

MARLIN I.S.D.

2016-2017

EMPLOYEE HANDBOOK

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.

This handbook is neither a contract nor a substitute for the official District policy manual, or is it intended to alter the at-will status of noncontract employees in any way. 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 administration. The policy manual is located at the central office and is available for employee review during normal working hours. District policies are also located on the Marlin ISD website.

EMPLOYEE HANDBOOK RECEIPT

Name _____

Campus/Department _____

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

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

I understand that modification 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 Superintendent if I have questions or concerns or need further explanation.

Signature

Date

Note: You have been given two copies of this form. Please sign and date one and keep it. Sign and date the other copy and give it to your campus principal or supervisor, who will then forward it to the administration building.

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MAP

Mission Statement

Policy AE

The mission of the Marlin Independent School District as a harmonious, culturally diverse educational organization, which values knowledge as key to success, shall be to create a dynamic learning environment which produces life-long learners that are productive citizens who ethically and intellectually contribute to the betterment of society.

Board of Trustees

Policies BA, BAA, BBA, BBB, BBF, BE, BEC, BED

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 law.

The Board of Trustees is elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children. Trustees are elected to five Single Member Districts plus two At-Large members and serve three year terms. Trustees serve without compensation, must be registered voters and must reside in the District.

Current Board of Trustees:

Roger Nutt, President
Debra Levels-McDavid, Vice President
Rosalyn Dimerson, Secretary
Steve Johnson
Lisa Silvas
Pat Hollins
Carol Koch

The Board meets the third Tuesday of each month in the Marlin Junior Academy library located at 678 Success Drive. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at 130 Coleman Street and at all campuses 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 within a two hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the Board to go into 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, and student discipline or to consult with an attorney regarding pending litigation.

Board Meetings

The Marlin ISD Board of Trustees meet on the third Tuesday of each month in the Marlin Junior Academy library located at 678 Success Drive beginning at 6:00 p.m. The meeting date and time are subject to change. Each monthly meeting is posted on the Marlin I.S.D. website 72 hours in advance of each meeting.

August 16, 2016
September 20, 2016
October 18, 2016
November 15, 2016
December 20, 2016
January 17, 2017

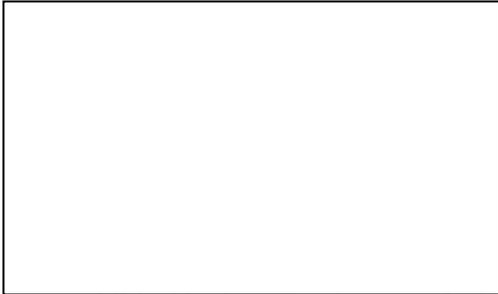
February 21, 2017
March 21, 2017
April 18, 2017
May 16, 2017
June 20, 2017
July 18, 2017

District Administration Staff

Superintendent	Dr. Michael Seabolt
Business Manager	Pat Lewis
Accounts Payable	Barbara Stewart
Payroll Clerk/Benefits	Ramona Grabill
Superintendent Secretary	Lotoya Judie-Calloway

The District Administration Building is located at 130 Coleman St.

CALENDAR



against any employee or applicant for employment because of race, sex, religion, age disability, military status or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience and abilities.

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

Job Vacancy Announcements

Policy DC

To the extent possible, announcements of job vacancies by position and locations are distributed on a regular basis to all campuses and are posted at the central administration building, Marlin ISD, TASA.net and ESC Region12 websites

Employment after Retirement

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in certain positions or on a part-time basis without affecting their benefits, according to TRS rules and state law. Service retirees who retire before May 31 may return to work in a Texas public school without a reduction in benefits one full calendar month after the retirement date provided they meet specific conditions. Retirees may work in the following capacities without a loss of retirement benefits:

- As a principal or assistant principal on a full-time basis, if appropriately certified and following a 12-month break in service. Retirees that retired under early age or disability provision are excluded.
- As a full-time bus driver (early age and disability excluded).
- As a substitute at no more than the established daily substitute pay rate. Individuals receiving disability retirement may not work for more than 90 days in a school year.
- On a half-time basis during a six-month period during a school year, provided that this is their only employment in a Texas public school. Individuals who retire in August may begin employment in October of the school year following their retirement.

