

# Reagan County ISD

## 2021–2022 Employee Handbook

If you have difficulty accessing the information in this document because of a disability, please  
email: [diane.phillips@rcisd.net](mailto:diane.phillips@rcisd.net)



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Employee Handbook Receipt

Name

[Redacted Name]

Campus/Department

[Redacted Campus/Department]

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

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

***Electronic copy can be found at [www.reagancountyisd.net](http://www.reagancountyisd.net)***

***Please contact the Central Office if you prefer a 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 it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook and understand I am required to contact Diane Phillips in the Central Office to obtain a hard copy.

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please sign and date this receipt and forward it to your campus principal.**

# 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 the Superintendent.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at [www.reagancountyisd.net](http://www.reagancountyisd.net).

# District Information

## Description of the District

## District Map

## Mission Statement, Goals, and Objectives

*Policy AE*

## Board of Trustees

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

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

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

Current board members include:

- Jed Hruska, President
- Stephen Dodd, Vice President
- Aaron Gunnels, Secretary
- Jose Yanez
- Ruben Martinez
- Rudy Barrera
- Angel Olvera

The board usually meets on the second Monday of every month at the RCISD Boardroom located at 1111 East 12<sup>th</sup> Street. In the event that large attendance is anticipated, the board may meet at the RCISD auditorium. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and in the window at the Central Office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

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

## **Board Meeting Schedule**

September 13, 2021	February 14, 2022
October 11, 2021	March 14, 2022
November 8, 2021	April 11, 2022
December 13, 2021	May 9, 2022
January 10, 2022	June 13, 2022

## **Administration**

Eric Hallmark, Superintendent	Tracey McPhaul, Technology Director
Susan Gunnels, Chief Financial Officer	Kyle Brown, Athletic Director
Teresa Tekell, Special Programs Director	Matt Odom, High School Principal
Jamal Rivers, Maintenance Director	Kevin Roberts, Middle School Principal
Trish Soto, Elementary Principal	



**School Calendar can be found at:**  
[www.reagancountyisd.net](http://www.reagancountyisd.net)

## **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.

Superintendent, Eric Hallmark (325) 884-3705 ext. 251

[eric.hallmark@rcisd.net](mailto:eric.hallmark@rcisd.net)

**School Directory is located at:**

[www.reagancountyisd.net](http://www.reagancountyisd.net)

# Employment

## Equal Employment Opportunity

*Policies DAA, DIA*

In its efforts to promote nondiscrimination and as required by law, Reagan County ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

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

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: *Eric Hallmark, Superintendent, located in the Central Office; 1111 East 12<sup>th</sup> Street. Phone: 325-8843705 ext. 251 Email: [eric.hallmark@rcisd.net](mailto:eric.hallmark@rcisd.net)*. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability:

*Eric.hallmark, Superintendent, located in the Central Office located at 1111 East 12<sup>th</sup> Street; Phone: 325-884-3705 ext. 251 email: [eric.hallmark@rcisd.net](mailto:eric.hallmark@rcisd.net)*

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

## Job Vacancy Announcements

*Policy DC*

Announcements of job vacancies by position and location are posted on a regular basis to the district's website and or the Central Office window.

## **Employment after Retirement**

### *Policy DC*

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

## **Contract and Noncontract Employment**

### *Policy DC series*

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

**Probationary Contracts.** Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

**Term Contracts.** Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online or copies will be provided upon request.

**Noncertified Professional and Administrative Employees.** Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a Chapter 21 probationary or term contract.

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

## **Certification and Licenses**

*Policies DBA, DF*

Professional employees whose positions require SBEC certification or a professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Central Office in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Superintendent when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the Central Office if you have any questions regarding certification or licensure requirements.

## **Recertification of Employment Authorization**

*Policy DC*

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

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

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

*Policy CQ, DHE*

Non-investigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to

conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business.

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

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

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

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Superintendent.

## **Health Safety Training**

### *Policies DBA, DMA*

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Central Office by September 1st.

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

## **Reassignments and Transfers**

### *Policy DK*

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

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

## **Workload and Work Schedules**

### *Policies DEAB, DK, DL*

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

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

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

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

*Policies DEAB, DG*

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

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

## **Notification to Parents Regarding Qualifications**

*Policies DK, DBA*

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the 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**

*Policy DN series*

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

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

## **Employee Involvement**

*Policies BQA, BQB*

At both the campus and district levels, Reagan County 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 Central 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, DEAB*

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

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 [Susan Gunnels, Chief Financial Officer](#) for more information about the district's pay schedules or their own pay.

## Paychecks

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

The schedule of pay dates for the 2021-2022 school year follows:

08/01/21-08/28/21	09/15/21	01/02/22-01/29/22	02/15/22
08/29/21-10/02/21	10/15/21	01/30/22-02/26/22	03/15/22
10/03/21-10/30/21	11/15/21	02/27/22-03/26/22	04/14/22
10/31/21-11/27/21	12/15/21	03/27/22-04/30/22	05/13/22
11/28/21-01/01/22	01/14/22	05/01/22-06/15/22	06/15/22

## **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 Denise Mayger for more information about the automatic payroll deposit service.

## **Payroll Deductions**

*Policy CFEA*

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

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

## **Overtime Compensation**

*Policies DEAB, DEC*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 8:00 a.m. and ends at 5:00 p.m.

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.

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

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

## **Travel Expense Reimbursement**

### *Policy DEE*

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

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

### *Policy CRD*

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

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

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience

a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Denise Mayger for more information.

Group health insurance coverage is available to all full-time employees. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees in a separate booklet entitled TRS Active Care.

The health insurance plan year is from September 1st through August 31st. New employees must complete enrollment forms within the first week of employment. Current employees can make changes in their insurance coverage during open enrollment. Employees should contact Denise Mayger 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 Denise Mayger 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 09/01/2021, effective 08/31/2021.

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

All work-related accidents or injuries should be reported immediately to Susan Gunnels, Chief Financial Officer. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

## **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 Susan Gunnels, Chief Financial Officer.

## **Teacher Retirement**

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

Employees who plan to retire under TRS should notify Susan Gunnels as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web ([www.trs.texas.gov](http://www.trs.texas.gov)).

