

Riviera ISD Employee Handbook 2009-2010

Table of Contents

Introduction	4
Employee handbook receipt	5
Disclaimer	6
District information	6
Mission statement	6
District goals and objectives	6
Board of trustees	7
Board meeting schedule for 2009-2010	8
Administration	8
School calendar	Appendix
Helpful contacts	8
Employment	8
Equal employment opportunity	8
Job vacancy announcements	9
Employment after retirement	9
Contract and noncontract employment	9
Searches and alcohol and drug testing	10
Health safety training	10
Reassignments and transfers	11
Workload and work schedules	11
Notification of parents regarding qualifications	11
Outside employment and tutoring	12
Performance evaluation	12
Employee involvement	12
Staff development	12
Compensation and benefits	13
Salaries, wages, and stipends	13
Annualized compensation	13
Paychecks	13
Automatic payroll deposit	14
Payroll deductions	14
Overtime compensation	14
Travel expense reimbursement	15
Health, dental, and life insurance	15
Supplemental insurance benefits	15
Cafeteria plan benefits (Section 125)	15
Workers' compensation insurance	16
Unemployment compensation insurance	16
Teacher retirement	16
Leaves and absences	16
Personal leave	17
Sick leave	18

Local leave	18
Family and medical leave (FMLA)	18
Temporary disability leave	21
Workers' compensation benefits	21
Assault leave	22
Jury duty	22
Other court appearances	22
Military leave	22
Employee relations and communications	23
Employee recognition and appreciation	23
District communications	23
Complaints and grievances	23
Employee conduct and welfare	23
Standards of conduct	23
Code of ethics and standard practices for Texas educators	24
Discrimination, Harassment, and retaliation	25
Harassment of students	26
Alcohol-Drug-abuse prevention	26
Reporting suspected child abuse	26
Fraud and financial impropriety	27
Conflict of interest	27
Gifts and favors	28
Associations and political activities	28
Safety	28
Tobacco use	28
Criminal history background checks	29
Employee arrests and convictions	29
Possession of firearms and weapons	29
Visitors in the workplace	29
Copyrighted materials	30
Computer use and data management	30
Asbestos management plan	30
Pest control treatment	30
General procedures	31
Bad weather closing	31
Emergencies	31
Purchasing procedures	31
Name and address changes	31
Personnel records	31
Building use	32
Termination of employment	32
Resignations	32
Dismissal or nonrenewal of contract employees	32
Dismissal of noncontract employees	33
Exit interviews and procedures	33

Reports to the State Board for Educator Certification	33
Reports concerning court-ordered withholding	33
Student issues	34
Equal educational opportunities	34
Student records	34
Parent and student complaints	34
Administering medication to students	34
Dietary supplements	35
Psychotropic drugs	35
Student discipline	35
Student attendance	35
Bullying	35
Hazing	36
Teacher Issue	36
Hall Passes	36
Make Up Policy	36
Teacher's Daily Schedule	36
Duty	37
End of Year Check-Out or Leaving the District	37
Lesson Plans	37
Grading and Homework Policies	37
Testing	38
Progress Reports	38
Report Cards	38
Textbooks	38
Parent/Teacher conferences	39
Teacher Absences	39
Substitute Lesson Plan	39
Monitoring Students	39
Tutorials	39
Telephone Use	39
UIL Activities/Sponsors	40
Field Trips	40
Classroom Management Rules	40
Requests for Maintenance Services	40
Instructional Television	40
Library	41
Cafeteria	41
Open House	41
Faculty Meetings	41
Dress Code	41
Fire Drills/Emergency Procedures	42

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 Mr. Ernest Havner, Superintendent of Riviera ISD.

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. Policy manuals can be accessed on line at www.tasb.org/policy/pol/private/137903. They are also located in the campus and administration office and are available for employee review during normal working hours.

Employee handbook receipt

Employee handbook receipt

Name _____

Campus/department _____

I hereby acknowledge receipt of a copy of the Riviera 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.

Please indicate your choice by checking the appropriate box below:

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

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

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

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

Signature

Date

Note: You have been given two copies of this form. Please sign and date one and keep it. Sign and date the other copy and forward it to the campus Principal.

DISCLAIMER

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 your campus supervisor or to the Superintendent's office.

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. District 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. Policy manuals are located in the campus offices and administration office and are available for employee review during normal working hours.

Additional information from the Texas Association of School Boards (Blue book) can be found on the following Web (www.tasb.org/policy/pol/private/137903).