Under this last provision, retirees must submit annual written notice to TRS by the last day of the first month of full employment to avoid disruption of benefits. Working any part of a month counts as a full month.

Other restrictions apply when a person has retired because of a disability. Individuals retiring because of a disability should contact TRS for details about employment restrictions.

Shortage Areas

Certain retirees may return to work on a full-time basis as a principal or assistant principal or teacher in an acute shortage area without a reduction in their TRS annuity benefits. Acute teaching shortage areas are determined by the Board based on Commissioner of Education guidelines. When filling acute shortage area positions, the District must give hiring preference to certified applicants who are not retirees. To be eligible for full TRS benefits, a retiree must meet the following criteria:

- Have not been subject to a reduction in benefits for retirement at an early or retired under disability provisions.
- Have a 12-month continuous break in public school service since retirement.
- Be appropriately certified for the position in the applicable school year.

Employees can contact the Superintendent for addition information or contact TRS by calling 1-800-223-8778 or (512) 542-6400. TRS information is also available on the web at (www.trs.state.tx.us)

Contract and Non-Contract Employment *Policies DC, DCA, DCB, DCD, DCE*

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 non-renewal or termination under Chapter 21 of the Texas Education Code. All contract personnel will have a 7:30 a.m.-4:00 p.m. work schedule. The following paragraph provides a general description of the employment arrangement used by the District.

Probationary Contracts

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

Term and Continuing Contracts

Full time professionals employed in positions requiring certification will be employed by term contracts after they have successfully completed the probationary period. Teachers employed after that date are employed by a term contract. Campus principals and central office administrators are employed under one-year contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract and employment policies.

Noncertified Professional and Administrative Employees

Employees in professional and administrative positions that do not require SBEC Certification (such as non-instructional administrators) are employed by a one-year contract that is not subject to the procedures for non-renewal or termination under the Texas Education Code.

Paraprofessional and Auxiliary Employees

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

Searches and Alcohol/Drug Testing *Policy DHE*

Non-investigatory 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 employees, the employee's personal items, work areas, lockers and private vehicles parked on District premises or work sites or used in District business.

Commercial Driver's License (CDL) Any employee who is required to have a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, including the driver; drivers of large vehicles or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving.

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

All employees requiring a CDL who are subject to alcohol and drug testing will receive a copy of the District's policy, the testing requirements and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Superintendent.

First Aid and CPR Certification *Policy DBA*

Head marching band directors, head coaches or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the District or University Interscholastic League (UIL) must maintain and submit to the District proof of current certification in first aid and cardiopulmonary resuscitation (CPR). Certification must be issued by the American Red Cross, the American Heart Association or other organization that provides equivalent training and certification.

Reassignments and Transfers *Policy DK*

All personnel are subject to assignment and reassignment by the Superintendent or designee when the Superintendent 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. The principal at the receiving campus must approve campus reassignments when reassignments are due to enrollment shifts or program changes. Extracurricular or supplement duty assignments may be reassigned at any time. Employees who object to a reassignment may follow the District process for employee complaints as outlined in the handbook and District Policy DGBA (LOCAL).

Employees with the required qualifications for a position may request a transfer to another campus or department. A written request for a transfer must be completed and signed by the employee and the employee's supervisor. Teachers requesting a transfer to another campus before the school year begins must submit their request by the first of May. 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 central office and must be approved by receiving supervisor.

Workload and Work Schedules *Policy DL*

Professional Employees: Professional and administrative employees are exempt from overtime pay. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including required days of service and scheduled holiday will be distributed each school year.

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

Paraprofessional and Auxiliary Employees

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

Notification of Parents Regarding Qualifications *Policy DK, EHBD*

In schools receiving Title 1 funds, the District is required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualification of their child's teacher. NCLB also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who is not highly qualified.

