department if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and forward it to your supervisor within 4 weeks of your start date for the 2024-2025 school year.

# 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 [hr@wisd.org](mailto:hr@wisd.org) .

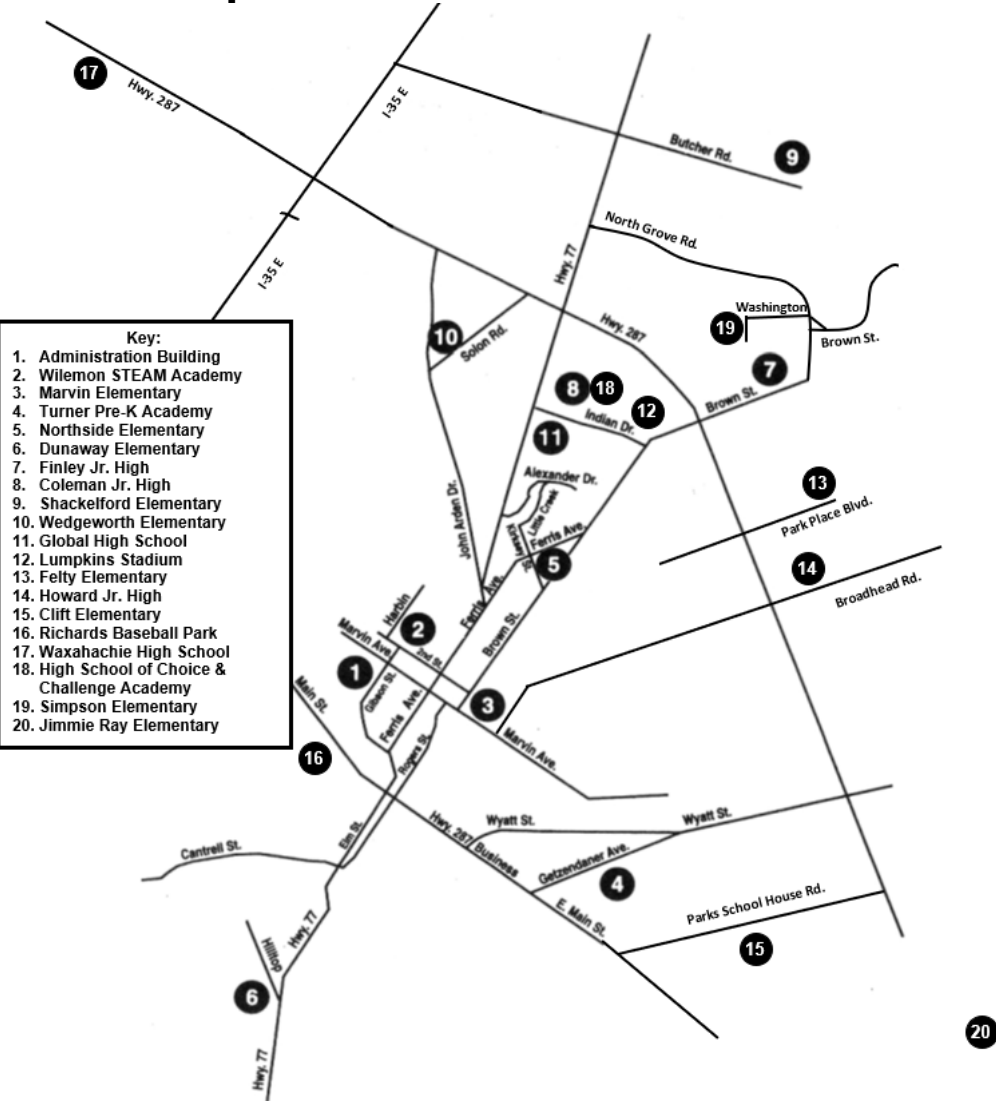
This handbook is neither a contract nor a substitute for the official district policy manual, nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies 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 online at <https://pol.tasb.org/PolicyOnline?key=433> .

# District Information

## Description of the District

With an enrollment of nearly 11,000 students, each of our sixteen campuses is committed to the academic success and well-being of every student in a district where innovation thrives and growth is limitless. Our 1,600+ employees embrace our district’s core values of Choices, Belonging, Collaboration, and Community. Each day, they strive to be a professional learning community by focusing on learning rather than teaching, working collaboratively as a team, and holding each other accountable for results.

## District Map



# Mission Statement, Goals, and Objectives

## *Policy AE*

### **Vision**

Our Vision is to be a district where innovation thrives and growth is limitless.

### **Core Values**

**Choices:** We value choices because they make us unique and are critical to learning.

**Collaboration:** We value a collaborative culture that honors and supports all who positively impact the lives of our students.

**Belonging:** We value an environment of belonging that respects individual difference and ensures equality for all.

**Relationships:** We value relationships that broaden learning experiences and enrich our community.

## **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:

- Dusty Autrey, President
- Kim Kriegel, Vice President
- Debbie Timmermann, Secretary
- Adrian Cooper, Trustee
- Judd McCutchen, Trustee
- Ryan Pitts, Trustee
- Clay Schoolfield, Trustee



The Board usually meets on the second Monday of each month at the Waxahachie ISD Administration Building. In the event that large attendance is anticipated, the Board may meet at another location in the district. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and Waxahachie ISD Administration Building 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 one-hour notice.

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

## **Board Meeting Schedule**

<i><b>July 22, 2024</b></i>
<i><b>August 12, 2024</b></i>
<i><b>October 14, 2024</b></i>
<i><b>December 9, 2024</b></i>
<i><b>February 10, 2025</b></i>
<i><b>April 14, 2025</b></i>
<i><b>June 9, 2025</b></i>

## **District Administration**

**Dr. Jerry D. Hollingsworth**, Superintendent

**Dr. David Averett**, Associate Superintendent of Educational Operations

**Lisa Mott**, Assistant Superintendent for Elementary Leadership

**Ryan Kahlden**, Chief Financial Officer

**Theresa Burkhalter**, Assistant Superintendent of Human Resources

**Dr. Dustin Binnicker**, Assistant Superintendent of Learning

**Stephanie Heimbuch**, Executive Director for Special Populations

**Brian Rogers**, Executive Director of Athletics

**Sean Cagle**, Director of Student and Campus Services

**Jenny Bridges**, Director of Public Relations

## **Administration Office**

411 N. Gibson Street

Waxahachie, Texas 75165

(972)-923-4631 (Phone)

(972)-923-4658 (Upstairs Fax)

(972)-923-4759 (Downstairs Fax)

(972) 923-2182 (Human Resource Fax)

# School Calendar

Waxahachie ISD calendars can be found on the district website:

[WISD Calendar](#)

Board APPROVED 2024-2025 ACADEMIC CALENDAR																											
July 2024							August 2024							September 2024							October 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6			6	7	8	9	10	1	2	3	4	5	6	7			1	2	3	4	5
7	8	9	10	11	12	13	11	12	13	14	15	16	17	8	9	10	11	12	13	14	6	7	8	9	10	11	12
14	15	16	17	18	19	20	18	19	20	21	22	23	24	15	16	17	18	19	20	21	13	14	15	16	17	18	19
21	22	23	24	25	26	27	25	26	27	28	29	30	31	22	23	24	25	26	27	28	20	21	22	23	24	25	26
28	29	30	31											29	30						27	28	29	30	31		