District information

Description of the district-	
Area	600 square miles
Enrollment	500 students
Assessed Property Value	191,246,649
Value per Student	383,260
Operating Expenditure Per Pupil	8,469
Pupil/Teacher Ratio	10.4
Teacher Count	48

Mission statement-

Policies AE

The mission of Riviera ISD is to provide a unique and safe learning environment by engaging every student in rigorous academic experiences and enriching opportunities that inspire every student to think, learn, achieve, and to care.

District goals and objectives-

Goals:

1. The District will incorporate techniques that will properly maintain and evaluate district facilities.
2. The District will continue to maintain fiscal responsibility by utilizing tax dollars effectively and efficiently through board approval.
3. The District will continue to eliminate performance gaps among individual students and low performing groups.

4. The District will develop a strong leadership structure that will strengthen administrators, teachers, auxiliary staff, and students.

Objectives:

1. All students at Riviera ISD will meet state standards in all core academic areas.
2. Align curriculum horizontally, then vertically, in all areas of instruction beginning with core subject areas.
3. Personnel recruitment and retention – Attract and maintain highly qualified personnel.
4. Staff Development – Provide meaningful and useful training to develop and enhance skills needed to successfully implement district and campus goals, programs, and incentives.
5. Riviera ISD will meet the needs of all student populations (GT, Special Education, At-Risk, Bilingual /ESL, Economically Disadvantaged, and 504).
6. Riviera ISD will identify and service students with Dyslexia.
7. Maintain a dropout percentage of less than 1% and the attendance rate at or above 96% in all student groups.
8. Riviera ISD will provide a safe learning environment for all students, faculty, and staff.
9. Continue to upgrade technology and instructional equipment, maintain qualified technology staff to ensure students, faculty, and staff have access to all areas of technology
10. SAT / ACT – 90% of all Juniors and Seniors will take the SAT / ACT with 40% meeting or exceeding state standards.
11. Facilitate parental and community involvement through activities, events, policies and needs of the school.
12. Financial aid information will be made available to all students (i.e. Texas Grant, Texas Tomorrow, Teach for Texas Grant Program, Pell Grant).
13. Riviera ISD offers services through counseling, health instruction, County programs and other special services as needed.
14. Beautify and enhance the campuses, as well as provide safety school wide.

Board of trustees

Policies BA, BB, BD, and BE series

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

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Trustees are elected at large in biennial joint elections with the county and will serve four-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Board members:

**Sylvia Arguijo Becky Gutierrez, Wilson Martin, Buddy Naranjo,
Lisa West, John Beadle, Danny Strubhart**

Trustees usually meet on the second Wednesday of each month at 7:00 p.m. in the Margery Malin Library. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the main access of the school at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

Board meeting schedule for 2009 – 2010

September 9, 2009	December 9, 2009	March 10, 2010	June 9, 2010
October 13, 2009	January 12, 2010	April 14, 2010	July 14, 2010
November 11, 2009	February 10, 2010	May 12, 2010	August 10, 2010

Administration	Mr. Ernest Havner, Superintendent
	Mr. Raul Garza, Secondary Principal
	Mr. Guadalupe Martinez, Assistant Secondary Principal
	Mrs. Josephine Smith, Elementary Principal
	Mrs. Dana Hickey, Business Manager

School calendar- Appendix

Helpful contacts

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

Mrs. Kathy Alvarez, Counselor	Mrs. Priscilla Guerra, Counselor
Mr. Artie De La Rosa, Athletic Coordinator	Mrs. Melinda Vela, Transportation Director
Mrs. Lupita Guerra, Food Service	

Employment

Equal employment opportunity

Policies DAA, DIA

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

Employees with questions or concerns about discrimination on the basis of race, color, religion, sex, national origin, age, or military status should contact Mr. Ernest Havner, Superintendent, Title IX director. Employees with questions or concerns about discrimination on the bases of a disability should contact Mrs. Cathy Borden, 504 coordinator.

Job vacancy announcements

Policy DC

Announcement of job vacancies by position and location are distributed on a regular basis and posted at the central administration building, campus offices, and on the district's Web site.