Texas law also requires that parents be notified if their child is assigned for more than 30 consecutive days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals serving with an emergency permit or individuals who do not hold any certificate or permit. No later than the 30th instructional day after the date of assignment, the Superintendent or designee will send a written notice to parents. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status should call the Superintendent.

Outside Employment and Tutoring *Policy DBD*

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

Performance Evaluation *Policy DN, DNA, DNB*

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

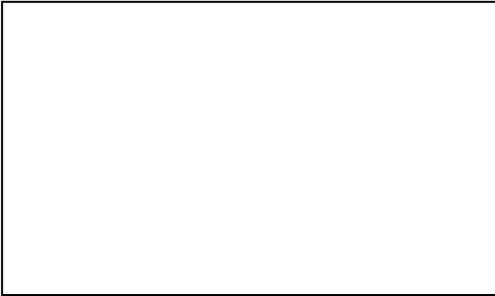
Employee Involvement *Policy BQA, BQB*

At both the campus and District levels, Marlin ISD offers opportunities for input in matters that affect employees. 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.

Staff Development *Policy DMA*

Staff development activities are organized to meet the needs of employees and the District. Staff development for instructional personnel is predominately campus-based, relating to achieving campus performance objectives addressed in the Campus Improvement Plan and approved by a Campus Level Advisory Committee. Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g. bus drivers) and continued employee skilled development.

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



Policy DEA

h administrative guidelines and a pay structure
Plans are reviewed by the administration each year
and adjusted as needed. All District positions are classified as exempt or non-exempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as non-exempt and are paid hourly wages or provided compensatory time for each overtime hour worked.

Salary and wage schedules are reviewed annually and adjusted according to the budgeted amounts approved by the Board. 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 clerk for more information about the District’s pay schedules or their own pay.

Pay Checks

All employees are paid monthly on the 25th. If the 25th falls on a weekend or a District holiday, employees will be paid on the Friday preceding District closure. Pay checks will not be released to any person other than the District employee named on the check without the employee’s written, dated authorization. An employee’s payroll statement contains detailed information including deductions, withholding information and the amount of leave accumulated. Contact payroll if you have questions about your statement.

Pay dates for 2015-2016 school year.

- | | |
|--------------------|-------------------|
| August 25, 2016 | February 24, 2017 |
| September 23, 2016 | March 24, 2017 |
| October 25, 2016 | April 25, 2017 |
| November 25, 2016 | May 24, 2017 |
| December 16, 2016 | June 23, 2017 |
| January 25, 2017 | July 25, 2017 |

Automatic Payroll Deposit

Employees are encouraged to have their paychecks electronically deposited into an account at a bank of their choosing. A notification period of two weeks is necessary to activate this service. Electronic deposit of an employee's pay is immediately available on the pay date. Contact payroll for more information about the automatic payroll deposit service.

Payroll Deductions *Policy CFEA*

Automatic payroll deductions for the Teacher Retirement System of Texas (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions also are required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership must have their Social Security contributions deducted.

Other payroll deductions may include deductions for the employee's share of premiums for health, dental, life and vision insurance; annuities; higher education savings plans; and savings deposits and loan payments through Educator's Credit Union. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deduction is automatically made for unauthorized or unpaid leave.

Overtime Compensation *Policy DEA*

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule, but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same workweek. Employees must work more than 40 total hours in a week to earn overtime compensation. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday.

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

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

- An employee may be required to use comp time before using any other available paid leave (e.g. sick, personal, vacation).
- Weekly time sheets generated by time clocks will be maintained on all non-exempt 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 the Superintendent must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the District and the Internal Revenue Service. Employees must submit receipts to be reimbursed for expenses other than mileage.

Health, Dental and Life Insurance *Policy CRD*

Group health insurance coverage is provided through TRS-Active Care, the statewide public school health insurance program. The Board of Trustees determines the District's contribution to employee insurance premiums annually. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are regularly scheduled to work at least 10 hours per week

All employees of the public school system in Texas must participate in TRS, unless an exception to TRS membership applies. The exceptions to TRS membership include:

- Employees who are working less than half-time or who are regularly scheduled to work less than 10 hours per week. However, an employee who performs service as a bus driver and who drives at least one route approved by the Texas Education Agency is a TRS member.
- Employees who are TRS retirees who return to work in a TRS-covered position.
- Any person serving on a daily, on-call basis as substitute in a TRS-covered position normally filled by another regular employee.