<b>Campus &amp; Student Services</b>	<b>Sean Cagle, Director</b>	411 N. Gibson St. Waxahachie, TX 75165 972-923-4631
<b>Community Outreach and Public Relations</b>	<b>Jenny Bridges, Director</b> <b>Rebecca Lockridge, Coordinator</b> <b>Ami Trull, Coordinator</b>	411 N. Gibson St. Waxahachie, TX 75165 972-923-4631
<b>Teacher, Learning, and Innovation</b>	<b>Dustin Binnicker, Assistant Superintendent of Learning</b>	51 Northgate Drive
		Waxahachie, TX 75165
		972-923-4727 (Phone) 972-923-4739 (Fax)
<b>Child Nutrition Department</b>	<b>Kam Bridgers, Director</b>	631 Solon Rd.
		Waxahachie, TX 75165
		972-923-4645 (Phone) 972-923-4775 (Fax)
<b>Career &amp; Technical Education</b>	<b>Ashley Binnicker, Director</b>	411 N. Gibson St. Waxahachie, TX 75165 972-923-4631
<b>Fine Arts</b>	<b>Gary Barnard, Director</b>	411 N. Gibson St. Waxahachie, TX 75165 972-923-4631
<b>Little Chiefs Academy</b>	<b>Sonja Clark, Director</b>	614 Getzendaner
		Waxahachie, TX 75165
		972-923-4691 (phone) 972-923-4692 (fax)
<b>Nursing</b>	<b>Melissa Bousquet, Director</b>	411 N. Gibson St. Waxahachie, TX 75165 972-923-4631
<b>PEIMS</b>	<b>Alison Mendelsohn, Executive Director</b>	411 N. Gibson St. Waxahachie, TX 75165 972-923-4631
<b>Support Services Department</b>	<b>Andy Reeves, Director</b>	631 Solon Rd.
		Waxahachie, TX 75165
		972-923-4645 (phone) 972-923-4775 (fax)
<b>Security Department</b>	<b>Lt. Chris Dickinson</b> <b>Belvis Noland, Lead Security Officer</b>	411 N. Gibson St. Waxahachie, TX 75165 972-923-4631
<b>Special Populations Department</b>	<b>Stephanie Heimbuch, Executive Director</b>	1000 Hwy 77 North
		Waxahachie, TX 75165
		972-923-4638 (phone) 972-923-4663 (fax)

<b>Technology Department</b>	<b>Joe O'Daniel</b> <b>Eli Saenz, <i>Coordinator of Technology Services</i></b>	405 Third St.
		Waxahachie, TX 75165
		972-923-4675 (phone)
		972-923-0776 (fax)
<b>Transportation Department</b>	<b>Christian Garippa, <i>Director</i></b>	631 Solon Rd.
		Waxahachie, TX 75165
		972-923-4632 (phone)
		972-923-4743 (fax)

# School Directory

## WAXAHACHIE INDEPENDENT SCHOOL DISTRICT

### ELEMENTARY CAMPUSES

#### Clift Elementary-111

650 Park School House Road  
(972) 923-4720  
(972) 937-5367 Fax

#### Dunaway Elementary-106

600 Highway 77  
(972) 923-4646  
(972) 923-4752 Fax

#### Felty Elementary-110

231 Park Place Boulevard  
(972) 923-4616  
(972) 923-9394 Fax

#### Marvin Biomedical Academy-112

110 Brown Street  
(972) 923-4670  
(972) 923-4677 Fax

#### Northside Elementary-104

801 Brown Street  
(972) 923-4610  
(972) 923-4750 Fax

#### Ray Elementary-116

250 Saratoga Drive  
(972) 923-4628  
(972) Fax (waiting on this)

#### Shackelford Elementary-107

1001 Butcher Road  
(972) 923-4666  
(972) 923-4753 Fax

#### Simpson Elementary-115

460 Washington Avenue  
(972) 923-4740  
(972) 937-2610 Fax

#### Wedgeworth Elementary-108

405 Solon Road  
(972) 923-4640  
(972) 923-4751 Fax

#### Wilemon STEAM Academy-114

600 W Second Street  
(972) 923-4780  
(972) 923-4736 Fax

### PRE-K CAMPUS

#### Turner Pre-Kindergarten-113

614 N. Getzendaner  
(972) 923-4690  
(972) 923-4759 Fax

### SECONDARY CAMPUSES

#### Coleman Junior High-045

1000 Highway 77 North  
(972) 923-4790  
(972) 923-4621 Fax

#### Finley Junior High-042

241 Brown Street  
(972) 923-4680  
(972) 923-4687 Fax

#### Howard Junior High-043

265 Broadhead Road  
(972) 923-4771  
(972) 923-3817 Fax

#### Waxahachie High School-002

3001 US Hwy 287 Bypass  
(972) 923-4600  
(972) 923-4717 Fax

#### Waxahachie High School of Choice-003

55 Northgate Drive  
(972) 923-4695  
(972) 923-4717 Fax

#### Waxahachie Challenge Academy-003

55 Northgate Drive  
(972) 923-4695  
(972) 923-4717 Fax

#### Waxahachie Global High-004

275 Indian Drive  
(972) 923-4761  
(972) 923-4738 Fax

#### Lt. Chris Dickinson-Security

(972) 965-7104

### SUPPORT CAMPUSES

#### Administration

411 N. Gibson Street  
(972) 923-4631  
(972) 923-4658 Fax - Bus Off  
(972) 923-2182 Fax – HR

#### Athletics Ofc/Lumpkins-936

200 Indian Drive  
(972) 923-4606  
(972) 923-2099 Fax

#### TL&I Dept.-030/073/210/862

51 Northgate Drive  
(972) 923-4727  
(972) 923-4739 Fax

#### Child Nutrition-937

631 Solon Road  
(972) 923-4630  
(972) 923-4775 Fax

#### Little Chiefs Academy-711

614 Getzendaner  
(972) 923-4691  
(972) 923-4692 Fax

#### Support Services-951

631 Solon Road  
(972) 923-4645  
(972) 923-4775 Fax

#### Special Populations-876

1000 Highway 77 North  
(972) 923-4638  
(972) 923-4663 Fax

#### Technology-161

405 Third Street  
(972) 923-4675  
(972) 923-4743 Fax

#### Transportation-926

631 Solon Road  
(972) 923-4632  
(972) 923-4743 Fax

# Employment

## Equal Employment Opportunity

Policies [DAA](#), [DIA](#)

In its efforts to promote nondiscrimination and as required by law, Waxahachie ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), 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.

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: *Sean Cagle, Director of Campus and Student Services, 411 N. Gibson St. Waxahachie, TX 75165* [scagle@wisd.org](mailto:scagle@wisd.org), 972-923-4631. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: *Ginger Robinson, 411 N. Gibson St. Waxahachie, TX 75165*, [grobinson@wisd.org](mailto:grobinson@wisd.org), 972-923-4631.

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.

## Employment after Retirement

### Policy [DC](#)

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain 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.texas.gov](http://www.trs.texas.gov)).

## 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 online 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 Chapter 21 probationary or term contract.



**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 a 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 the Human Resources Department in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Human Resources Department when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 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 the Human Resources Department if you have any questions regarding certification or licensure requirements.

## **Recertification of Employment Authorization**

*Policy [DC](#)*

At the time of hire all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the Human Resources Department if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

## **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 technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

**Employees Required to Have a Commercial Driver's License.** Any employee whose duties require a commercial driver's license (CDL) is subject to alcohol and drug 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 testing policies and related educational material should contact the Assistant Superintendent of Human Resources.

## **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, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Director of Sports Medicine by the deadline outlined by the department.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved online training regarding seizure disorder awareness, recognition, and related first aid.

## **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 by applying for the position. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by June 6. 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 Human Resources office and must be approved by the receiving supervisor.

## **Workload and Work Schedules**

*Policies [DEAB](#), [DK](#), [DL](#)*

**Professional Employees.** Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including 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 25 for additional information.

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

*Policies [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.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact *Theresa Burkhalter, Assistant Superintendent of Human Resources at 972-923-4631*.

## **Pregnant Workers Fairness Act**

*Policies [DIA](#), [\(Legal\)](#)*

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact *Theresa Burkhalter, Assistant Superintendent of Human Resources at 972-923-4631* to begin the interactive process.

## **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. This notice is not required if parental notice under ESSA is sent. 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 the Human Resources Department.

## **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.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

## **Employee Involvement**

*Policies [BQA](#), [BQB](#)*

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

## **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 nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 25.)

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 the Payroll Department for more information about the district's pay schedules or their own pay.

## Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid semi-monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. Employees are responsible for regularly reviewing the accuracy of their pay statement.

The schedule of pay dates for the 2024-2025 school year follows:

<b>Pay Schedule-Monthly 2024-2025</b>		
<b><u>2024</u></b>	<b><u>Pay Date</u></b>	<b><u>Pay Period**</u></b>
July	24	06/01/24-06/30/24
August	23	07/01/24-07/31/24
September	24	08/01/24-08/31/24
October	24	09/01/24-09/30/24
November	22	10/01/24-10/31/24
December	20	11/01/24-11/30/24

<b><u>2025</u></b>	<b><u>Pay Date</u></b>	<b><u>Pay Period**</u></b>
January	24	12/01/24-12/31/24
February	24	01/01/25-01/31/25
March	24	02/01/25-02/28/25
April	24	03/01/25-03/31/25
May	23	04/01/25-04/30/25
June	24	05/01/25-05/31/25

**\*\* Pay period represents extra duty/dock calculation period.**  
 (Employee extra duty & absences/docks are posted one month in arrears.)