## **Other Benefit Programs**

# Leaves and Absences

*Policies DEC, DECA, DECB*

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

Paid leave must be used in ½ day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Comp/Vacation
- Local
- State

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

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

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death

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

**Medical Certification.** Any employee, who is absent more than 3 days because of a personal or family illness, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

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

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

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

## **Personal Leave**

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

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

**Discretionary.** Leave taken at an employee’s discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor 14 days in advance of the anticipated

absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

**Leave Proration.** If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

## State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave may be used for the following reasons only:

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

**Local Leave:** Please see Board Policy DEC(LOCAL) located on the school website at: [www.reagancountyisd.net](http://www.reagancountyisd.net)

**Vacation:** Please see Board Policy located on the school website at: [www.reagancountyisd.net](http://www.reagancountyisd.net)  
*Policy DED*

**Sick Leave Bank (or Pool):** Please see Board Policy located on the school website at: [www.reagancountyisd.net](http://www.reagancountyisd.net)

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



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

### **Leave Entitlements**

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

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

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

### **Benefits and Protections**

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

## **Eligibility Requirements**

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave\*; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

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

## **Requesting Leave**

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

## **Employer Responsibilities**

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

## **Enforcement**

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

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

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627  
[www.wagehour.dol.gov](http://www.wagehour.dol.gov)

## **Local Procedures for Implementing Family and Medical Leave Provisions**

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period

- from July 1 through June 30

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

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

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

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

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

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

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

**District Contact.** Employees that require FML or have questions should contact [Susan Gunnels](#) for details on eligibility, requirements, and limitations.

## Temporary Disability Leave

**Certified Employees.** Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

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

When an employee is ready to return to work, [Susan Gunnels](#) should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement

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

## **Workers' Compensation Benefits**

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

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

## **Assault Leave**

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to Eric Hallmark, Superintendent.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

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

## **Bereavement Leave**

### **Jury Duty**

*Policies DEC, DG*

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

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

## **Compliance with a Subpoena**

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

## **Truancy Court Appearances**

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

## **Religious Observance**

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

## **Military Leave**

**Paid Leave for Military Service.** Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty orders by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

**Reemployment after Military Leave.** Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact Eric Hallmark, Superintendent. In most cases, the length of federal military service cannot exceed five years.

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

## **Leave for Peace Officers**

# 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 Central Office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following: *The local newspaper, The Big Lake Wildcat.*



# Complaints and Grievances

## *Policy DGBA*

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:

*DGBA (LOCAL) located at [www.reagancountyisd.net](http://www.reagancountyisd.net)*

# 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, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident.

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

## *Texas Educators' Code of Ethics*

### **Purpose and Scope**

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

### **Enforceable Standards**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **2. Ethical Conduct toward Professional Colleagues**

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

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

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

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

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

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

**Standard 2.7** The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

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

### **3. Ethical Conduct toward Students**

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

**Standard 3.2** The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

**Standard 3.3** The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

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

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

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

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

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

**Standard 3.9** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

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

### *Policies DH, DIA*

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

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

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

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

***DIA (LOCAL) and DIA (Regulation) located at [www.reagancountyisd.net](http://www.reagancountyisd.net)***

## **Harassment of Students**

### *Policies DH, DHB, FFG, FFH, FFI*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual

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

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students can be found on the school's website:

***DHB (Legal), text of FFH (LOCAL) and FFH (Regulation) link to Policy On Line:***

[www.reagancountyisd.net](http://www.reagancountyisd.net)

## **Reporting Suspected Child Abuse**

*Policies DG, FFG, GRA*

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

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

Reports to Child Protective Services can be made online at <https://www.txabusehotline.org/Login/Default.aspx> or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

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

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is

shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

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

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at the [Central Office](#). As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

## **Reporting Crime**

### *Policy DG*

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

## **Scope and Sequence**

### *Policy DG*



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

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

## **Technology Resources**

### *Policy CQ*

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

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

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

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact Tracey McPhaul, Technology Director: 325-884-3705 ext. 320.

## **Personal Use of Electronic Communications**

### *Policy CQ, DH*

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

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same

professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

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

- Copyright law [See Policy CY]
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH (EXHIBIT)]

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

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

### *Policy DH*

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

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

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

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.

- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - **The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message.**
  - **The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message.**
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.

- The employee shall not communicate directly with any student between the hours of **11:00 p.m. and 6:00 a.m.** An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
  - Copyright law [Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

## **Public Information on Private Devices**

### *Policy DH*

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will

take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

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

## **Criminal History Background Checks**

### *Policy DBAA*

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

## **Employee Arrests and Convictions**

### *Policy DH*

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

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft

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

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

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

*Policy DH*

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

*DH (LOCAL) [www.reagancountyisd.net](http://www.reagancountyisd.net)*

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

*Policies DH, FNCD, GKA*

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

## **Fraud and Financial Impropriety**

*Policy CAA*

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

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

## **Conflict of Interest**

### *Policy CB, DBD*

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

- A personal financial interest



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

Employees should contact their supervisor for additional information.

## **Gifts and Favors**

### *Policy DBD*

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

## **Copyrighted Materials**

### *Policy CY*

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

## **Associations and Political Activities**

### *Policy DGA*

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

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

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

## **Charitable Contributions**

### *Policy DG*

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

## **Safety**

### *Policy CK series*

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

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

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact [Eric Hallmark, Superintendent](#).

## **Possession of Firearms and Weapons**

*Policies DH, FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call Central Office immediately at 325-884-3705 ext. 251 or 252.

## **Visitors in the Workplace**

*Policy GKC*

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

## **Asbestos Management Plan**

*Policy CKA*

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

## **Pest Control Treatment**

*Policies CLB, DI*

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located at the entrance of each campus. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or

electric means. Pest control information sheets are available from campus principals or facility managers upon request.

## **Other Topics**

# General Procedures

## Emergency School Closing

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's website and notify parents by texts or phone calls from School Messenger and the RCISD school application.

## Emergencies

*Policies CKC, CKD*

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

## Purchasing Procedures

*Policy CH*

All requests for purchases must be submitted to the Central Office on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact Susan Gunnels, Chief Financial Officer 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 Central Office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from the Central Office.