Supplemental Insurance Benefits *Policy CRG*

At their own expense, employees may enroll in supplemental insurance programs for health, dental, life and disability. Premiums for these programs can be paid by payroll deduction. Employees should contact the Payroll Clerk 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, dreaded 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 Workers' Compensation Solutions, effective September 1, 2004. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the campus principal/secretary/supervisor/central office. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See Workers' Compensation Benefits, page 22 for information on use of paid leave for such absences.

Unemployment Compensation Insurance *Policy CRF*

Employees, who have been laid off or terminated through no fault of their own, may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act. 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 Superintendent.

Teacher Retirement *Policy DEG*

All personnel employed on a regular basis for at least one-half of the normal work schedule are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement, who work at least 90 days a year are eligible for TRS membership and the opportunity to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31st, as well as an estimate of their retirement benefits.

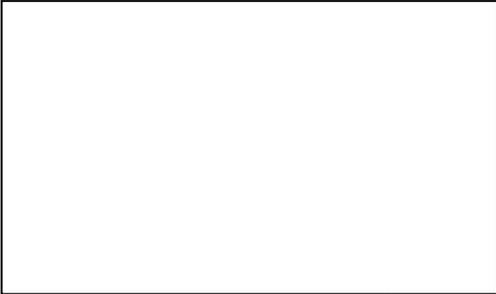
Employees who plan to retire under TRS should notify payroll as soon as possible. Information on the application procedures for TRS benefits is available at the central office. Additional inquiries should be addressed to:

Texas Retirement System of Texas
1000 Red River Street
Austin, Texas 78701-2698
1-800-223-8778 or (512) 542-6400

TRS information is also available at (www.trs.state.tx.us). See pages 8-9 for information on restrictions of employment of retirees in Texas public schools.

Other Benefit Programs *Policy DEB*

- Children of non-resident District employees may attend a District school tuition free
- Free athletic passes to home games
- District pay \$150 toward employee's health insurance (+ \$75 from state)
- Five local personal days



and unpaid leaves of absence in times of personal
basic types of leave available and restrictions on
have personal needs that will require long leaves of
for counseling about leave options, continuation of
benefits and communicating with the District.

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the District as they were when they were working. The District does not make benefit contributions for employees who are not on active payroll status.

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

Leave is earned on an accrual basis. Leave is available for the employee's use September 1st. If an employee leaves the District before the end of the work year, the cost of any unearned leave taken shall be deducted from the employee's final paycheck.

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of 0.5 day every 19 days. A day of earned personal leave is equivalent to an assigned workday. There is no limit on the accumulation of state personal leave and it can be transferred to other Texas school districts and is generally transferable to education service centers. There are two types of personal leave; non-discretionary and discretionary.

Non-discretionary Leave is taken for personal or family illness, an emergency, a death in the family or active military service. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.

Discretionary Leave is taken at an employee's discretion and can be scheduled in advance. An employee wishing to take discretionary personal leave must submit a notice of the request three days in advance of the anticipated absence to his or her principal or supervisor. Discretionary personal leave will be granted on a first-come, first-served basis. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

Sick Leave

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. Sick leave can be used only in one-day increments except when coordinated with Family and Medical Leave taken on an intermittent or reduced-schedule basis or when coordinated with Workers' Compensation benefits.

If an employee used more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck.

Sick leave may be used for the following reasons only:

- All employees shall earn five workdays of local leave per school year, at the same rate as state personal leave.
- Local leave shall accumulate to a maximum of 30 workdays and shall be taken with no loss of pay.
- Local leave shall be recorded in increments of one-half day and shall be charged even if a substitute is not employed.
- Any leave taken beyond the available balance shall result in a deduction from the employee's paycheck at a cost equal to the value of the unearned days.