Employment after retirement

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

Contract and noncontract employment

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

State law requires the district to employ all full-time professional employees in positions requiring a certificate from State Board for Educator Certification (SBEC) 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 probationary contracts during their first year of employment. Former employees who are hired after at least a two-year lapse in district employment also may be employed by probationary contracts. The probationary period for 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, 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 and nurses will be employed by term or continuing contracts after they have successfully completed the probationary period. Teachers employed after that date are employed by term contracts. Campus principals and central office administrators are employed under two-year term 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 noninstructional administrators) are not employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

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

Searches and alcohol and drug testing

Policy DHE

Noninvestigatory searches in the workplace, including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on district premises or work sites or used in district business.

Employees required to have a commercial driver's license. Any employee 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, 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.

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 when an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs returns to duty.

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

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), and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University of Interscholastic League or another organization that provides equivalent

training and certification. Employees subject to this requirement must submit their certification or documentation to the campus principal, central office by the first day of instruction.

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. 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. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. Teachers requesting a transfer to another campus before the school year begins must submit their request 15 days before the last day of instruction. 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 Principal's office and must be approved by the receiving supervisor.

Workload and work schedules

Policies DEA, DL

Professional employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including required days of service and scheduled holidays will be distributed each school year. Classroom teachers will have planning periods for instructional preparation 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 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 one day a week when no other personnel are available.

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

Notification of parents regarding certification status

Policies DK, DBA

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) or individuals who do not hold any certificate 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 central office.

Outside employment and tutoring

Policy DBD

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

Performance evaluation

Policies DN, DNA, DNB

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

Employee involvement

Policies BQA, BQB

At both the campus and district levels, Riviera 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 the superintendent's 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 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

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or provided compensatory time or overtime pay for each overtime hour worked beyond 40 in a workweek.

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

Annualized compensation

Policy DEA

The district pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly or bimonthly payments, beginning with the first pay period of the school. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

Paychecks

All professional and salaried employees are paid monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. The schedule of pay dates for the 2009-2010 school year follows:

September 4, 2009	September 18, 2009	October 5, 2009
October 20, 2009	November 5, 2009	November 20, 2009
December 4, 2009	December 18, 2009	January 5, 2010
January 20, 2010	February 5, 2010	February 19, 2010
March 5, 2010	March 19, 2010	April 5, 2010
April 20, 2010	May 5, 2010	May 20, 2010
June 4, 2010	June 18, 2010	July 5, 2010
July 20, 2010	August 5, 2010	August 20, 2010

Subject to change

Automatic payroll deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of two weeks is necessary to activate this service. Contact 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
- Medicare tax (applicable only to employees hired after March 31, 1986)

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

Overtime compensation

Policy DEA

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Nonexempt 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. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Saturday and ends at midnight Friday.

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

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval as workload permits, or at the supervisor's direction.
- An employee may be required to use comp time before using any other available paid leave (e.g., sick, personal, vacation).
- Weekly time sheets 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 Business Manager must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage.

Health, dental, and life insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the state wide public school 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 regularly scheduled to work at least 10 hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) and employees who are not contributing TRS members who are regularly scheduled to work less than 10 hours per week are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each spring. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the Business Office for more information.

Supplemental insurance benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs can be paid by payroll deduction. Employees should contact the Business 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, School Comp, effective September 1, 1993. 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 Superintendent's office. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

Unemployment compensation insurance

Policy CRF

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

Teacher retirement

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

Employees who plan to retire under TRS should notify TRS and the Business Office as soon as possible. Information on the application procedures for TRS benefits are available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512- 542-6400. TRS information is also available on the Web (www.trs.state.tx.us).

Leaves and absences

Policy DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call central office for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Leave is available for the employee's use at the beginning of the school year. However, state personal and local sick leave is earned at the rate of one-half a workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

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

Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Personal leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of one-half workday for each 18 workdays of employment. A day of earned personal leave is equivalent to an assigned workday. **State personal leave accumulates without limit, is transferable** to other Texas school districts, and generally transfers to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

Nondiscretionary. Leave that is taken for personal or family illness, family emergency, or a death in the family is considered nondiscretionary leave. Reasons for this type of leave allows very little, if any advance planning. Nondiscretionary leave will be granted to employees in the same manner as state sick leave.

Discretionary. Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor seven (7) working days in advance of the anticipated absence. Discretionary personal leave will be granted on a first-come, first-served basis. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

- A maximum of 10% of campus employees in each job category will be permitted to take discretionary personal leave at the same time except in extenuating circumstances as determined by the Superintendent.
- Discretionary leave may not last more than 2 consecutive workdays.
- Discretionary leave may not be taken on the following days.
 1. The day before or after a school holiday.
 2. Days scheduled for end-of-semester or end-of-year exams.
 3. End of grading period exam days.
 4. Days scheduled for state-mandated assessments.
 5. Professional or staff development days.