## **Personnel Records**

*Policy DBA, GBA*

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

Employees may choose to have the following personal information withheld:

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

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

## **Facility Use**

*Policies DGA, GKD*

Employees who wish to use district facilities after school hours must follow established procedures. Campus principals and the Central Office work together and are responsible for scheduling the use of facilities after school hours. Contact campus principals first to request to use school facilities and to obtain information on the fees charged.

# Termination of Employment

## Resignations

*Policy DFE, DHB*

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

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

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

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

## Dismissal or Nonrenewal of Contract Employees

*Policies DF Series, DHB*

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to*

Texas Education Agency on page \_\_\_\_\_. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

## **Dismissal of Noncontract Employees**

*Policies DCD, DP*

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

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

## **Discharge of Convicted Employees**

*Policy DF*

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

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

## **Exit Interviews and Procedures**



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

## **Reports to Texas Education Agency**

*Policies DF, DHB, DHC*

**Certified Employees.** The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engaged in conduct violating the assessment security procedures established under TEC §39.0301. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

**Noncertified Employees.** The voluntary or involuntary separation of a noncertified employee from the District must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

## **Reports Concerning Court-Ordered Withholding**

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

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

# Student Issues

## Equal Educational Opportunities

*Policies FB, FFH*

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

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to: Eric Hallmark, Superintendent, Reagan County ISD; 1111 East 12<sup>th</sup> Street; Big Lake, Texas 76932.

## Student Records

*Policy FL*

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

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

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

## Parent and Student Complaints

*Policy FNG*

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling

complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

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

## **Administering Medication to Students**

### *Policy FFAC*

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

## **Dietary Supplements**

### *Policies DH, FFAC*

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

## **Psychotropic Drugs**

### *Policy FFAC*

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

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

- Recommending that a student use a psychotropic drug

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

## **Student Conduct and Discipline**

### *Policies in the FN series and FO series*

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

## **Student Attendance**

### *Policy FEB*

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

## **Bullying**

### *Policy FFI*

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

***FFI (LOCAL) [www.reagancountyisd.net](http://www.reagancountyisd.net)***

## **Hazing**

### *Policy FNCC*

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

student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

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# Employee Dress Code

Personnel are expected to dress in a manner that projects a professional image for the employee, Reagan County ISD, and the community of Big Lake. Professional dress is a vital factor in establishing respect with students and parents. Employees shall act as role models by exemplifying the highest standard of professional appearance for the educational purposes of teaching community values and proper grooming and hygiene. All faculty and staff shall maintain dress and grooming standards that are neat, clean, will not be a health or safety hazard and are appropriate for the professional workplace as not to disrupt or interfere with normal school operations. The District's minimum standard of dress for campus employees is business casual attire. Each supervisor has the responsibility to counsel his or her employees and suggest a change in dress or personal hygiene habits, if needed. All District employees, including substitutes, will adhere to the following guidelines.

## Slacks, Pants, Leggings, Shorts:

**Appropriate:** Slacks/pants similar to Dockers and other makers of cotton and synthetic material pants; wool pants; dressy capris; leggings if top/blouse covers more than half the thigh.

**Inappropriate:** Jeans; shorts; exercise, yoga, or sweatpants; denim overalls; any pants too form fitting or too low rise for free movement.

\*Coaches must adhere to this dress code policy when in the academic classroom.

## Skirts and Dresses:

**Appropriate:** Dress and skirt length should cover more than half the thigh.

**Inappropriate:** Short, tight skirts; mini-skirts; spaghetti strap or strapless dresses without a covering for shoulders. Slits cannot open higher than mid-thigh.

## Shirts, Tops, Blouses, Jackets:

**Appropriate:** Casual shirts; dress shirts; sweaters; golf-style shirts; \*sleeveless tops that are three inches wide across the shoulder; turtlenecks; suit or sport jackets. Sheer tops are allowed with a sleeveless top underneath (see \*sleeveless tops above).

**Inappropriate:** Hanes style "undershirt" t-shirts worn alone; halter or tank tops; spaghetti strap tops; sleeveless tops with large armholes; sweatshirt/hoodies; tube tops; low cut front or back tops; racer back tops; shirts that do NOT cover the torso completely, cleavage or midriff should not be visible even with movement; revealing or sheer tops unless paired with appropriate sleeveless top (see above).

### **Shoes and Footwear:**

***Appropriate:*** Loafers; boots; flats; dress heels; open-toed sandals; clogs; mules; leather deck type and rubber soled shoes; neat, clean tennis shoes or conservative athletic walking shoes.

***Inappropriate:*** Flip flop shoes made of foam or rubber; 5 toe, barefoot running shoes; house shoes.

### **Jewelry, Hair, Hats and Other items**

***Appropriate:*** Natural colors for hair; hair must be neat and clean. Staff may wear neatly trimmed beards and mustaches.

***Inappropriate:*** Any visible piercings with the exception of the ears; unnatural hair color or hats in the building.

### **Tattoos:**

***Appropriate:*** All tattoos are covered and not exposed.

***Inappropriate:*** Any tattoo that is visible

### **District/Campus Staff Development Days:**

Principal discretion (no shorts). Certain job assignments might allow for dress code lenience as determined by administration.

### **Special Circumstances:**

***Jean Days:*** Jeans for fundraisers or incentives as approved by the principal. \*Jeans must be neat and clean with no frayed edges, no holes, no sagging. Jeans cannot be too low rise or too tight to restrict free movement. Low-rise jeans that prevent modesty are not acceptable.

***Special Outdoor Events:*** Principals may designate, as appropriate, shorts that are a reasonable length, Bermuda short length or longer, for special events such as Jumping Jamboree and Field Days.

### **School Spirit Days:**

Jeans can be worn on Thursdays and Fridays with Reagan County attire.

In situations where dress code interferes with the need for medical accommodation, please contact your principal.

If you have any questions as to whether or not your attire is appropriate, please do not wear it. If there is a question regarding dress or grooming, the administration's decision will be final.