**Important Information to Know**

- » All Payroll Changes are due in Payroll no later than the 15th of each month.
- » Frontline corrections are to be entered no later than the 5th of each month.
- » True Time Time Sheets are due every Monday.
- » To view your pay check go to [www.wisd.org](http://www.wisd.org) > For Staff > Skyward Employee Access.

**Note:** If you do not participate in direct deposit, your first paycheck will be mailed the evening before the scheduled payday from the Payroll Office to the address on file. You will then be issued a payroll card.

**Under no circumstances will paychecks be picked up from the Administration Building or Campuses.**



<b>Pay Schedules- Semi-Monthly 2024-2025</b>			
<u>2024</u>	<u>Pay Date</u>	<u>Pay Period **</u>	<u>Due to Payroll</u>
<b>August</b>	15	07/14/24 – 07/27/24	July 29
	30	07/28/24 – 08/10/24	Aug 12
<b>September</b>	13	08/11/24 – 08/31/24	Sept 3
	30	09/01/24 – 09/14/24	Sept 16
<b>October</b>	15	09/15/24 – 09/28/24	Sept 30
	31	09/29/24 – 10/12/24	Oct 15
<b>November</b>	15	10/13/24 - 10/26/24	Oct 28
	27	10/27/24 – 11/09/24	Nov 11
<b>December</b>	13	11/10/24 – 11/23/24	Dec 2
	31	11/24/24 – 12/07/24	Dec 9
<b>January 2025</b>	15	12/08/24 - 01/04/25	Jan 6
	31	01/05/25 – 01/18/25	Jan 21

<u>2025</u>	<u>Pay Date</u>	<u>Pay Period **</u>	<u>Due to Payroll</u>
<b>February</b>	14	01/19/25 – 02/01/25	Feb 3
	28	02/02/25 - 02/15/25	Feb 18
<b>March</b>	14	02/16/25 – 03/01/25	Mar 3
	31	03/02/25 – 03/15/25	Mar 17
<b>April</b>	15	03/16/25 – 04/05/25	Apr 7
	30	04/06/25 – 04/19/25	Apr 22
<b>May</b>	15	04/20/25 – 05/03/25	May 5
	30	05/04/25 -05/17/25	May 19
<b>June</b>	13	05/18/25 – 05/31/25	June 2
	30	06/01/25 – 06/14/25	June 16
<b>July</b>	15	06/15/25 – 06/28/25	June 30
	31	06/29/25 – 07/19/25	July 21

**\*\* Pay Period represents extra duty/dock calculation period.**

**Important Information to Know:**

- True Time sheets are due every Monday.

- To view your pay check go to [www.wisd.org](http://www.wisd.org) > For Staff > Skyward Employee Access > Employee Information > under the Payroll Menu, click on Check History > Select check > Show Check

- **Direct deposit of your wages is mandatory.** If the payroll department has not received your direct deposit information before your first check is due, a live check will be printed and mailed to the address that we have on file for you. After that, a payroll card from First Financial Bank will be issued to you.

## Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification by the 15<sup>th</sup> of the month is necessary to activate this service. Contact the Payroll Department 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)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

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

**Overpayments.** Employees are not entitled to any funds the district overpays. An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay.

If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the employee, the district has the discretion to develop a plan for regular payroll deductions in the same fiscal year.

An agreement between an employee and the district must be in place in order to deduct any overpayment.

## **Overtime Compensation**

*Policies [DEAB](#), [DEC](#)*

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. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

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. For the purpose of calculating overtime, a workweek begins at 12:01 on Sunday and ends at midnight on Saturday.

Nonexempt employees that are paid on a salary basis are paid for the hours set by the normal work schedule. Hours worked beyond the normal schedule up to 40 hours will be paid at a regular rate of pay.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is 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.

## **Travel Expense Reimbursement**

*Policy [DEE](#)*

Before any travel expenses are incurred by an employee, the employee's supervisor and Waxahachie ISD Business Office 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 allowable expenses other than mileage.

## **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 or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the benefits office for more information.

The health insurance plan year is from September 1 through August 31. New employees must complete enrollment forms within the first 30 days of employment. Current employees can make changes in their insurance coverage during the open enrollment period each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Employees should contact the Benefits office for more information.

## **Supplemental Insurance Benefits**

*Policy* [CRD](#)

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

## **Cafeteria Plan Benefits (Section 125)**

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (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 Texas Political Subdivisions JSIF, effective August 2021.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to their supervisor. 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 38 for information on use of paid leave for such absences.

### **Offsetting Paid Leave Against Workers' Compensation Income Benefits**

A board may provide that while an employee is receiving workers' compensation benefits, the employee may elect to receive previously accrued sick leave benefits in an amount equal to the difference in the workers' compensation benefits and the weekly compensation the employee was receiving before the injury that resulted in the claim, with a proportionate deduction in the employee's sick leave balance. *Labor Code 504.052* [See DEC(LOCAL)]

Unless a board adopts the option provided by Labor Code 504.052, sick leave benefits and annual leave benefits shall not be offset against benefits paid under the Workers' Compensation Law. *Atty. Gen. Op. JC-0040 (1999)*

## **Unemployment Compensation Insurance**

Policy [CRF](#)

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

## **Teacher Retirement**

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are 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 the Human Resources Department 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.texas.gov](http://www.trs.texas.gov)). See page 15 for information on restrictions of employment of retirees in Texas public schools.

## **Other Benefit Programs**

- Tax-sheltered annuities
- Pass for admission to all home school activities except varsity football games.
- Tuition-free attendance for children of non-resident employees.

# 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 the Benefits Office for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Paid leave must be used in half day or full day 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:

- State Sick Leave (Accumulated prior to 1995-1996 school year)
- Local Leave
- 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. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a "no call/no show". An employee who is absent for 3 consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

**Immediate Family.** For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild

- Any person residing in the employee’s household at the time of illness or death

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA(LEGAL).

**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 district may require medical certification due to an employee’s questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee’s serious health condition, a serious health condition of the employee’s spouse, parent, or child, or for military caregiver leave.

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 FMLA 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 5 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 may be used for the following reasons only:

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

## Local Leave

The district provides the employee five local leave days annually at no cost.

## Extended Leave

A full-time employee who has worked for the District in a full-time capacity for less than 12 consecutive months preceding the need for leave shall be granted in a school year a maximum of 30 workdays of unpaid leave to be used:

- For the employee’s personal illness or injury, including pregnancy-related illness or injury;
- For absences related to the illness, injury, or disability of a member of the employee’s immediate family; or
- For the birth, adoption, or placement of a child.

To be eligible for unpaid leave, the employee shall have been absent for at least five consecutive workdays. Once the employee has met this minimum absence requirement, unpaid leave days can be taken intermittently for the same condition, so long as the employee

## Vacation

Policy [DED](#)

Eligible employees (260 day staff) shall receive paid vacation days each year. An eligible employee who has completed at least six months but less than one year of employment, shall be granted paid vacation based on 5/6 of a vacation day for each month of employment. An employee shall schedule use of vacation days with his or her immediate supervisor. Upon any voluntary separation from employment, and with at least a two-week notice of resignation, the District shall pay an employee for all available unused non-duty days.

## Sick Leave Bank

Employees may participate in a Sick Leave Bank. The purpose of the Sick Leave Bank is to provide additional sick leave days to members of the bank in the event of unexpected illness, surgery, or disability due to an injury. Days may be requested from the bank only if employee has donated days according to the Sick Leave Bank guidelines and only after the member has exhausted all accumulated state and local sick leave days.

## Family and Medical Leave Act (FMLA)—General Provisions

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

### What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor’s Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer’s paid leave policy covers the reason for which you need FMLA leave.

### **Am I eligible to take FMLA leave?**

You are an **eligible employee** if *all* of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

Airline flight crew employees have different “hours of service” requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

### **How do I request FMLA leave?**

Generally, **to request FMLA leave you *must***:

- Follow your employer’s normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You ***must also inform your employer if FMLA leave was previously taken*** or approved for the same reason when requesting additional leave.