Sick leave

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. State leave can be used only in half increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

State 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

All employees shall earn an additional five equivalent workdays of local sick leave per school year at the rate of one-half workday for each 18 workdays of employment. Local sick leave shall accumulate to a maximum of ten equivalent workdays and shall be taken with no loss of pay.

Family and medical leave (FMLA)—general provisions

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

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

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

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

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render

the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Local FMLA provisions

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

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

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

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

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

District contact. Employees that require FMLA leave or have questions should contact central 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 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, central 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. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

Workers' compensation benefits

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

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or –illness wages. While an employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

Assault leave

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

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Jury duty

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

Other court appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Employees may be required to submit documentation of their need for leave for court appearances.

Military leave

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, or reserve component of the United States Armed Forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days per year each federal fiscal year (October 1- September 30). In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

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

Employee relations and communications

Employee recognition and appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities.

District communications

Throughout the school year, the Administration and campus offices publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

Complaints and grievances

Policy DGBA

In an effort to hear and resolve employee 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 problems 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 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 complaints and grievances is found at the following link.

www.tasb.org/policy/pol/private/137903 POLICY 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.
- 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.

Code of Ethics and Standard Practices for Texas Educators

Statement of Purpose

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

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

- Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purpose or is required by law.
- Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation and dismissal of personnel.
- Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
- Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age sex, disability, or family status.
- Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
- Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.

3. Ethical Conduct toward Students

- Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- Standard 3.2 The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.
- Standard 3.3 The educator shall not deliberately or knowingly misrepresent facts regarding a student.
- Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, or family status.
- Standard 3.5 The educator shall not engage in physical mistreatment of a student
- Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.
- Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Discrimination, harassment, and retaliation

Policies DH, DIA

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

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

report the complaint directly to the superintendent. A complaint against the superintendent may be made directly to the board.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment and retaliation can be found at the following link.

www.tasb.org/policy/pol/private/137903 POLICY DIA (Local)

Harassment of students

Policies DF, 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 district 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.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students is found at the following link.

www.tasb.org/policy/pol/private/137903 POLICIES DF (Legal) and FFH (Local)

Alcohol-Drug-abuse prevention

Policies DH, DI

Riviera ISD is committed to maintaining a alcohol-drug-free environment and will not tolerate the use of alcohol or illegal drugs in the workplace. 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 on alcohol-drug abuse and drug-free schools are found at the following links.

www.tasb.org/policy/pol/private/137903 POLICIES DH (Local) and DI (Exhibit)

Reporting suspected child abuse

Policies DF, DG, DH, FFG, GRA

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

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

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

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

Fraud and financial impropriety

Policy CAA

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

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

Conflict of interest

Policies BBFA, DBD

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

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

Gifts and favors

Policy DBD

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

Associations and political activities

Policy DGA

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

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

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

Safety

Policy CK

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

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

Criminal history background checks

Policy DBAA

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

Employee arrests and convictions

Policy DH

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

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part of school property or at a school-sponsored activity
- Crimes involving moral turpitude
Moral turpitude includes the following:
 - Dishonesty
 - Fraud
 - Deceit
 - Theft
 - Misrepresentation
 - Deliberate violence
 - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
 - Drug- or alcohol-related offenses
 - Acts constituting abuse or neglect under the Texas Family Code

Possession of firearms and weapons

Policies FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors or call Kleberg County Sheriff's Department 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 material, videos, computer data and programs, etc.). Rented videotapes are to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Computer use and data management

Policy CQ

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

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

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

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

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 Superintendent's office and is available for inspection during normal business hours.

Pest control treatment

Policies DI, CLB

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located at areas of common access. Pest control information sheets are available from campus principals or facility managers upon request.

General procedures

Bad weather closing

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late or to release students early, the following radio and television stations will be notified by school officials:

Television Stations	KIII- Channel 3	KRIS- Channel 6	KZTV- Channel 10	
Radio Stations	KRYS- 1360 AM	K-99 FM	Z- 95 FM	KUNO

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 appropriate supervisor 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 your supervisor 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 principal's and superintendent's office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from campus secretary.