## **RCISD Budget Philosophy**

RCISD will maintain a budget that provides financial stability, by providing needed items for a productive learning environment. The RCISD Board of Trustees and the Superintendent will work together as a team to provide resources for students and teachers. The following are objectives of RCISD:

- Maximize revenue through aggressive taxing effort through maintaining and increasing student count.
- Adopt a balanced budget each year, which is driven toward student success.
- Increase technology expenditures.
- Maintain an aggressive maintenance and/or replacement program for all facilities and vehicles.
- Minimize the uses of fund balance when needed to replace or renovate facilities and vehicles.
- Maintain monthly budget reports to the Board of Education
- Progressively work toward increasing fund balance.
- Understand and effectively use all state funding and worksheets and templates.
- Maintain an "Open Door" policy on all district expenditures.

### **Timeline for Budget Preparation**

- Mid-March: All staff and faculty shall submit budget request for the following year.
- April-June: Superintendent and Business manager shall begin preparing the next budget.
- April-June: Board of Trustees begins reviewing preliminary budget for the following year.
- June: RCISD adopts the budget.
- September: RCISD adopts the tax rate.

### **Annual Operating Budget Change Procedures**

Requests for changes in budgets shall be presented to the superintendent. When expenditure will cause an account to exceed the amount budgeted, the business manager shall report the circumstances to the superintendent for review. If an unbudgeted item will cause the organizational budget to exceed original amounts, the superintendent must approve the request. The board must approve any request that will increase the original approved budget at the function/major object level.

## **Budget Amendments**

The budget may be amended in the following manner:

The business office, without board approval, can do amendments within a function.

Amendments between functions require board approval.

In order to reconcile the yearly budget, if needed amendments between functions will be presented to the Board of Education for approval.

At other times in the year, amendments between functions will be presented to the Board of Education for approval.

## **Purchasing Procedures**

### *Policy CH*

All requests for purchases must be submitted through ERMA on an official district purchase order (PO) or a local vendor purchase form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization.

Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Central Office for additional information on purchasing procedures.

## **Travel Expense Reimbursement**

### *Police DEE*

Prior approval for all travel, including prepaid expenses, shall be obtained before any expenses are incurred.

All travel expenses shall be paid directly by the District by means of District credit cards, prepaid registrations, or cash advances (per diem). Except as provided in this policy, employees shall not be reimbursed for expenses related to travel for District business.

An employee shall be reimbursed for mileage in a personal vehicle only upon approval from the Superintendent. In addition, the Superintendent shall be authorized to approve

reimbursements for expenses incurred by an employee in an emergency related to District business

Upon returning from approved travel, employees shall be required to present receipts to justify cash advances.

**District Credit Cards:** RCISD has the following credit cards:

- Wal-Mart Community & Business  
Cards are used for purchases at Wal-Mart
- Sam's Club  
Cards issued @ Sam's w/picture upon payment of member fee (School retains list of names of holders).
- HEB
- Hobby Lobby
- Office Depot (PO is still required)
- Visa
- Cards are used for purchases for travel and on certain occasions for district purchases.

**Credit Card Use Procedures:**

After receiving prior approval by use of credit card request form, employees shall check out credit cards in the Central Office.

Upon the completed use of the credit card, employees shall check back in the credit card into the Central Office.

On approval, in certain circumstances district credit cards can be used for a district purchase.

All employees must complete a travel voucher upon return with documentation for travel. School credit cards shall not be used for any personal purchase, even if the employee reimburses the school.

If personal charges are placed on a hotel room that is being paid for with a school district credit card the employee shall, pay the hotel directly before billing the charges to the school upon return.

**RCISD will not tolerate abuse of District Credit Cards.**

**RCISD FRAUD PREVENTION**

Reagan County ISO strives to maintain ethical business practice. In order to maintain an ethical environment, RCISD has established the following guidelines:

**Control the bank statements:** The bank statements are picked up with the mail. The Superintendent shall review the contents of the statements before they are reconciled. Specific items that management should be alerted to include:

- a) Missing Checks
- b) Checks issued out of sequence
- c) Unknown payees
- d) Checks that appear to have been altered
- e) Checks not signed by authorized signatories
- f) Other unusual items

**Account for sequences:** Whether it is checks, invoices, credit memoranda, receiving reports, shipping documents, or other pre-numbered items, all sequences should be accounted for. Voided documents should be defaced to prevent unauthorized use and retained to complete sequences

**Check Procedures:** Reagan County /SD requires two signatures on all accounts. At times checks may not have two signatures, due to bookkeeping errors. The bank shall verify any check presented to the bank without two signatures. Never sign checks in blank. Review supporting documentation when checks are signed and investigate any discrepancies. The following numbers outline the procedure used to pay bills.

- i. RCISD processes checks once a week,
- ii. Request for checks should be done at least two weeks before the check is needed.
- iii. Student Activity checks are usually processed once a week.
- iv. The business office will not issue a blank check to any employee.

- v. All checks that are written must be related to a corresponding Purchase Order.

**Control General Journal Entries:** The Business Manager shall approve all general journal entries. Supporting documentation should be reviewed before approving general journal entries. In particular, the following items should be investigated:

1. Entries made to unrelated accounts
2. Entries made by persons whose responsibilities are not consistent with the accounts to be adjusted.

**Yearly Close out of Purchasing:** No Purchase orders or purchases for supplies will be made after the first week of April. Travel request and purchases by 12-month employees will continue.

**Employee Background Checks:** Perform thorough background checks on all new employees: Call former employers and educational institutions for verification of previous employment and education. Also, Criminal Background checks will be run on all employees. Beware of "gaps" in employment or educational history.

**Monitor Employee Behavior:** Be alert to changes in employee attitudes, behavior and lifestyles: Because of day-to-day contact, management is the best position to observe the unusual attitudes that are hostile or defensive toward management of the company in general, changes in behavior that are inconsistent with employees' normal disposition or lifestyles that are not reasonable based on the employee's level of compensation. Matter that may be of particular concern are:

1. Indications of dissatisfaction with compensation, lack of promotion
2. Indications of gambling
3. Indications of drug use or excessive use of alcohol
4. Indications of financial distress
5. Indications of infidelity



6. Indications of serious illness
7. Indications of excessive nervousness
8. Indications of severe stress

**Reporting Fraud:** Provide employees an opportunity to report the occurrence of fraud or other abuse anonymously. In order to allow employees the opportunity to report any suspected occurrence of fraud, RCISD provides the following outlet:

1. Report the suspected occurrence to the school district auditor.
2. Report the suspected occurrence to the school board president or immediate supervisor.
3. All of these reports can and will remain confidential.
4. These reports may be submitted in the suggestion box that is located in the Elementary teacher's workroom.