Your **employer *may* request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

### **What does my employer need to do?**

If you are eligible for FMLA leave, your employer ***must***:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and

- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer *cannot* interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer *must* confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, **your employer *must* notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

#### Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



## Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period **measured backward from the date an employee uses FML.**

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

**Intermittent Leave.** When medically necessary 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.

**Fitness for Duty.** An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

**Reinstatement.** An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according the procedures outlined in policy (see DECA(LEGAL)).

**Failure to Return.** If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

**District Contact.** Employees that require FML or have questions should contact the Benefits Office 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, the Benefits Office 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 incident involving an assault is a work-related injury and should be immediately reported to the Benefits Office.

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 not responsible 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**

*Policies [DEC](#), [DG](#)*

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

## **Compliance with a Subpoena**

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.

## **Truancy Court Appearances**

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or



compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

## Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

## 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 15 days of paid leave per fiscal year when engaged in authorized training or duty orders by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. 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. Employees returning to work following military leave should contact Benefits Office. 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 the Benefits Office for details on eligibility, requirements, and limitations.

## Payment for Accumulated Leave on Separation

[Policy DEC](#)

The following leave provisions shall apply to state and local leave accumulated beginning on the original effective date of this program.

An employee who retires from the District shall be eligible for payment for accumulated state and local leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee provides advance written notice of intent to retire.
  - a. A campus-based employee shall provide advanced written notice to retire three months before the last day of instruction of the fall or spring semester.
  - b. A non-campus-based employee shall provide advanced written notice to retire three months before the employee's last day of employment.
3. The employee has at least 15 years of continuous service with the District.
4. The employee has maintained a 95 percent attendance rate for each of the three years preceding retirement, excluding absences for approved FMLA leave.

The employee shall receive payment for each day of accumulated state and local leave, to a maximum of 40 days, at half of the employee's daily rate of pay in the final year of service. If the employee is reemployed with the District, the days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

Exception: At the option of the District, the employee may be absent from work with full pay for the final 30 workdays of employment instead of receiving payment for accumulated leave upon retirement

# Employee Relations and Communications

## Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include Elementary, Secondary, and Rookie Teachers of the Year, Support Staff Member of the Year, and Employee of the Month.

## District Communications

Throughout the school year, the Public Relations 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:

- *The Drumbeat* - weekly newsletter for staff and families.
- Monthly Employee Newsletter – monthly newsletter for staff.
- The Waxahachie ISD web page – updated as necessary and available to internet users at [www.wisd.org](http://www.wisd.org)
- Parent Square – Communication tool used by all staff to communicate with families.

## **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:

[DGBA Local](#)

# 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 up to and including termination.
- 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, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and 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 70 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*

### **Purpose and Scope**

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. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

### **Enforceable 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 intentionally, knowingly, or recklessly 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 that are used 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, knowingly, or recklessly 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, abuse, or distribution of controlled substances, 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.

## **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.

**Standard 2.8** The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

### 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.

## **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 up to and including termination.

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.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is linked below:

[\*\*DIA \(Local\)\*\*](#)

## **Harassment of Students**

*Policies [DH](#), [DHB](#), [FFG](#), [FFH](#), [FFI](#)*

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. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual

harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

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 has reasonable cause to believe that child abuse or neglect occurred 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 49 and *Bullying*, page 74 for additional information.

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

[DF \(Local\)](#)

[DHB \(Legal\)](#)

[FFH \(Local\)](#)

[FFH \(Regulation\)](#)

## **Reporting Suspected Child Abuse**

*Policies [DG](#), [FFG](#), [GRA](#)*

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

Employees are also required to make a report if they have reasonable 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, elderly person, or person with a disability.

Reports to Child Protective Services can be made Online at <https://www.txabusehotline.org/Login/Default.aspx> or 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 taking an adverse employment action against

a certified or licensed professional 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 make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report 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 each campus. 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 has reasonable cause to believe 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 following 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.

## **Scope and Sequence**

*Policy [DG](#)*

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

## **Technology Resources**

*Policy [CQ](#)*

The district's technology resources, including its networks, computer systems, email 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 job performance or on a student's academic performance.

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the district's 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 the Technology Department.

## **Personal Use of Electronic Communications**

*Policy [CQ](#), [DH](#)*

Electronic communications include all forms of social media, such as text messaging, instant messaging, electronic mail (email), 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 communications also include 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 communications as they are for any other public conduct. If an employee's use of electronic communications 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 communications 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, mealtimes, 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 DH(EXHIBIT)]

- Confidentiality of district records, including educator evaluations and private email 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 DH(EXHIBIT)]

See *Electronic Communications between Employees, Students, and Parents*, below, for regulations on employee communication with students through electronic media.

## **Electronic Communications between Employees, Students, and Parents**

*Policy* [DH](#)

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to the provisions regarding electronic communications with a student 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 communications* mean any communication facilitated using any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant

messages, and any communication made through an Internet website, including a social media website or a social networking website.

- *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 communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- 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.
- An employee who communicates with a student using text messaging shall do so only via a mobile or web application that is provided or accessible by the district. Parents of students must be invited to share in the platform where communications to students are transmitted and received.
- 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 11:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ 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 DH]
- 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 email, 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.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district’s record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.



## **Public Information on Private Devices**

*Policy [DH](#), [GB](#)*

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

## **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](#), [DHB](#), [DHC](#)*

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, 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 educator's criminal history to the Division of Investigations at TEA.

**Certified Employees.** The superintendent and directors are required to report the misconduct or criminal history of a certified employee or individual applying for certification or permit to TEA Division of Educator Investigations. Information about misconduct or allegations of misconduct of a certified employee obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abused or otherwise committed an unlawful act with a student or minor
- Possessed, transferred, sold, or distributed a controlled substance
- Illegally transferred, appropriated, or expended school property or funds
- Attempted by fraudulent means to obtain or alter any certificate or permit to gain employment or additional compensation
- Committed a criminal offense on school property or at a school-sponsored event, or
- Solicited or engaged in sexual conduct or a romantic relationship with a student or minor

**Uncertified Employees.** Misconduct or criminal history of an uncertified employee also must be reported to TEA. Information about misconduct or the allegations of misconduct obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:

- Abuse or unlawful act with a student or minor, or
- Involvement in a romantic relationship with or solicited or engaged in sexual contact with a student or minor

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

*Policy [DH](#)*

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

[DH \(Local\)](#)

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

*Policies [DH](#), [FNCD](#), [GKA](#)*

State law prohibits smoking, using tobacco and nicotine 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.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

## **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
- 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 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 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.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

## **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 fundraiser. 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 fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

## **Safety and Security**

*Policy [CK series](#)*

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 66 for additional information.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

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.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion.

Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact the Human Resources Office.

## **Possession of Firearms and Weapons**

*Policies* [DH](#), [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. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. 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 the security officer immediately.

## **Visitors in the Workplace**

*Policy* [GKC](#)

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

## **Asbestos Management Plan**

*Policy* [CSC](#)

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 Support Services office and is available for inspection during normal business hours.

## **Pest Control Treatment**

*Policies* [CLB](#), [DI](#)

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of

pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located on each campus and at the administration building. 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.

## **Dress Code for Teachers and Staff**

In order to present a professional appearance to district stakeholders, including students, parents, other staff members, and the community, Waxahachie ISD teachers and staff members are expected to maintain certain standards in dress, appearance, and grooming. The following guidelines should be adhered to by all above-named staff members ("employees," hereafter) on a daily basis, unless an exception is made by the superintendent or the employee's direct supervisor (principal or department head).

On days when students are present, the minimally acceptable attire for district teachers and staff will be business casual, described below:

- For men, business casual attire includes a long- or short-sleeved dress shirt or collared/banded polo/golf shirts, preferably tucked in, with dress trousers or khakis with a belt, which can be worn with dress shoes or boots.
- For women, business casual attire includes dress pants or khakis, dresses and skirts of at least fingertip length, and blouses or sweaters, which may be sleeveless, short-sleeved, or long-sleeved. Anything sleeveless must have a minimum strap width of two inches, and bras/bra straps should not be visible. Off-the-shoulder blouses are not allowed. Cleavage must be covered at all times, and no undergarments should be visible at any time. Acceptable shoes for women include dress shoes (high heels or flats) or boots. Open-toed dress shoes are allowed, but no flip-flops (rubber or Yellow box-style) or athletic slides should be worn.