Personnel records

Policy GBA

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

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

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

Building use

Policies DGA, GKD

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

Termination of employment

Resignations

Policy DFE

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

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

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

Dismissal or nonrenewal of contract employees

Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF

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

Dismissal of noncontract employees

Policy DCD

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance

Exit interviews and procedures

Policy DC

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

Reports to the State Board for Educator Certification

Policy DF

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

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

Reports concerning court-ordered withholding

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

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

Student issues

Equal educational opportunities

Policies FB, FFH

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

Questions or concerns about discrimination of students on any of the bases listed above 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 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

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 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

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

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

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

Student discipline

Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Code of Conduct and Student Handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management procedures 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 students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

All employees are required to report student complaints of bullying to campus administrator or immediate supervisor. The district's policy that includes definitions and procedures for reporting and investigating bullying of students is found at the following link.

www.tasb.org/policy/pol/private/137903

POLICY FFI (Local)

Hazing

Policies FNCC

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

Teacher Issues

Attendance

It is the teacher’s responsibility to maintain attendance in their grade book and on Grade Speed. At the Secondary campuses, teachers will enter attendance in the first 15 minutes of class. No tardies are to be marked on the designated state attendance period. Elementary teacher will fill out an absentee slip by 8:30 a.m. each day. The attendance slip should include the student’s name and I.D. number. All absences will also be recorded on the report card each reporting period.

Hall passes

Students should minimize hall traffic while classes are in session. Student leaving a classroom for any reason must have a teacher’s hall pass.

Make-up policy

Teachers must permit students to make up work missed during an absence. Students will be allowed at least one day of make-up work time for each day of an absence. Student shall turn in make-up work at a time designated by the teacher, or loss of credit for that work will occur. If a student is present when a long-term assignment is made, but is absent on the day it is due, the work is to be turned in on the day the student returns to school. Assignments missed due to absences may result in the student receiving a zero or a reduction in a grade.

Teacher’s daily schedule

All staff members are to report to their assignment by 7:40 a.m. and remain until 4:00 p.m.(unless given a specific time to report). Elementary tutorials will be held on Tuesday and Thursday until 4:40 p.m. Secondary tutorials will be scheduled daily from 3:40 to 4:00 p.m., with additional help for students on Tuesday and Thursday until 4:30 p.m. **Staff members on those campuses are expected to stay to assist students.** Any person leaving campus during school hours must receive approval from campus administrator and sign the log in the office before leaving the campus.

Duty

Duty will be assigned on a rotating schedule. The duty teacher is responsible for students in the halls, classrooms and outside. Duty teachers are asked to be diligent in carrying out duty assignments. A duty schedule will be given to you by the campus principal at the beginning of the year. Any changes in that schedule must be approved by the campus administrator. At the Elementary whenever you children go to a pull-out class, please arrange to take you children and pick them up. At the secondary campuses all teachers are to be in the halls to monitor the passing of students.

End of year check-out or leaving the district

All employees must clear with the library regarding reading material, equipment, video cassettes, software or any material that has been checked out by the teacher. The teacher must also clear with the cafeteria, textbook designee, and the principal's office prior to leaving school. Failure to turn in school property, pay outstanding fees, account for all textbooks checked out to teacher for that year, and turn in all other items on the principal's check-out list may be held accountable for the monetary value of those items through paycheck deductions.

Lesson plans

All teachers in the district will be required to turn in a copy of their lesson plans by 3:45 p.m. on Friday prior to the week of instruction. All lesson plans will address the following elements: Objective, TEKS, Activities, and Measurable Outcomes. Emergency lesson plans are to be turned in to the office by the end of the first week of school. ISS worksheets, reading, etc., are to be turned in to the office by the end of the first week. When a child is placed in ISS during the day, the office can pull from this until the teacher has time to provide that day's lessons for the office to take to the student in ISS (Ideal work would be TAKS review material).

Grade books

Academic grades are based on the mastery of essential knowledge and skills as required by the Texas Education Agency. Your grade book is a document that should include mastery or non-mastery of TEKS. Re-teach grades for non-mastery should be recorded as such. Teachers must maintain a hard copy of absences, tardies, and grades. Your grade book will be turned in to the office at the close of the school year in the spring. Grades that are recorded on the electronic grade book should be recorded by 8:00 a.m. on the Monday following the week of instruction.