**District Expectations:** The administration and school board of RCID operates on a heightened sense of ethics. The reasons for this are as follows:

- The action of management establishes the behavioral norms of the school district.
- RCISD Board and/or the administration will take all occurrence of fraud no matter how small very serious.
- RCISD Board and/or the administration will protect all "whistle blower" claims or complaints.
- RCISD maintains insurance coverage to protect the district from fraudulent activities.

# ACTIVITY FUND MANUAL

## Purpose of Activity

Activity funds are established at all campuses in Reagan County Independent School District. These funds are established for student groups and general campus fund raisers and are used to promote the student organization and campuses of RCISD.

## TYPE OF ACTIVITY FUNDS

### Student Activity Funds:

- Are comprised of monies raised by, and on behalf of, bona fide student groups and expended under the provisions of their constitutions and/or charters.
- Shall be expended in such a way to benefit pupils currently in school who have contributed to the accumulation of such money. All funds raised must be spent for a particular purpose. The approval to spend the funds for the direct benefit of students must be documented by the Student Activity Check Request.
- Must collect sales tax on taxable sale items
- May not won assets of any kind. Gifts to the school are the assets purchased. A letter shall be submitted to the Superintendent for acceptance by the Board.
- Are not to be used to generate funds for supplies, equipment or travel for students competing in school sponsored activities.
- Funds generated by both faculty and students can be used for faculty and students (i.e. vending machines)

## FUNDS TO EXCLUDE FROM ACTIVITY FUNDS

### The following funds shall be excluded from activity funds:

- Any organizational booster club, PTA, and any other parent booster organization shall not be commingled with Campus Activity Funds, nor shall they be managed by district employees or students. Booster Clubs can sell on campus with the principal's permission during the school day.

## **EXPENDITURES PROHIBITED FROM ACTIVITY FUNDS**

The following are examples of prohibited expenditures:

- Travel advances
- Loans to employees, parents or students
- Individual's professional dues
- Membership in private clubs
- Alcoholic beverages, controlled substances, firearms
- Purchases from any District employees
- Gifts/flowers to employees, sponsors and other non-students
- Charitable contributions
- Spousal travel
- Traffic citations
- Payments to an employee for services

## **GENERAL PROCEDURS FOR ACTIVITY FUNDS MANAGEMENT**

The following procedures shall be used to monitor the activity fund accounts:

### **Revenue and Cash Receipts:**

1. All funds collected by school groups or organizations shall be deposited into a District Wide Student Activity account maintained by the Student Activity Accounts Manager.
2. Within the District Wide Student Activity Account will be maintained accounts for each organization and will be entered into QuickBooks/Quicken
3. Receipts must be written for all monies received.
4. Only receipt books issued by RCISD and checked out through the Central Office will be used.

5. Receipts must be written in duplicate with the second copy remaining in the receipt book.
6. Receipt shall be returned after each fund raiser with deposit information.
7. Receipts are not required for dances, concessions, assemblies, or car washes. These types of fundraisers are reconciled back to the amount of activity vs. the amount of revenue. (i.e. number of tickets sold for a dance, or the amount of food/drink sold in a concession stand).
8. All monies raised by students must be deposited in the Activity Fund. Daily deposit should be made to the school secretary. No money shall be left in the classroom or taken to the sponsor home.
9. A Deposit Verification Form must be prepared and turned in with the funds by the sponsor. This form will indicate the total amount and breakdown the total of currency, checks, nickels, dimes, quarters, etc. The receipt book will also be returned, with the total amount of receipt must match the Deposit Verification Form.
10. The following outlines how money will be deposited:
  - a) Sponsors will collect funds and complete a Deposit Verification Form.
  - b) Sponsors will take collected funds, completed Deposit Verification Form, and receipt book to school secretary.
  - c) School secretary will verify deposit and will receipt sponsor for total deposit.
  - d) School secretary will turn in deposit, Deposit Verification Form and receipt book to Student Activity Accounts Manager.
  - e) Student Activity Accounts Manager will verify deposit and will produce a receipt to School secretary.
  - f) Student Activity Accounts Manager will turn deposit, Deposit Verification Form and receipt book into Central Office Accounting.
  - g) Central office accounting will verify deposit and will produce a receipt to Student Activity Accounts Manager.

h) Central Office accounting will then make daily deposit to school's depository.

11. The Student Activity Accounts Manager shall reconcile each student activity account.

12. Counting Process: The following should be done before a deposit is made:

- Currency should face the same direction and placed in stacks of ones, fives, etc.
- Coins should be divided into groups and counted. (Place coins in envelopes).
- Checks should all face the same direction. Check to see that the check is made payable to RCISD Student Activity Account.
- Complete a Deposit Verification Form.

13. Deposits to the Secretary: All monies raise by students must be deposited in the Activity fund. NO EXCEPTIONS.

- Do not substitute a personal check for cash collection.
- Do not keep money for any reason.
- Do not deposit money in a personal account or bank deposit box.
- Do not spend any of the collections.
- UNDER NO CIRCUMSTANCES SHALL MONEY COLLECTED BE LEFT IN THE CLASSROOM.
- Only the sponsor in charge shall turn in the money.

## **DISBURSEMENTS**

1. The Student Activity Account Manager shall have a completed Student Activity Check Request completed by all parties before disbursement will be made.
2. The Sponsor shall attach and invoice or bill to the check request.
3. The Student Activity Account Manager shall determine if funds are available before making any disbursements.
4. All checks are required to be signed by the Superintendent and the Business Manager.