Local leave

- All employees shall earn five workdays of local leave per school year, at the same rate as state personal leave.
- Local leave shall accumulate to a maximum of 30 workdays and shall be taken with no loss of pay.
- Local leave shall be recorded in increments of one-half day and shall be charged even if a substitute is not employed.
- Any leave taken beyond the available balance shall result in a deduction from the employee's paycheck at a cost equal to the value of the unearned days.

Temporary Disability Certified Employees

Any full-time employee whose position required 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. A full-time educator may request to be placed on temporary disability leave or be placed on leave. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. The leave 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 days. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, his or her supervisor 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 do the job. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

Family and Medical Leave

Employees who have been employed by the District for at least 12 months and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave are eligible for Family and Medical Leave. Eligible employees can take up to 12 weeks of unpaid leave each year between September 1 and August 31 for the following reasons.

- The birth, adoption or foster placement of a child
- To care for a spouse, parent or child with a serious health condition
- An employee's serious health condition

A husband and wife who are both employed by the District are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption or foster placement of a child.

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Family and Medical Leave runs concurrently with accrued sick and personal leave, temporary disability leave and absences due to a work related illness or injury. The District will designate the leave as Family and Medical Leave, if applicable and notify the employee that accumulated leave will run concurrently.

In some circumstances, employees may take Family and Medical Leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

- An employee is needed to care for a seriously ill spouse, child or parent.
- An employee requires medical treatment for a serious illness
- An employee is seriously ill and unable to work
- An employee becomes a parent or has a foster child place in his or her home.

When the need for Family and Medical Leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact their supervisor as soon as possible. Employees may be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member
- Second or third medical opinions and periodic recertification of the need for leave
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work

Employees requiring family and medical leave should contact the central office for details on eligibility requirements and limitations.

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 sick leave or any other paid leave benefits. While an employee is receiving Workers' Compensation Wage benefits, the District will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as a result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted, only because that person's age or mental capacity renders the person non-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

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and may keep any compensation they receive.

Other Court Appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative or administrative proceeding. Other absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Military Leave**Paid Leave for Military Service**

Any employee who is a member of the Texas National Guard, Texas State Guard or reserve component of the armed forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days per year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Employment after Military Leave

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

Continuation of Health Insurance

Employees, who perform service in the uniformed services, may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Superintendent for details on eligibility, requirements, and limitations.

Employee Recognition and Appreciation *Policy DJ*

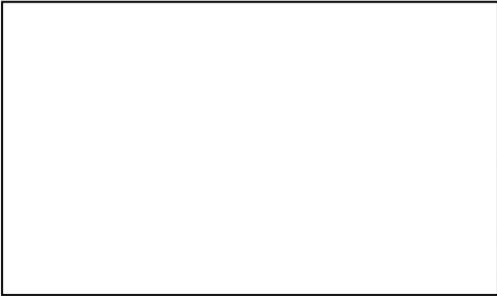
Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at board meetings, in newsletters, local newspaper and through special events and activities. Recognition and appreciation activities also include service pins for every ten years served at Marlin ISD and plaques for those retiring from the teaching profession.

District Communications

Throughout the school year, the central office maintains a District website (www.marlinisd.org)

Complaints and Grievances *Policy DGBA*

In an effort to hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly process that all employees must follow when bringing formal complaints and grievances. Employees are encouraged to discuss concerns or complaints with their supervisors or an appropriate administrator at any time. The formal grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring concerns or complaints to the Board of Trustees



Policy DH

together in a cooperative spirit to serve the best interests of students, one another and the public. The following Standards of Conduct:

- Recognize and respect the rights and property 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 the immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences chronic absenteeism, tardiness and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and District policies and procedures.
- Express concerns, complaints or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use District time, funds and property for authorized District business and activities only.

All District employees should perform their duties in accordance with state and federal law, District policies and procedures and ethical standards. Violation of policies, regulations or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record must be reported to SBEC not later than the seventh day the Superintendent first learns of the incident.