Grading and homework policies

All subject areas will include a minimum of **12 daily and 3 assessments grades (test, projects, etc.)** per six weeks. Re-teaching must occur when a student exhibits non-mastery and be documented in the grade book. Students will have the same number of calendar days to make-up work as they were absent. It is the responsibility of the student to contact teachers on the day they return to school for missed assignments. Students will be allowed to turn in late and/or incomplete assignments at the end of the school day at the discretion of the teacher for the following reasons:

- Re-teaching
- Circumstances beyond the student's control

All grades for the grading period are based on a 100-point system with 70 being passing. Grades translate as follows:

98-100 = A+	87-89 = B+	79 = C+	74 = D+
94-97 = A	84-86 = B	77-78 = C	72-73 = D
90-93 = A-	80-83 = B-	75-76 = C-	70-71 = D-

-69 below = actual grade earned.

Test

At the Elementary all grades, whether test or daily work, will be weighted equally. Test occur at the end of each unit or as needed. Six weeks tests will be given. They will count as one-fifth of the six-weeks grade. At the secondary level six weeks grades will be determined by using the following formula:

Homework/Daily	40%	Test	40%	Six Weeks Test	20%
----------------	-----	------	-----	----------------	-----

At the secondary level (grades 6-12) homework/daily work will count 40 % and assessment grades will each count 60% if no six weeks test is given. All secondary students' grades 6-12 will take semester exams.

Progress reports

At all campuses, progress reports will be completed and filed in the office by **8:00 a.m.** on Monday of the fourth week of the six-week grading period. The principal will post days that the reports are due as a reminder. Progress reports will be mailed on the Wednesday of the fourth week of the six week period.

Report cards

All grades are to be posted on Grade Speed by 8:00 a.m. on Monday following the end of the six weeks. **Incompletes are to be cleared in the office by the mailing of the report cards on the Wednesday following the end of the six weeks.** Report cards are mailed home on the Wednesday following the end of the six weeks.

Textbooks

Textbooks will be checked in and out by the classroom teacher. The classroom teacher will keep name of student and book numbers. The student must pay for books lost before a new book is issued. Books not returned at the end of the year will result in a student's report card being withheld until records are cleared. **TEXTBOOKS ARE TO BE COVERED AT ALL TIMES.** Teachers are responsible for conducting book checks each 6 weeks.

Parent/Teacher conferences

Teachers must document conferences and submit them to the office as soon as possible.

Teacher absences

If a situation arises which prohibits you from being at school, please contact your principal at the following number:

Mrs. Smith	296-3610	ex. 1001
Mr. Garza	296-3610	ex. 1210
Mr. Martinez	296-3607	ex. 1301

Please call Mrs. Moffitt (296-5059) before 10:00 p.m. or no later than 6:30 a.m. or as soon as possible so a substitute may be called for you. Be sure to leave special instructions in your lesson plan book for such an occasion. On the day you return, go by the office and sign an "Absent from Duty Report." The report should be filled out for any absence from school.

Substitute lesson plan

In case of an emergency, all teachers are responsible for a substitute lesson plan folder that is to be turned in to the office, which should contain the following:

- Copy of weekly schedule
- Seating chart if applicable
- Directions as to where TEKS are kept
- Classroom procedure and rules
- Duty Schedule
- Classroom Management Procedures
- 2-3 days of student activities

Monitoring students

Anytime a school program/pep rally, etc., is scheduled all teachers will attend and **sit with their students so that adequate supervision is maintained.** All teachers are to be in the halls to monitor the passing of students. Most problems occur during this time. When all teachers are visible, the occurrence of problems is greatly reduced.

Tutorials

Any student having a grade below 70 at the end of any grade summary period is required to attend tutorials. Any student may attend tutorials for extra help and parents will be notified about tutorials. Teachers must keep record of students' tutorials.

Telephone use

Anytime a long distance telephone call is made using one of the school telephones, it must be logged. Please complete this so that all calls can be monitored against our telephone bill. No personal calls are to be charged to the school.

UIL Activities/Sponsors

Teachers will sponsor UIL academic activities and participate in practice and scheduled UIL district meets. The principal will assign areas of coaching.

Field trips

The principal must approve all field trips at least one week in advance.