5. A monthly summary report of all activity for each account will be produced for the sponsors.
6. The Student Activity Account Manager must reconcile bank statements for the activity funds and resolve any discrepancies within 10 days of the bank statement.
7. After the bank statement is reconciled, reports will be printed and filed with the building principal and the business office that show:
  - Balances in each account
  - Transactions for the month and how they are categorized
  - Reconciliation report with outstanding deposits and checks.
8. The Student Activity Account Manager will keep a copy of all approved fund raisers.
9. The Student Activity Account Manager shall inform the business office at all times of any unusual activity regarding a student activity account (i.e. sponsor depositing checks dated six months earlier).
10. The Student Activity Account Manager is responsible for preparing the monthly sales tax report sent to the business office by the 10<sup>th</sup> of each month. This report needs to be completed even if there is no sales tax to report. A check made to RCISD should be with the report for the amount of the sales tax due.

## **ACTIVITY FUND MANUAL-SALES TAX INFORMATION**

### **GENERAL INFORMATION**

#### **ALL PURCHASES MADE FOR THE EXCLUSIVE USE OF SCHOOL SHALL BE MADE TAX EXEMPT.**

Generally, all items purchased by a school for its own use in providing education are exempt from the Texas sales tax. For its "own use" means the organization making the purchase intends to make exclusive use of the item and will not offer it for resale any items purchased for the resale to others (i.e. t-shirts) are taxable.

When reimbursing a district employee for purchases made on behalf of and for the exclusive use of a school, sales tax shall not be reimbursed to that person. To keep the person who makes the purchase from having to absorb the sales tax, complete and give them a "Texas Sales and Use Tax Exemption Certificate" before they make the purchase. A purchase order is sufficient proof of a school's exempt status. The certificate/purchase order authorizes the vendor to make the sale tax exempt.

All items purchased to resell during a fund-raising event or part of a student's activities such as P.E. uniforms, school supplies, locks and t-shirts shall be made as non-taxable purchases from the vendor.

Whether items are purchased in-state or out-of-state does not determine if a transaction is taxable or not taxable. An out-of-state vendor might be required to collect sales tax at time of sale. It is recommended to make all purchases tax-exempt where practicable.

This helps prevent duplicate payment of sales taxes. However, if an out-of-state vendor insists on being paid sales taxes at the time of purchases, it should be done.

Reminder: If the items purchased are sold at a profit and tax has already been paid to the vendor when purchased, sales tax is due on the difference between the total selling price and the total costs.

### **EXAMPLES**

**Example 1:** Cheerleader uniforms are taxable unless sold to an exempt entity. Reagan County ISO is exempt; however, students attending RCISD are not exempt. Therefore, if a school buys two uniforms for each cheerleader and each cheerleader pays for one of the uniforms, then the uniform paid for by the student is taxable and belongs to the student; the other uniform would need to be returned to the school.

**Example 2:** Suppose the school pays for two cheerleader uniforms for each cheerleader. They are tax exempt. If the school requires the uniform to be returned to the school to be used again in future periods, no tax is due from the students because the uniforms belong to the school

**Example 3:** Suppose the school purchases the two uniforms tax exempt, then gives the uniforms to the students to use and keep (they are not returned to the school for future use). Tax is due on these items because of the "use tax," and they are no longer the property of the tax-exempt entity,

### SALES TAX REPORT

Sales taxes for all taxable transactions shall be properly collected, reported and remitted each month including the summer months, to the Business Office **by the tenth (10th) of each month**. A report indicating no sales tax is due even in months when there are no taxable sales.

Calculate "Amount of Sale" for items sold at your school during a month by using the following formula.

$$\begin{aligned} & \text{Total Money Collected} \\ & \quad (\text{divided by}) \\ & \quad 1 + \text{TAX RATE } (.0825) \\ & = \text{AMOUNT OF SALE} \end{aligned}$$

Let's say your school sells 100 t-shirts for \$6.00 each=\$600 total sales money collected. This money includes the sale tax collected also. Apply this information to the formula:

$$\begin{aligned} & \$600.00/1+0.825 \\ & \$600.00/1.0825=\$554.27 \end{aligned}$$

This formula is also shown on the Monthly Report of Taxable Sales.



## **ONE DAY TAX-FREE SALES**

Each School {school wide), each student organization within a school, each PTO or PTA and each booster club CAN HAVE ONE DAY TAX-FREE FUND RAISER PER CALENDER YEAR.

The exempt organization may designate which one sale or auctions during the calendar year are exempt one day sales. The one-day tax-free event can be both a 24-hour period during which sales are made, or it can be a fund-raiser in which advance orders are taken by the exempt organization over a period of time and delivery of the products ordered is made to the exempt organization in one 24-hour period.

Orders should then be delivered to the purchasers by the exempt organization upon receipt of the products. There is no set "reasonable period of time" for distribution, but the persons who placed the advanced orders should receive the merchandise as soon as possible to avoid confusion as to which sales by the exempt organization are the one-day tax-free sales. The seller may accept a valid and properly completed exemption certificate from an exempt organization that is holding a qualified one-day tax-free sale.

A one-day tax-free sale means that sales taxes do not have to be collected and remitted to the state on these types of sales. However, the sales must be reported on the School's monthly tax reports to the Business Office (show the description, date, and the total amount collected for the one-day tax-free sale in the lower part of the report.)

## **TAXABLE ITEMS**

The following list of items or activities have been identified as being TAXABLE when sold by a school, by an organization within a school, PTO, PTA, Booster Clubs, and employee associations. The list is not all inclusive:

- Art Supplies
- Athletic Equipment and Uniforms
- Automotive-Parts and Supplies (Not Labor)
- Auctions and Silent Auctions
- Band Equipment and Supplies (Reed, Recorders, Etc.)
- Books including Cookbooks, Library Books, Work-Books, and Textbooks (payments for Lost textbooks are NOT TAXABLE)
- Calculators
- Candles

- Clothing (Including T-Shirts)
- Concession Sales (except when part of a fund raiser)
- Copies-Collections from Coin or Manual Copies
- Cups-Glass, Plastic, Paper, Etc.
- Directories-Student
- Drafting Supplies
- Gift Wrap Paper, Balloons, Etc.
- Handicrafts
- Horticulture Items
- Identification Cards
- Lock Sales
- Lock Rental Sales (Not the Deposit Portion)
- Magazines-When Sold Individually
- Magazine Subscriptions sold for less than 6 months
- Musical Supplies
- Parking Permits
- Pennants
- Pictures-School
- Pompoms
- Publications-Yearbooks, Football Programs
- Pre-Vocational Lab Sales-Printing, Paper Goods, Etc.
- Programs-Athletic, etc.
- Recorders-Musical
- Reeds-Band
- Rings-School
- School Store- All Items Sold by School Stores
- Stationery
- Towel Rentals (Towel Rentals to a School are Not Taxable)
- Gym Usage (Not Taxable)
- Tickets (Sold to Play Games for Prizes)
- Uniforms-P.E., Cheerleader (When Student Property)
- Vending Pencils and Other Non-Edible Supplies
- Yearbooks (One Day Tax-Free Sales)

## CLARIFYING TAXING PPROCEDURES

A message from the office of the State Comptroller:

No sales tax is due if an item is for the school's use or is used to educate students. This includes books, desks, overhead projectors-almost everything in the classroom.