### **Exceptions:**

- On Fridays throughout the school year and on any staff workday or professional development day when students are not present, denim jeans may be worn with t-shirts bearing district or campus logos. Jeans and T-shirts must be in good condition and free from holes. Athletic shoes may be worn on jeans days, but flip-flops/athletic slides may not be worn on jeans days.
- During the summer months (from the last day of school to the day teachers return in August), jeans may be worn on Thursdays, since the district is closed on Fridays. Guidelines regarding flip-flops/athletic slides apply during the summer months as well. Holiday attire (including t-shirts) may be worn on Halloween, Valentine's Day, or other



holidays if they fall on a day the district is open. Christmas or other winter holiday attire may be worn during the month of December. Any holiday attire must fall within the dress code guidelines.

- Campus principals have the discretion to award a “jeans pass” or to create campus-wide dress days (for example, college shirt day) when exceptions to this dress code may be made.
- For those employees in the district who have jobs that require them to be outdoors or perform manual labor tasks, jeans are allowed any day of the week when paired with a district uniform shirt, and shorts are allowed during the summer months. Teachers and other staff members performing duties outside of those of a regular classroom teacher (including PE teachers and aides, special education teachers and aides, etc.) are also allowed to differ from the standard staff dress code at principal/director discretion.

### **Other Considerations:**

- Any staff member who does not meet the attire or grooming standards set by the district or campus will be subject to corrective action and may be asked to leave the premises to change their clothing.
- Staff members who do not reasonably conform to this dress code will receive written notice from their principal/supervisor. Repeated violations or refusal to comply with this dress code could result in disciplinary action up to and including termination.
- Clothing should fit in a manner that does not expose the abdomen, chest, or buttocks areas. This includes exposing these areas when moving around (for example, a top or sweater that shows the abdomen when arms are lifted).
- All clothing and shoes should be neat in appearance, and without tears or holes.
- Capri or cropped pants may be worn as long as they fall below the knee. No shorts may be worn by male or female employees unless specifically allowed for district-related activities.
- Leggings may be worn with a top or dress that is fingertip-length.
- No athletic wear (including loose sweatpants, shorts, etc.) should be worn unless specifically allowed for district-related activities. If shorts are worn for district-related activities, they must be at least fingertip length.
- No shirt should have a graphic other than school- or district-related artwork, or holiday graphics as allowed by the dress code.
- Jewelry, including body piercings, should not create a safety hazard or be distracting.
- Employees should not have facial piercings of any kind or gauges anywhere on the body.
- Tattoos must be appropriate in content and should be covered whenever possible. Any tattoos on the neck or face should be covered at all times.

- Hair color should be natural (no rainbow colors, etc.) and should be styled in a professional manner.
- Men’s facial hair should be kept neat and clean at all times.
- An employee’s district-issued ID badge should be visibly worn at all times.
- A good rule of thumb to follow – if in doubt, don’t wear it!

## **Patriotic Observances**

### *Policy [FNA](#) (Legal)*

As acknowledged within Waxahachie ISD Board Policy FNA (Legal), a school district may officially encourage students to express love for the United States by reciting historical documents or singing official anthems. *Engel v. Vitale*, 370 U.S. 421 (1962). In accordance with the authority provided by the United States Supreme Court, WISD officially endorses the recitals of the Pledges of the United States and Texas and the singing of the National Anthem as appropriate patriotic observances. In furtherance of this endorsement, all WISD employees are reasonably expected to stand at attention during the recitations of the Pledges and the playing of the National Anthem unless physically unable to do so due to a verifiable medical condition. Employees failing to meet this reasonable expectation will be subject to discipline.

During all recitations of the Pledges and the playing of the National Anthem, all WISD employees shall display appropriate affection and reverence to the United States and Texas and encourage full participation among students. A student who peacefully chooses to not participate in the recitations of the Pledges and the playing of the National Anthem shall not be subject to discipline, so long as the non-participating student takes no action that disturbs the appropriate patriotic observances of others.

# General Procedures

## Emergency School Closing

The district may close schools because of severe weather, epidemics, or other 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, social media, and notify the following radio and television stations:

**KBEC-1390 AM**  
**TV Channels – 4, 5, 8, and 11**

## Emergencies

*Policies [CKC](#), [CKD](#)*

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

## Purchasing Procedures

*Policy [CH](#)*

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

## Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resources office if there are any changes or corrections to their name, home address, contact

telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from the Human Resources Office.

## **Personnel Records**

*Policy [DBA](#), [GBA](#)*

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email address is confidential and may not be released without the employee's permission.

Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to the Human Resources Office. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

## **Facility Use**

*Policies [DGA](#), [GKD](#)*

Employees who wish to use district facilities after school hours must follow established procedures. The Support Services Department is responsible for scheduling the use of facilities after school hours. Contact Support Services to request to use school facilities and to obtain information on the fees charged.

# Termination of Employment

## Resignations

Policy [DFE](#), [DHB](#)

**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 superintendent or other persons designated by the board of trustees, which includes Assistant Superintendent of Human Resources. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent or other person designated by board action.

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 principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 70. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

**Noncontract Employees.** Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to the Assistant Superintendent of Human Resources 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.

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or of knowing about an employee's resignation or termination following an alleged incident of misconduct described above.

## Dismissal or Nonrenewal of Contract Employees

Policies [DF Series](#), [DHB](#)

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.

The principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency on page \_\_\_\_\_. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

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**

*Policies [DCD](#), [DP](#)*

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, sex, 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 43.)

The principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student, or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

## **Discharge of Convicted Employees**

*Policy [DF](#)*

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

If the offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

## Exit Interviews and Procedures

Exit interviews will be offered face to face or through an online form 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

*Policies [DE](#), [DHB](#), [DHC](#)*

**Certified Employees.** The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is 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 contact 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 reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engaged in conduct violating the assessment security procedures established under TEC §39.0301. "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 Applicant Clearinghouse of Texas (FACT).

**Noncertified Employees.** The voluntary or involuntary separation of a noncertified employee from the district must be reported to the Division of Investigations at TEA by the

superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

## **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. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- 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](#)

In an effort to promote nondiscrimination and as required by law, Waxahachie ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to [Sean Cagle, Director of Campus and Student Services 411 N. Gibson St. Waxahachie, TX 75165, 972-923-4631](#), the district Title IX coordinator for students. Questions or concerns about discrimination on the basis of a disability should be directed to [Ginger Robinson, 411 N. Gibson St. Waxahachie, TX 75165 972-923-4631](#) the district ADA/Section 504 coordinator for students. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

## Student Records

Policy [FL](#)

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: 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 with legitimate educational interests

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

## **Parent and Student Complaints**

*Policy [FNG](#)*

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. 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, and herbal or dietary supplements 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](#)*

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to the campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

## **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.

## **Addendum**

### **WISD Acceptable Use Procedures & Regulations**

#### **COMPUTER ACCEPTABLE USE POLICY**

##### **Information Technology Guidelines for Staff Acceptable Use Policy for Waxahachie Independent School District Network and Technology Resources**

#### **I. OVERVIEW**

The Waxahachie Independent School District provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the schools by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technological resources is a privilege, not a right.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of Waxahachie ISD’s activities. All users are expected to use the computers and computer networks in a legal, responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with all WISD local policies.

*With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials, and an industrious user may discover*

*controversial information. Waxahachie ISD firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.*

*Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If an Internet/WISD Network user violates any of these provisions, his or her future access could possibly be denied, and he or she may be subject to further disciplinary action. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.*

### **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. The district reserves the right to monitor all technology resource activity.