- Transportation request forms must accompany field trip requests if school buses are to be used
- Planning of the trip is the responsibility of the teacher
- All pupils must return a written permission form that is signed by the parent. Students who do not return the written permission form are to stay in school, and the teacher is to arrange for the student's supervision. Permission slip forms may be obtained from the secretary. Please include an itinerary schedule with the permission form and make sure the office get a copy.
- Complete a cafeteria form and submit to the cafeteria several days prior to the field trip
- Get Emergency Medical cards from the office and take these with you on your trip
- Notify the office of the bus # you are taking. This allows the office to know which phone # to call in case of an emergency

Classroom management rules

Rules will be posted in each classroom. Classroom rules are in effect regardless of the setting, i.e., cafeteria, library, assemblies, and trips. A copy of each teacher's classroom rules with the consequences for choosing to or not to follow the rules should be submitted to the principal by the end of the first week of school.

TEACHERS ARE TO DOCUMENT ALL DISCIPLINARY PROBLEMS AND THE ACTIONS TAKEN

Students referred to the office must have a disciplinary office referral form from the teachers specifying the disruptive behavior. Before this is done (except in emergency circumstances) **the teacher should have contacted the parent.** Discipline referrals should address only one student. If a student has a BIP (Behavioral Intervention Plan), the teacher shall address the student's specialized needs on discipline prior assessing discipline measures.

Request for maintenance services

Request forms are available in the secretary's office for items needing repair, for items that are to be constructed, or for any work that should be done in the room.

Instructional television

The district provides the opportunity for students to view a twelve-minute educational program on current events and news items, two minutes of which contain commercial advertising. Since Channel 1 provides the televisions to us, we must set aside time for this.

Library

See librarian for scheduling your classes to go to the library and the procedure for checking out books.

Cafeteria

Adults Meals - Breakfast \$1.50 Lunch \$3.00

Meals may not be charged. If teachers choose to get a tray and eat their meal in the workroom, the trays and utensils must be washed and returned to the cafeteria that same day.

Open house

Open House will be scheduled in the fall through consensus of the faculty and principal. Open House is a time to acquaint parents and school personnel. If a parent wishes to discuss their child's grades, behavior, etc., please ask that parent to schedule a conference.

Faculty meetings

Faculty meetings will be scheduled at the discretion of the campus principal. The principal will announce meetings in advance so that necessary arrangements can be made.

Dress code

Faculty, staff and paraprofessionals working in Riviera ISD will be groomed and dressed in a manner that is dictated by their professional position and accommodating their job description, while presenting a clean, neat and appropriate appearance. The district's dress code is established to exemplify professional attitude, authority, and value of good grooming. **The principals of each campus are delegated the authority to administer the standards for proper faculty, staff paraprofessional dress and grooming.**

The following policy details will be followed:

- Neatness and appropriateness will judge faculty, staff and para-professionals' dress
- Denim jeans will not be worn except when appropriate for job position or designated days
- Athletic-type footwear will not be worn except as job position require, activity or health-related issues dictate
- Sandal-type shoes will be of a style that are appropriate for professional dress and worn in such a manner as to model professionalism
- All clothing shall be appropriate for school wear
- Capri pants are acceptable if they are part of a tailored pant ensemble and, in the opinion of the principal, represent professional dress
- Shorts will not be allowed except as job position (P.E.) or activity dictates
- Coaches are to be in professional dress while teaching in the classroom
- Hair shall be kept neat, clean and well groomed. Male employees shall have hair of a length not exceeding the top of the collar on a collared shirt
- Facial hair shall be kept neat and trimmed to appropriate lengths
- Appropriate undergarments will be worn

- Dresses and skirts will be no more than 2 ½ inches above the knee. The slit in a dress or skirt will be no more than 2 ½ inches above the knee.
- Tattoos will be covered at all times
- Body piercing should be covered or removed at all times

Any mode of dress or appearance that is deemed disruptive to the operation of the school is inappropriate. Campus principals will have the discretion to determine the appropriateness of dress or appearance.

Fire Drills/Emergency procedures

An Emergency Exit Map **must** be posted by each classroom door. Approximately one fire drill per month must be conducted. When the alarm is sounded, all students are to evacuate the building under the direction of their teacher and pass quickly and quietly along designated routes. Students should stay in lines with no talking. The bell signals are as follows:

3 Bells	Evacuate the building
2 Bells	Halt
1 Bell	Return to classroom
4 Bells	Evacuate the building to weigh station taking only your grade book and keys. No one is to carry any other article from the building.