On the other hand, sales tax is due when an item is for an individual's use. This is true even if the item is used for a school activity. For example, cheerleaders owe tax on their uniforms and band members owe tax on their musical instruments.

When staff or students are on school trips or business, meals which the school buys are exempt from sales tax if the school contracts and pays for the meals. However, any meals that individuals buy are taxable.

Teachers, coaches and others must pay sales tax on individual purchases even though the school reimburses them for expenses.

Schools are exempt from the state's six percent hotel occupancy tax, but not from local hotel taxes, which vary statewide from one to seven percent. Schools are also exempt from the motor vehicle rental tax.

When a school is responsible for an activity, it is also responsible for making sure that tax is paid on any taxable items that are sold there. The school can still buy the items tax free, but it needs to collect tax when the items are sold. A school-related organization can assume the responsibility for this if the school does not.

Unless the fund-raiser qualifies as a one-day tax-free sale, schools shall always collect tax on:

- Supplies which the school purchases and sells to students. This includes athletic equipment and physical education uniforms.
- Fees for materials when the student keeps the end product, e.g. wood, jewelry supplies.
- Student publications such as yearbooks and football programs.
- School rings
- Books sold to students at book fairs.
- Any items being sold unless the item is food. Any food or drinks sold to students during school hours are exempt.

Schools do not need to collect sales tax on:

- Fees and admission tickets, including football and drama tickets
- Club memberships
- Deposits
- Sales of meals and food, including candy and soft drinks sold during a regular school day by a school, student organization or PTA which has an agreement with the school.
- Sales of whole cake or pies
- Food and Drinks sold at school carnivals

### **RCISD FUND RAISERS**

In lieu of fund raisers, each organization will be assigned a concession stand, unless prior arrangements have been made with the campus principal and superintendent. RCISD requires organizations to submit fund raiser forms to the Central Office by September 30th. Upon approval, each organization is limited to two major fundraisers a year. However, RCISD encourages organizations to raise money through an assigned concession stand in lieu of actual fund raisers.

## ATHLETIC EVENTS PROCEDURES FOR WORKERS

The following relate to procedures for athletic events:

- The principals will assign workers, which will be professional contracted employees to work the athletic gates. No At-Will employee can or will be assigned to work a gate or serve as a **substitute unless Campus Principal or Athletic Director has permission from the Superintendent or the Central Office.**
- Once a gate assignment is made the employee assigned to work the gate will be responsible for finding a substitute if they are unable to work the gate.
- Coaches shall decide who keep the clock and books at the basketball games.
- No supplemental pay will be rendered to the gate workers or the coaches for keeping the clock and books
- The employee to work the gate will need to adhere to the following procedures:
  - Come to the Central Office to check out the cash for the gate
  - Count of persons in attendance will be taken by the use of tickets, which will be contained in the cash box.
  - The gate worker will be responsible for recording the starting and ending number of the tickets on the Gate Workers Form.
  - The gate work will then check the cash box back into the Game Administrator.
  - The Game Administrator will sign the Gate Workers Form and will then the following business day verify the net profit of the gate and return check in the cash box.

Please Note: This does not apply to basketball tournaments done during the Holiday Breaks.

# REAGAN COUNTY INDEPENDENT SCHOOL DISTRICT EMPLOYEE TRAVEL GUIDELINES AND PROCEDURES

## Basic Travel Guidelines

1. Travel requests should be submitted at least 20 calendar days prior to departure. This will allow plenty of time for arrangements to be made and any prepayments to be processed and mailed.
2. All requests to travel must first be submitted to the employee's principal or supervisor. The request for travel will then be submitted to the Superintendent and Business Manager for approval.
3. When the approved request is received in the central office, it will be checked for funds availability. If funds are not available in the budget category shown, the request shall be returned to the principal or the supervisor unprocessed. If no fund category is entered on the request, the request shall also be returned to the principal or supervisor. An estimate of expenses and transportation request must be included with each request; otherwise, the request shall be returned to the campus or department.
4. No travel arrangements or reservations shall be made until approval is granted by the superintendent and funds availability are determined.
5. Advances for travel will generally be allowed. The district will prepay transportation costs, lodging costs, fees, and tuition, thus eliminating the need to carry cash for these items.
6. Employees will be allowed actual cost of lodging and meals, based on the RCJSD Student/Staff/Board Travel Rates. All travel expenses must be supported with receipts.
7. If cancellation of reservations is necessary, the employee is responsible for cancelling and notifying the central office. The district will not be responsible for any employee failing to cancel reservations not used.
8. The employee is responsible for turning in to the central office an Itemization of Expense form that includes all receipts and other documentation to support the cost of the trip. This form will **be returned to the employee if any discrepancy or unsupported or unreasonable costs are** identified. If the employee is unable to support or substantiate any such costs, the employee shall reimburse the district for the costs

If an employee receives a cash advance for a trip and actual expenses are less than the amount advanced, the employee shall turn in the excess to the business office. If

9. expenses exceed the amount advanced, a check for reimbursement will be issued to the employee subject to the requirements of reasonableness and support of expenses.

### **MEALS**

Employees shall have the option of paying for meals either through the use of a school district credit card or through the use of advancement money on a "per diem" basis with no receipts required.

Employees shall use either "per diem" or credit card but shall not use both. An employee who is in attendance at a conference where meals are provided as part of the registration fee or if the hotel the employee or students is staying provides breakfast, then a request for these meals will not be honored.