The *Code of Ethics and Standard Practices for Texas Educators* adopted by the State Board for Educator Certification, which all District employees must adhere to is reprinted below:

Code of Ethics and Standard Practices for Texas Educators

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

Professional Standards

1. Professional Ethical Conduct, Practices and Performance

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

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

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

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

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

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

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

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

2. Ethical Conduct Toward Professional Colleagues

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

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

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

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

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

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

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

3. Ethical Conduct Toward Students

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

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

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

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

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

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

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs in the presence of the educator.

Dress and Grooming Guidelines

Marlin ISD employees are expected to set a high standard for dress and grooming for their students. The dress and grooming of Marlin ISD employees shall be clean, neat and in a manner appropriate for their assignments and in accordance with any additional standards established by their supervisors and approved by the Superintendent. Principals shall have final discretion in decisions involving these guidelines. All District employees shall adhere to all dress and grooming regulations during regular school hours.

Employees are expected to dress appropriately (as a model for students) for all Marlin ISD events that may occur outside of regular school hours.

Men's Dress and Grooming Guidelines:

- Hair shall be neatly groomed. Hair that is longer than the collar shall be neatly tied in a ponytail or braid.
- Facial hair should be well-groomed at all times.
- Shirts must be tucked in at all times. No t-shirts will be allowed with the exception of Marlin spirit shirts on FRIDAY ONLY. Collared shirts are preferred. No sleeveless shirts are allowed.
- Pants shall be business casual. No jeans will be allowed except on Friday Spirit Days.
- Shorts, athletic pants and warm-up suits are allowed only when involved in teaching physical education or coaching. Shorts and athletic pants are not allowed when teaching in a general classroom situation or in the halls or office area.
- Footwear/shoes should be business casual. Rubber flip-flops, shower shoes, sandals and athletic shoes are not allowed.
- Ties will be worn at all times during the school day.

Women's Dress and Grooming Guidelines

- Hair shall be nearly groomed in a natural color.
- Shirts that are designed to be worn tucked into pants or skirts shall be tucked in. Shirts shall have sleeves. No t-shirts will be allowed with the exception of Marlin spirit shirts on FRIDAY ONLY. No sleeveless shirts, tank tops, spaghetti straps or halter tops are allowed.
- Dresses and skirts must be knee length without excessively long slits or openings. Dresses shall have sleeves.
- Shorts, athletic pants and warm-up suits are allowed only when involved in teaching physical education or coaching. Shorts and athletic pants are not allowed when teaching in a general classroom situation or in the halls or office area.
- Pants and capris shall be business casual style. No jeans will be allowed except on Friday Spirit Days. Leggings may be worn under dresses and skirts that meet the length requirements above.
- Footwear/shoes should be business casual. Rubber flip-flops, shower shoes, sandals and athletic shoes shall not be allowed.

Fridays Only (not the last work day of the week) shall be designated as Spirit Days at Marlin ISD.

Harassment *Policies DH, DIA*

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

Employees who believe they have been harassed are encouraged to promptly report such incidents to the campus principal, supervisor or appropriate District official. If the campus principal or supervisor is the subject of a complaint, the employee should report the complaint directly to the Superintendent.

The District's policy that includes definitions and procedures for reporting and investigating harassment is inserted below.

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal. Alternatively, the employee may report the alleged acts to one of the District officials below.

For the purposes of this policy, District officials are the Title 1X Coordinator, the Section 504 Coordinator and the Superintendent. Reports of discrimination based on sex, including sexual harassment, may be directed to the Title 1X Coordinator. The District designates the District Administration to coordinate its efforts to comply with Title 1X of the Education Amendments of 1972 as amended:

Position Superintendent
Address 130 Coleman Street
Telephone (254) 883-3585

Reports of Discrimination based on disability may be directed to the ADA/Section 504 Coordinator. The District designated the following person to coordinate its efforts to comply with Title 11 of the Americans with Disabilities Act of 1990 as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973 as amended:

Position Superintendent
Address 130 Coleman Street
Telephone (254) 883-3585

The Superintendent shall serve as the coordinator for purposes of District compliance with all other antidiscrimination laws.

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title 1X Coordinator or ADA/Section 504 Coordinator, may be directed to the Superintendent.