## **II. INTERNET/WISD NETWORK SPECIFIC TERMS AND CONDITIONS**

**A. Acceptable Use** -*The District's technology resources will be used only for learning, teaching, and administrative purposes consistent with the District's mission and goals. The District's e-mail system should not be used for mass mailings except for official school business. Commercial use of the District's system is strictly prohibited, except for such things that specifically have been approved by the Superintendent, i.e. employee discount program.*

*The District will make training available to all users in the proper use of the system and will make copies of acceptable use guidelines available to all users. All training in the use of the District's system will emphasize the ethical use of this resource.*

*Software may not be placed on any computer, whether stand-alone or networked to the District's system, without permission from the Director of Technology or designee. Only personnel authorized by the District's technology department may install software on District systems.*

### **Other issues applicable to acceptable use are:**

1. *Copyright: All users are expected to follow existing copyright laws, copies of which may be found in each campus library.*

2. *Supervision and Permission: Student use of the computers and computer network is only allowed when supervised or granted permission by a District staff member.*
3. *Network Access: Attempting to log on or logging on to a computer or e-mail system by using another's password is prohibited. Assisting others in violating this rule by sharing information or passwords is unacceptable.*
4. *Improper Use: Improper use of any computer or the network is prohibited. This includes, but is not limited to the following:*
  - *Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private*
  - *Using the network for financial gain, political or commercial activity*
  - *Attempting to or harming equipment, materials or data*
  - *Attempting to or sending anonymous messages of any kind*
  - *Using the network to access inappropriate material*
  - *Knowingly placing a computer virus on a computer or the network*
  - *Using the network to provide addresses or other personal information that others may use inappropriately*
  - *Accessing of information resources, files and documents of another user without authorization*
  - *Attempting to or accessing technology resources, network systems, or applications without authorization*
  - *Attempting to or bypassing school proxy servers to access the Internet*
  - *Posting personal information about others without proper authorization*
  - *Downloading or using copyrighted information without permission from the copyright holder*
  - *Attempting to "hack" into network resources*
  - *Storing inappropriate information (i.e. programs and .exe files) in home directories or student shared directories.*

**B. Privileges** *The use of the Internet/WISD Network is a privilege, not a right, and inappropriate use will result in an immediate cancellation of those privileges and may result in further disciplinary action, including but not limited to termination of employment. The Director of Technology or designee of Waxahachie ISD employees responsible for the operation of the WISD Network, will deem what is inappropriate use and their decision is final. Also, Director of Technology or designee may deny Internet/WISD Network access at any time as required or as they deem appropriate and without notice. The administration of Waxahachie ISD may request the Director of Technology or designee to deny, revoke, or suspend Internet/WISD Network access, with or without cause, for violation of Internet/WISD Network computing regulations and guidelines, or as a result of other disciplinary action against the user. With the exception of revocation of access privileges, other disciplinary actions taken against a student or employee shall be in accordance with Waxahachie ISD Board Policies.*

*Any attempt to violate the provisions of these guidelines may result in revocation of a user's account, regardless of the success or failure of the attempt. Improper, illegal or unethical use may result in disciplinary or legal actions consistent with existing District policies or applicable criminal laws.*

**C. Internet/WISD Network Computing Regulations and Guidelines** Waxahachie ISD is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. Any attempt to violate the provisions of these regulations and guidelines will result in disciplinary action in the form of temporary or permanent revocation of access to the Internet/WISD Network, regardless of the success or failure of the attempt, and may result in further disciplinary action including, but not limited to, termination of employment.

Access to the District's network systems will be governed as follows:

*1. Students will have access to the District's resources for class assignments and research with their teacher's permission and/or supervision.*

*Teachers with accounts will be required to maintain password confidentiality by not sharing the password with students or others.*

*Any system user identified as a security risk or having violated the District's acceptable use guidelines may be denied access to the District's system. Other consequences may also be assigned. The users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of the network shall be referred to the appropriate law enforcement entity, in addition to any disciplinary actions taken by the administration. If such an event should occur, Waxahachie ISD will fully cooperate with the authorities to provide any information necessary for the litigation process.*

#### **D. User Responsibilities**

*1. Campus-Level Coordinator Responsibilities - As the campus-level coordinator for the District's electronic communications systems and resources, the principal or designee will:*

- Be responsible for disseminating and enforcing the District's acceptable use guidelines for the District's technology resources at the campus level.*
- Ensure that employees supervising students who use the District's systems provide information emphasizing the appropriate and ethical use of this resource.*

*2. Individual User Responsibilities - The following standards will apply to all users of the District's electronic communications systems and resources:*

### *General Computing*

*Once a user receives a userID for accessing the WISD Network and computer systems on the WISD Network, they are solely responsible for all actions taken while using the userID. Therefore:*

- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District guidelines.*
- System users are responsible for following all copyright laws. Redistribution of copyrighted material is allowed only with the written permission of the copyrighted holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with the applicable copyright laws, District policy, and administrative regulations.*
- Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials, photographs, videos, images, or messages, public or private, is prohibited.*
- Submitting, publishing and sharing personal student or employee information that has been designated confidential by the student or employee and is protected by law, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA) is prohibited. This includes photos and videos.*
- Applying for a userID under false pretenses is a punishable disciplinary offense.*
- Sharing your userID with any other person is prohibited. You are solely responsible for any actions which occur in relation to your userID number.*
- Revealing your personal address or phone numbers, or the address or phone numbers of students or colleagues, is prohibited.*
- Waxahachie ISD reserves the right to monitor, read, or otherwise access any/all file(s) that are received, transmitted, or stored on the WISD Network.*
- Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.*
- Attempts to evade or change resource quotas are prohibited.*
- Continued impedance of other users through mass consumption of system resources, after receipt of a request to cease such activity is prohibited.*
- Use of facilities and/or services for commercial purposes is prohibited.*
- Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration.*
- Student information is considered confidential and is not to be sent to anyone by any means without the parent's permission.*

### *Electronic Mail*

*Whenever you send electronic mail, your name and userID are included in each mail message. You are responsible for all electronic mail originating from your userID. By*



*accepting an account, the employee authorizes the designated Waxahachie ISD system administrator(s) to have access to the employee's e-mail and to make that e-mail available to district, local, state, and federal officials in conjunction with any investigation. Therefore:*

- *Forgery, or attempted forgery, of electronic mail messages is prohibited.*
- *Attempts to read, delete, copy, or modify the electronic mail of other users are prohibited.*
- *Attempts at sending harassing, obscene and/or other threatening e-mail to another user is prohibited.*
- *Attempts at sending unsolicited junk mail, "for profit" messages, or chain letters is prohibited.*
- *Use of inappropriate language, swearing, vulgarities, ethnic or racial slurs is prohibited.*

#### *Internet Postings*

*The Internet, along with a host of next generation communications tools, has expanded the way in which employees can communicate internally and externally, while this creates new opportunities for communication and collaboration, it also creates new responsibilities for Waxahachie ISD employees. This Internet Postings Policy applies to employees who use the following:*

- *Multimedia and social networking websites such as MySpace, Facebook, Yahoo! Groups, Twitter and YouTube.*
- *Blogs (Internal and External)*
- *Wikis such as Wikipedia and any other site where text can be posted*

*All of these activities are referred to as "Internet Postings" in this Policy. Please be aware that violation of this policy may result in disciplinary action up to and including termination.*

1. *Internet Postings which do not identify the author/blogger as a Waxahachie ISD employee, do not discuss the District, and are purely about personal matters would normally fall outside this guidance.*
2. *Common sense is the best guide if you decide to post information in any way relating to Waxahachie ISD. If you are unsure about any particular posting, please contact the Human Resources Department.*
3. *If an Internet posting makes it clear that the author is employed by Waxahachie ISD, it should include a simple and visible disclaimer such as, "these are my personal views and NOT those of the Waxahachie ISD." When posting your points of view, you should never claim or imply you are speaking on the school's and/or the District's behalf.*
4. *Personal Internet postings should not reveal confidential information about*

*the Waxahachie ISD, including but not limited to aspects of District policy or details of internal District discussions. If in doubt about what might be confidential, contact the Human Resources Department.*

- 5. Internet postings should not include Waxahachie ISD logos or trademarks, and should respect copyright, privacy, fair use, personal or financial disclosure, and other applicable laws.*

*Internet postings should not violate any other applicable policy of the Waxahachie ISD. The author agrees that the Waxahachie ISD shall not be liable, under any circumstances, for any errors, omissions, loss or damages claimed or incurred due to any of your Internet postings.*

### *Network Security*

*As a user of the WISD Network, you may be allowed to access other networks and/or the computer systems attached to those networks. Therefore:*

- Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.*
- Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.*
- Decryption of system or user passwords is prohibited.*
- The copying of system files is prohibited.*
- The copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license, is prohibited.*
- Intentional attempts to “crash” network systems or programs are punishable disciplinary offenses.*
- Any attempts to secure a higher level of privilege on network systems are punishable disciplinary offenses.*
- The willful introduction of computer “viruses” or other disruptive/destructive programs into the WISD Network or into external networks is prohibited.*

*Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet/WISD Network, you must notify a system administrator. Do not demonstrate the problem to other users. Do not download any applications programs from the Internet without prior approval of the administration. Application programs may not only contain embedded viruses, but also are often untested and may interfere with the functioning of standard applications being run by Waxahachie ISD. Do not use another individual’s account. A Waxahachie ISD staff member shall not allow students to access the system through the staff person’s account. WISD Network account users shall not let others use their account and password. Attempts to login to the system using another member’s account or as a system administrator will result in cancellation of user privileges. Members should immediately notify a system administrator if their*

*password or equipment is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet/WISD Network.*

**E. Disclaimer and Limitation of Liability - Access to the Internet/WISD Network is provided on an “as is, as available” basis.**

*The Waxahachie Independent School District, its Board of Trustees, agents, and staff members make no representations or warranties, whether expressed or implied, of any kind with respect to our Internet Service Provider (ISP), the WISD Network, the services to be provided by the WISD Network, or any information or software accessed or received by the user or contacts made by the user, and disclaim any implied warranties, including any implied warranties of merchantability or fitness for a particular purpose. The system administrators and Waxahachie ISD do not warrant that the functions or services performed by, or that the information or software contained on the system will meet the user’s requirements or that the operation of the system will be uninterrupted or error free or that defects in the system will be corrected. Waxahachie ISD will not be responsible to you or liable to you for any claims, losses, or damages you may suffer as a result of these Terms and Conditions or your access to our ISP or the WISD Network, including without limitation, any losses, claims, or damages arising from Waxahachie ISD’s negligence or your own errors or omissions. YOU AGREE THAT THIS LIMITATION IS INTENDED TO AND DOES RELEASE WAXAHACHIE ISD FROM ANY CLAIMS, DAMAGES, OR LOSSES THAT YOU MAY SUFFER THAT MAY ARISE OUT OF THE USE OF THIS SYSTEM. Use of any information obtained via your connection with the Internet/WISD Network is at your own risk. While WISD has in place computer software and teacher directed restrictions, the employees are ultimately responsible for their computer use. Waxahachie ISD specifically denies any responsibility for the accuracy or quality of information obtained through this service. Furthermore, Waxahachie ISD assumes no responsibility or liability for any phone charges including, but not limited to, long distance charges, per minute (unit) surcharges and/or equipment or line costs, incurred by the user while accessing the Internet/WISD Network. Any dispute or problems regarding phone service are strictly between the user and his or her local phone company and/or long distance service provider. The Waxahachie ISD shall not be liable for any inappropriate use of the Internet/WISD Network. All such liability shall be borne directly by the user.*

**F. Monitored Use** - *The use of the Internet/WISD Network is not a private activity and is reserved exclusively for educational and administrative functions of Waxahachie ISD. Internet/WISD Network users have no expectation of privacy with respect to the use of or access to the Internet/WISD Network. Waxahachie ISD reserves the right to monitor Internet/WISD Network use at any time by a designated administrator to ensure the appropriateness of its use. Furthermore, Waxahachie ISD reserves the absolute right to monitor, read or otherwise access any electronic communication or file that is received, transmitted or stored on the WISD Network.*

*Each and every user of the Internet/WISD Network should assume that every “electronic communication” (e-mail) will be read by the designated administrator. A USER HAS NO PRIVACY RIGHTS OR INTERESTS IN ELECTRONIC COMMUNICATIONS SENT OR RECEIVED VIA THE INTERNET/WISD NETWORK.*

**G. Vandalism, Mischief and Forgery** - *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 will 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, and the use of system hacking programs and utilities. Any interference with the work of others, with or without malicious intent, will be construed as vandalism. Vandalism, as defined above, may result in the permanent cancellation of system use privileges, possible prosecution, and will require restitution for costs associated with system restoration, hardware, and software repair or replacement.*

*Forgery or attempted forgery of electronic files or messages is prohibited. Attempts to read, delete, copy, or modify the electronic data of other system users or deliberate interference with the ability of other system users to access technology resources is prohibited.*

**H. Personal Technology Resources Prohibited** - *System users are prohibited from connecting personal technology resources, including but not limited to the following: hubs, switches, routers, wireless access points/devices, personal (home) computers, personal (home) printers, and mobile/handheld devices to the District’s data communications network, unless specifically authorized by the Director of Technology. Additionally, system users are prohibited from installing or setting up any device that would alter the network technology or any server-based software or technologies without approval from the Director of Technology.*

**I. Information Content/Third Party Supplied Information** - *System users and parents of students with access to the District’s system should be aware that use of the system may provide access to other electronic communications systems outside the District’s networks that may contain inaccurate and/or objectionable material. A student or employee bringing prohibited materials into the District’s electronic environment will be subject to a suspension and/or a revocation of privileges on the District’s system and will be subject to disciplinary action in accordance with District policies.*

**J. Internet Filtering** - *The District uses Internet filtering software, as required by the Children’s Internet Protection Act that blocks access to inappropriate content, including sites that are obscene, pornographic, and/or harmful to minors. Internet web sites currently being blocked by the districts web filter that are deemed appropriate for educational use may be submitted for evaluation. These requests should be submitted via email to the curriculum instructional coordinator. The requests will be evaluated by a committee, if approved an exception will be*

*made to the web filter and the appropriate links will be posted on an approved curriculum district web page. No exceptions will be made to this policy. Users must seek approval 5 days in advanced to allow adequate time for the request to be processed.*

**K. Internet Safety** - *Student and employee computer safety is important, and the district has taken appropriate measures. These include blocking student and staff access to inappropriate content on the Internet; providing secondary students with electronic mail accounts that are managed by teachers; and deploying software and hardware that denies unauthorized access and other unlawful online activities.*

*Students will be educated on appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. This includes cautions regarding the disclosure of personal information and cyber-bullying awareness and response.*

**L. Employee Email Usage Agreement** - The District's electronic communications system is property of Waxahachie ISD. Therefore, the District owns all email. Employees have no right to privacy with regard to district email and can be monitored at any time to ensure appropriate use.

Waxahachie ISD technology resources are strategic, valuable assets that must be managed as such. Thus this agreement is established to achieve the following:

To ensure compliance with applicable statutes, regulations, and mandates regarding the management of information resources.

To establish prudent and acceptable practices regarding the use of email.

To educate individuals using email with respect to their responsibilities associated with such use.

#### Purpose

The purpose of the Waxahachie ISD Email Agreement is to establish the rules for the use of Waxahachie ISD email for the sending, forwarding, posting, receiving, or storing of electronic mail.

#### Audience

The Waxahachie ISD Email Agreement applies equally to all individuals granted access privileges to any Waxahachie ISD information resource with the capacity to send, forward, post, receive, or store electronic mail.

#### ACTIVITIES THAT ARE NOT PERMITTED WITH EMAIL

1. Inappropriately distributing protected or copyrighted works.

2. Using District email to operate a personal business.
3. Sending, forwarding or posting an email anonymously.
4. Sending, forwarding or posting email that contains any items involving partisan party politics, political lobbying or campaigning.
5. Sending, forwarding or posting email that is illegal, intimidating or harassing including that of a racist, sexist, threatening, obscene, pornographic or otherwise objectionable nature or language is strictly prohibited.
6. Impeding the conduct of school business by sending, forwarding or posting and receiving personal email other than stated in the email usage guidelines.

THE FOLLOWING ACTIVITIES ARE PROHIBITED BECAUSE THEY IMPEDE THE FUNCTIONING OF NETWORK COMMUNICATIONS AND THE EFFICIENT OPERATIONS OF ELECTRONIC MAIL SYSTEMS

1. Sending, forwarding or posting chain letters.
2. Sending, forwarding or posting unsolicited messages to large groups of 10 or more except as required to conduct District business. (District permission must be received to send out a message to everyone's mailbox district-wide. Waxahachie ISD has established email distribution groups for the easy and convenience of employees. All campus employees must gain the approval of their campus principal to disseminate information using the campus distribution groups.
3. Sending, forwarding or posting excessively large messages/attachments.
4. Sending, forwarding or posting email that is likely to contain computer viruses. The use of unauthorized communication software such as but not limited to instant messaging and other non-educational online communication tools.

GENERAL EMAIL USAGE GUIDELINES

Staff members should set aside time to check and respond to email messages at least once per work day.