Any teacher not teaching a class when code is sounded is to report to the office immediately

INDEX

A

Administering medication to students 34
Administration 8
Alcohol and drug testing 10
Annualized compensation 13
Arrests and convictions 29
Asbestos management plan 30
Assault leave 22
Associations 28
At-will employment 10
Automatic payroll deposits 14

B

Background checks 29
Bad weather closing 31
Benefits
 Cafeteria plan benefits 15
 Continuation 20
 Leave 16-22
 Teacher retirement 16
 Workers' compensation 21

Board

 Meeting schedule 8
 Members 7
 Of trustees 7

Building use 32

Bullying 35

C

Cafeteria 41
Cafeteria plan benefits 15
Certification
 First aid and CPR 10
 Parent notification 11
Changes of address 31
Child abuse reporting 26
Classroom management rules 40
Code of Ethics 24
Committees 12
Communications 23
Compensation 13
Complaints
 Employee 23
 Parents and students 34
Computers use 30
Conflict of Interest 27

Contract

 Certified employees 9
 Noncertified employees 10
Copyrighted materials 30
Court appearances 22
Court-ordered withholdings 33
Criminal history 29

D

Data management 30
Dietary supplements 35
Directories
 Helpful contacts 8
Disclaimer 6
Dismissal
 Contract employees 32
 Noncontract employees 33
District
 Communications 23
 Goals and objectives 6
 Information 6
 Mission statement 6
Dress code 41
Drug-abuse prevention 26
Drugs, psychotropic 35
Duty 37

E

Emergencies 31
Employee
 Conduct and welfare 23
 Involvement 12
 Recognition 23
Employment
 After retirement 9
 At-will 10
 Contract 9
 Decisions 9
 Outside 12
End of year check out 37
Equal educational opportunities 34
Equal employment opportunity 8
Exit interviews 33

F
Faculty meetings 41
Family and medical leave 18
Field trips 40
Firearms 29
Fire drills/emergency procedures 42
Fraud 27

G
General procedures 31
Gifts and favors 28
Goals and objectives 6
Grade books 37
Grading and homework policies 37
Grievances 23

H
Hall passes 36
Harassment 25
Student 25
Hazing 36
Health insurance 15
Helpful contacts 8

I
Instructional television 40
Insurance
 Health, dental, and life 15
 Supplemental 15
 Unemployment 16
 Workers' compensation 16

J
Job vacancy announcements 9
Jury duty 22

L
Leave
 Accrual 17
 Assault 22
 Court appearances 22
 Discretionary 17
 Family and medical 18
 Jury Duty 22
 Local 18
 Medical certification 19
 Military 18
 Nondiscretionary 17
 Personal 17
 Sick 18
 Temporary disability 21
 Workers' compensation 21

Leaves and absences 16

M
Make up policy 36
Medications 34
Military leave 18
Mission statement 6
Monitoring students 39

N
Name and address changes 31
Nonrenewal 32

O
Open house 41
Outside employment 12
Overtime
 Compensatory time off 14
 Defined 14
 Pay 14

P
Parent and student complaints 34
Parent notification 11
Parent/teacher conferences 39
Paychecks
 Deductions 14
Payroll
 Schedule 13
 Statements 13
Performance evaluation 12
Personal leave 17
Personnel records 31
Pest control treatment 30
Political activities 28
Possession of weapons 29
Progress reports 38
Psychotropic drugs 35
Publications 30
Purchasing procedures 31

Q
Qualifying exigency 33, 37

R
Reassignments 11
Report cards 38
Reports to SBEC 33
Request for maintenance services 40
Resignations
 Contract employees 32
 Noncontract employees 33

Retirement
Benefits 16
Employment 9

S

Safety 28
Safety training 10
Salaries 13
School
Calendar 8, Appendix
Closing 31
Searches 10
Sexual harassment 25
Sick leave 18
Staff development 12
Standard of conduct 23
Stipends 13
Student
Attendance 35
Complaints 34
Discipline 35
Medication 34
Records 34
Student harassment 25
Substitute lesson plan 39
Supplemental insurance 15

T

Teacher absences 39
Teacher daily schedule 36
Teacher retirement 16
Telephone use 39
Temporary disability leave 21
Termination
Dismissal during the contract term 32
Exit interviews 33
Noncontract employees 33
Nonrenewal 32
Reports 33
Reports to SBEC 33
Resignations 32
Testing 38
Textbooks 38
Tobacco use 28
Transfers 11
Travel expense reimbursement 15
Tutoring 12, 39

U

UIL activities/sponsors 40
Unemployment compensation insurance 16

V

Visitors 29

W

Wages 13
Weapons 29
Workers' compensation
Benefits 21
Insurance 16