Prohibited Conduct

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

The District may request, but shall not insist upon a written report. If a report is made orally, the District official shall reduce the report to written form. Upon receipt or notice of a report, the District official shall determine whether the allegations if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending. If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

Investigation of Conduct

The investigation may be conducted by the District official or a designee, such as the campus principal or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation. If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonable calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct. To the greatest extent possible, the District shall respect the privacy of the complaint, persons against who a report is filed and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA (LOCAL) beginning at the appropriate level.

The complainant may have a right to file a complaint with appropriate state or federal agencies.

Harassment of Students*Policies DH, FFG, FFH*

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

Drug Abuse/Preventions*Policies DH, DHE, DI*

The Board shall prohibit the use of drugs at school related or school sanctioned activities on or off school property. Employees shall not manufacture, distribute, dispense, possess, use or be under the influence of drugs during working hours while at school or at school related activities. This includes any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate. This also includes any abusable glue, aerosol paint or any other chemical substance for inhalation that is mood changing, mind altering or behavior-altering. The District shall maintain a drug-free environment and shall establish, as needed, a drug-free awareness program complying with federal requirements.

Reporting Suspected Child Abuse*Policy DG, DH, FFG, GRA*

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services or appropriate state agency (e.g. state agency operating, licensing, certifying or registering a facility) within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (1-800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

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

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

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

Fraud and Financial Impropriety*Policy DG, CAA*

All employees should act with integrity and diligence in duties involving the District's financial resources. The District prohibits fraud and financial impropriety as defined below. Fraud and financial impropriety includes, but is not limited to the following:

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

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

Conflict of Interest *Policy DBD*

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

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

An employee with a substantial interest in a business entity or interest in real property must disclose the interest to the District prior to the award of a contract or authorization of payment. This is done by filing an affidavit with the Superintendent. An employee is also considered to have substantial interest if a close family member (e.g. spouse, parent, child or spouse’s parent or child) has a substantial interest.

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 reasonable tend to influence the selection of textbooks may result in prosecution of a class B misdemeanor offense. This does not include staff development, teacher training or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

Association 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, and hours of employment or conditions of work.

Safety *Policy CK*

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

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

Employees with questions or concerns relating to safety programs and issues can contact the Superintendent.

Tobacco Use *Policies DH, GKA, FNCD*

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

Employee Arrests and Convictions *Policy DH*

An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within three days of the event. Moral turpitude includes, but is not limited to the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Vile or depraved acts that are intended to arouse or gratify sexual desire
- Drug or alcohol related offenses
- Acts constituting abuse under the Texas Family Code

Possession of Firearms and Weapons*Policies FNCG, GKA*

Employees, visitors and students are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e. building or portion of a building) or any grounds or building where a school sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their supervisors or call the Superintendent's office immediately.

Visitors in the Workplace *Policy GKC*

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

Copyrighted Materials *Policy EFE*

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

Computer Use or Data Management*Policy CQ*

The District's electronic communications systems, including its network access to the Internet, are primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

- Imposes no tangible cost to the District
- Does not unduly burden the District's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmission and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

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

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

In accordance with administrative regulations, a certified or licensed employee or any other employee designated in writing by the Superintendent or a campus principal may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. The regulations shall address:

- Exceptions for family and social relationships
- The circumstances under which employees may use text messaging to communicate with students; and
- Other matters deemed appropriate by the Superintendent or designee

District Requirements for Records Retention

An employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic media.

Asbestos Management Plan *Policy CKA*

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

Pest Control Treatment *Policy DI, CLB*

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

Notice of Pest Control Treatment

Notices of planned pest control treatment will be posted in a District building 48 hours before the treatment begins. Notices are generally located at each campus office and at the central offices. Pest control information sheets are available from campus principals or facility managers upon request.

To Parents, Students and Staff:

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

If you have any questions about the plan or this federally mandated program, please contact me at (254) 803-2327.

Sincerely,

Vince Margoitta
Asbestos Designated Person
Marlin ISD



Policy CKC

in the event of bad weather or emergency conditions. When the Superintendent will make the official decision concerning the opening of school. When it becomes necessary to open late or to release school early, all television stations will be notified by school district staff. Employees will be notified to employees through the District SchoolReach phone system.