1. Personal use of email is a privilege granted by the District and as such, must be limited to personal time and must be content appropriate. Access to the District's email is primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:
  - Imposes no tangible cost on the District;
  - Does not unduly burden the District's computer or network resources; and
  - Has no adverse effect on an employee's job performance or on a student's academic performance.
2. Your email address identifies you as a Waxahachie ISD employee. Therefore, the employee is responsible for sending, forwarding or posting emails that are consistent with Waxahachie ISD policies and opinions.
3. Employees need to keep in mind that all email is recorded and stored along with the

source and destination.

4. Employees have no right to privacy with regard to email. The District has the ability and right to view employees' email. Employees need to be aware that electronic mail messages can be retrieved even if they have been deleted and that statements made in electronic mail can form the basis of various legal claims against the individual author. Messages relating to or in support of illegal activities will be reported to the authorities.
5. In order to maintain an efficient email system will have a disk size limitation set up on each user. Archiving is recommended to employees wanting to preserve mail and to stay within the designated disk size limitation.
6. Subscriptions to an Internet listserv should be limited to professional digests due to the amount of email traffic generated by general subscriptions.
7. All user activity on Waxahachie ISD Technology Resources is subject to logging and review.
8. The Family Rights and Privacy Act (FERPA) govern disclosure of confidential student records. Therefore, sharing student records or other confidential information with persons or agencies outside the school district via email is prohibited without prior written consent of the student's parent/guardian.
9. Individuals must not send, forward, post or receive confidential or sensitive Waxahachie ISD information through non-Waxahachie ISD email accounts. Examples of non-Waxahachie ISD email accounts include, but are not limited to, Hotmail, Yahoo mail, AOL mail, and email provided by other Internet Service Providers (ISP).
10. District employees are prohibited from accessing another employee's electronic mail without the expressed consent of the employee. An exception would be designated district personnel with just cause for review.
11. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders and loading data from unprotected computers.
12. Please notify your immediate supervisor if you receive email of a threatening nature. The Technology Department will attempt to track down the source of that email and prevent you from receiving any additional unsolicited mail.

## DISCIPLINARY ACTIONS

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See Employee Handbook] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Violation of this policy may result in disciplinary action that may include termination for employees and temporaries; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion

in the case of a student. Additionally, individuals are subject to loss of Waxahachie ISD Information Resources access privileges, civil, and criminal prosecution.

**M. Application of Terms and Conditions** - *All terms and conditions as stated in this document are applicable to the applicant's use of the Internet/WISD Network. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Texas and the United States of America.*

*This agreement is binding for the duration of a staff member's employment in the District and must be reviewed and signed annually at the start of each school term.*



# Index

- Administering medication, 62
- Administration, 8
- Alcohol and drug
  - abuse prevention, 49
  - testing, 12
- Arrests and convictions, 47
- Asbestos management plan, 53
- Assault leave, 30
- Associations and political activities, 51
- At-will employment, 11
- Automatic payroll deposits, 17
- Background checks, 47
- Bad weather closing, 55
- Benefits
  - cafeteria plan, 20
  - health insurance, 19
  - leave, 22
  - retirement, 21
  - supplemental insurance, 20
  - workers' compensation, 21, 30
- Bereavement leave, 31
- Board of Trustees
  - information, 7
  - meeting schedule, 8
  - members, 7
- Breaks, 14
- Breast milk, 14
- Bullying, 63
- Cafeteria plan benefits, 20
- Certification
  - health and safety training, 13
  - maintaining, 11
  - parent notification, 15
- Change of address, 55
- Charitable contributions, 52
- Child abuse
  - reporting, 40
  - sexual, 41
- Code of ethics, 36
- Committees, 16
- Compensation, 17
- Complaints
  - employee, 34
  - parent and student, 62
- Compliance coordinators, 9, 61
- Compliance with a subpoena, 31
- Conduct and welfare, 35
- Conflict of interest, 50
- Contract
  - employment, 10
  - noncertified employees, 10
  - nonrenewal, 57
- Copyright materials, 51
- Court appearances, 31
- Court-ordered withholding, 60
- Crime reporting, 41
- Criminal history, 47
- Dietary supplements, 62
- Directories
  - helpful contacts, 8
  - school, 8
- Discrimination
  - employee, 39
  - student, 61
- Dismissal
  - contract employees, 57
  - noncontract employees, 57
- District
  - communications, 33
  - description, 7
  - information, 7
  - map, 7
  - mission statement, 7
- Drug
  - abuse prevention, 49
  - psychotropic, 63
  - testing, 12
- E-cigarettes, 49

Electronic communications, 42, 44  
 Emergencies, 55  
 Employee  
     conduct and welfare, 35  
     involvement, 16  
     recognition, 33  
 Employment  
     after retirement, 10  
     at-will, 11  
     authorization documents, 11  
     contract, 10  
     noncontract, 10  
     outside, 15  
 Equal opportunity  
     educational, 61  
     employment, 9  
 Every Student Succeeds Act, 15  
 Exit interviews, 59  
 Facility use, 56  
 Family and medical leave, 25  
 Firearms, 53  
 Form I-9, 11  
 Fraud, 49  
 General procedures, 55  
 Gifts and favors, 51  
 Grievances, 34  
 Harassment, 39  
 Hazing, 64  
 Health insurance, 19  
 Health safety training, 13  
 Helpful contacts, 8  
 Insurance  
     health, 19  
     supplemental, 20  
     unemployment, 21  
 Internet use, 42, 44  
 Job vacancy announcements, 9  
 Jury duty, 31  
 Leave  
     assault, 30  
     bank, 25  
     bereavement, 31  
     court appearance, 31  
     discretionary, 24  
     extended, 24  
     family and medical, 25  
     jury duty, 31  
     local, 24  
     medical certification, 23  
     military, 32  
     nondiscretionary, 24  
     payment upon separation, 32  
     peace officers, 32  
     personal, 23  
     pool, 25  
     proration, 24  
     religious observance, 32  
     sick, 24  
     temporary disability, 29  
     truancy court appearance, 31  
     workers' compensation, 30  
 Maltreatment of children, 41  
 Medications, 62  
 Military leave, 32  
 Mission statement, 7  
 Mother-Friendly Worksite, 14  
 Name and address changes, 55  
 Nonrenewals, 57  
 Nursing mothers, 14  
 Outside employment, 15  
 Overpayments, 18  
 Overtime, 18  
 Parent and student complaints, 62  
 Parent notification, 15  
 Paychecks, 17  
 Payroll  
     automatic deposits, 17  
     deductions, 18  
     schedule, 17  
 Peace officer leave, 32  
 Performance evaluation, 16  
 Personal leave, 23  
 Personnel records, 56  
 Pest control treatment, 53  
 Political activities, 51  
 Possession of firearms and weapons, 53  
 Pregnant Workers Fairness Act, 15  
 Psychotropic drugs, 63

Public information, 47  
Purchasing procedures, 55  
Qualifying exigency, 28  
Reassignments, 13  
Religious observance, 32  
Resignations, 57  
    contract employees, 57  
    noncontract employees, 57  
Retaliation, 39  
Retirement  
    benefits, 21  
    employment after, 10  
Safety, 52  
Salaries, 17  
School  
    calendar, 8  
    closing, 55  
    directory, 8  
Scope and sequence, 42  
Searches, 12  
Security, 52  
Sexual harassment, 39  
Sick leave, 24  
Staff development, 16  
Standards of conduct, 35  
Student  
    attendance, 63  
    bullying, 63  
    complaints, 62  
    dietary supplements, 62  
    discipline, 63  
    equal educational opportunities, 61  
    harassment, 39  
    hazing, 64  
    medication, 62  
    records, 61  
Supplemental insurance, 20  
TEA reports, 59  
Teacher retirement, 21  
Technology resources, 42  
Temporary disability leave, 29  
Termination  
    discharge of convicted employees, 58  
    dismissal during the contract term, 57  
    exit interviews, 59  
    noncontract employees, 58  
    nonrenewal, 57  
    reports to TEA, 57, 59  
    resignation, 57  
Texas Mother-Friendly Worksite, 14  
Text messaging, 44  
Tobacco  
    products, 49  
    use, 49  
Training  
    health and safety, 13  
    staff development, 16  
Transfers, 13  
Travel expenses, 19  
Truancy court appearances, 31  
Tutoring, 15  
Unemployment insurance, 21  
Vacancy announcements, 9  
Vacation, 25  
Visitors, 53  
Wages, 17  
Weapons, 53  
Whistleblower Act, 41  
Work schedule, 13  
Workers' compensation benefits, 21, 30  
Workload, 13