KWTX Channel 10
KXXV Channel 25

KCEN Channel 6
99.9 FM Radio

Emergencies

Policy CKC

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

Purchasing Procedures

Policy CH

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

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify personnel and/or payroll in the central offices if there are any changes or correction to their name, home address, home telephone number or cell phone number, marital status, emergency contact or beneficiary. Forms to process a change in personal information can be obtained from the central office.

Personnel Records*Policy GBA*

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

- Address
- Phone Number
- Social Security number
- Information concerning family members

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

Building Use*Policy GKD*

The Superintendent is responsible for scheduling the use of facilities after school hours. Contact the Superintendent to request to use school facilities and to obtain information on the fees.

Resignations *Policy DFE*

Contract Employees: Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Superintendent. Contract employees may resign at any other time only with approval of the Superintendent who is a representative of the trustees. Resignation without the consent of the board may result in disciplinary action by the State Board for Education Certification (SBEC).

The Superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in Reports to the State Board for Educator Certification (SBEC).

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

Dismissal or Nonrenewal of Contract Employees *Policies DFAA, DFAB, DFBA, DFBB, DFD, DFF*

Employees on probationary, term and continuing contracts can be dismissed during the school year or non-renewed at the end of the year according to the procedures outlined in District policies. Contract employees dismissed during the school year suspended without pay or subject to a reduction in force are entitled to receive notice of the recommended action. An explanation of the action when a suspension, termination or nonrenewal occurs will be provided when notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the time lines and procedures can be found in the DF series policies that are provided to employees or in the policy manuals at the central office or on the Internet at (www.marlinisd.org).

Dismissal of Noncontract Employees *Policy DCD*

Noncontract employees are employed at will and may be dismissed without notice. It is unlawful for the District to dismiss any employee for reason of race, religion, sex, national origin, disability, and military status, any other basis protected by law or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the District process outlined in this handbook when pursuing the grievance. (*See Complaints and Grievances, page 24*).

Exit Interviews and Procedures*Policy DC*

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

All District keys, books, property and equipment must be returned upon separation from employment. The District may withhold the cost of any unreturned items from the final paycheck.

Reports to State Board for Educator Certification (SBEC)*Policy DF*

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

- Any form of sexual or physical abuse or any other legal conduct with a student or A minor
- The possession, transfer, sale or distribution of a controlled substance
- The illegal transfer, appropriation or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position to receive additional compensation associated with a position
- Committing a crime on school property or at a school sponsored event

Reports Concerning Court-Ordered Withholding

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

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

Equal Educational Opportunities *Policy FB*

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

Questions or concerns about discrimination of students on the basis of race, color, religion, sex or national origin should be directed to the Superintendent. Questions or concerns about discrimination on the basis of a disability should be directed to the Marlin ISD Special Education Director.

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 of a minor or of a student who is a dependent for tax purposes
- The student (if 18 or older or attending an institution of postsecondary education)
- School officials with legitimate educational interests

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 with information on filing a complaint.

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

Administering Medication to Students*Policy FFAC*

Only designated employees can administer medication to students. A student who must take prescription 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*Policy 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 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*

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

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

Student Discipline *Policies in the FN Series and FO Series*

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

Student Attendance *Policy FDD*

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

Bullying *Policy FFI*

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

Definition

Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:

- Will have the effect of physically harming a student, damaging a student’s property or placing a student in reasonable fear of harm to the student’s person or damage to the student’s property; or
- Is sufficiently severe, persistent or pervasive that the action or threat creates an intimidating, threatening or abusive educational environment for a student.

Procedures for Reporting and Investigating Bullying

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District’s ability to investigate and address the prohibited conduct.

Any person who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal or other District employee. A report may be made orally or in writing. Any District employee who received notice that a student had or may have experienced bullying shall immediately notify the campus principal or designee.

If a report is made orally, the campus principal or designee shall reduce the report to written form. The campus principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, and is so, shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate

Hazing*Policy FNCC, FO*

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