**OVERNIGHT TRAVEL MEAL RATES:**

Breakfast	\$12.00 per day
Lunch	\$18.00 per day
Dinner	\$25.00 per day
Total	<hr/> \$55.00 per day

**NON-OVERNIGHT TRAVEL MEAL RATES:**

No meals will be paid for non-overnight travel, unless staff is sponsoring or supervising students. The sponsor will adhere to the same meal rates as the students for non-overnight travel meals.

Please complete the information below.



*Please complete the information  
below AT LEAST 20 DAYS PRIOR*

*for each conference you plan to attend.*

**Employee's Name.** \_\_\_\_\_

Full Name of

Conference/Training: \_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_

**Briefly state how this travel supports the initiatives stated in the campus or district improvement plan and/or administrator's professional goals:**

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

*How will others benefit from information you obtain?* \_\_\_\_\_

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

*Employee Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

*Principal/Supervisor Approval* \_\_\_\_\_ *Date* \_\_\_\_\_

*Superintendent Approval* \_\_\_\_\_ *Date* \_\_\_\_\_

RCISD STUDENT 1ST AFF/BOARD TRAVEL RATES

TIER COST

TIER I

Level of Competition	Number of Meals	Allotment Per Student
Post District and District		\$9.00

TIER II

Level of Competition	Number of Meals	Allotment Per Student
Area	1	\$10.00

TIER III

Level of Competition	Number of Meals	Allotment Per Student
Regional	1	\$12.00
Regional -Semi	1	\$12.00
Semi State Semi Finals	1	\$12.00
Semi State Finals	1	\$12.00

TIER IV

St-ate Level Event	Number of Meals	Allotment Per Student
State Finals	3 per day	Breakfast (if not provided) \$9.00 Lunch (if not provided) \$12.00 Dinner (if not provided) \$16.00
State Convention or National Convention (School Representatives)	3 per day	Breakfast (if not provided) \$9.00 Lunch (if not provided) \$12.00 Dinner (if not provided) \$16.00

Note:

Student Hotel room amount will be approved by the Superintendent

RCISD Administrator Travel Amounts

Meals

Hotel Room

Hotel Room

Mileage Reimbursement

Mileage Reimbursement

Airfare

Airfare

Meals Amount

\$55.00 per day	\$55.00 per day
Best Available Rate	Best Available Rate
Federal Approved Mileage Reimbursement rate	Federal Approved Mileage Reimbursement Rate
Actual Cost of Airfare	Actual Cost of Airfare
RCISD Staff Travel Amounts	RCISD Board Travel Amounts
Meal Amount	\$55.00 per day
Hotel Room	Best Available Rate
Mileage Reimbursement	Federal Approved Mileage Reimbursement Rate
Airfare	Actual Cost of Airfare

Meal Amount will be disbursed either through a Per Diem or through the use of a school credit card.

## **EMPLOYEE DEVICE/INTERNET USAGE AGREEMENT**

I have read the Reagan County Independent School District Technology and Internet User Agreement, understand it, and agree to adhere to the principles and procedures listed within. I will accept responsibility for Internet use by setting and conveying standards for my students to follow when exploring online information and media on an independent basis. The Reagan County Independent School District cannot be responsible for ideas and concepts that employees may gain by his or her inappropriate use of the Internet. I also understand and accept the conditions stated and agree to release, indemnify, and hold harmless, Reagan County Independent School District from any and all claims and liability associated with or arising from an employee's independent use and/or access to the Internet. I understand that until this agreement is signed and returned, I cannot access Reagan County ISD's network. I also understand that additional rules and regulations may be added periodically and are under the authority of this agreement. Should I break this agreement, I understand that I am subject to consequences deemed appropriate by administration.

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Employee Name (Please Print)

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Job Title

---

Employee Signature

---

Date

**GATE WORKERS FORM**

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

Sport: \_\_\_\_\_

Game: RC vs. \_\_\_\_\_

Total Cash Received: \_\_\_\_\_

Cash Box Number: \_\_\_\_\_

Ticket Starting Number Adult: \_\_\_\_\_

Ticket Ending Number Adult: \_\_\_\_\_

Ticket Starting Number Student: \_\_\_\_\_

Ticket Ending Number Student: \_\_\_\_\_

**Net Profit = Total Cash Receipts - Starting Cash = Net Profit**

Total Cash Receipt: \_\_\_\_\_

Starting Cash: \_\_\_\_\_

Net Profit: \_\_\_\_\_

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

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

**Central Office Staff Signature.** \_\_\_\_\_

**Reagan County I.S.D.  
Fundraiser/Sales  
Request**

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

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor \_\_\_\_\_ Phone Ex 1. \_\_\_\_\_

**FUND RAISER INFORMATION:**

Fund Raiser Title: \_\_\_\_\_

A What type of merchandise or service will be sold or provided?

\_\_\_\_\_

B. How will the merchandise or service be *sold* or provided (e.g. catalog sales, individual sales to students on campus, prepaid orders, etc.)?

\_\_\_\_\_

C. Funds generated will be used for \_\_\_\_\_

Vendor: \_\_\_\_\_

*Representative:* \_\_\_\_\_

*Phone:* \_\_\_\_\_

*Submitted by:* \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date: \_\_\_\_\_

Business Manager \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent \_\_\_\_\_ Date: \_\_\_\_\_

Tax Exempt Sale: \_\_\_\_\_

Tax Free Day: \_\_\_\_\_

Taxable Sale: \_\_\_\_\_ (You must pay sales tax on good purchased)

Delivery Date: \_\_\_\_\_

**MONTHLY REPORT OF TAXABLE SALES**

Name of School \_\_\_\_\_

Month Covered by this report \_\_\_\_\_

Gross Receipts \_\_\_\_\_  
(Includes all money received for both taxable and non-taxable sales)

Total Receipts on taxable items \_\_\_\_\_

Taxable Sales \_\_\_\_\_

*(not including sales tax)*

Tax Due to State \_\_\_\_\_

## DIRECT DEPOSIT AUTHORIZATION FORM

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We are pleased to be able to offer you the payday convenience of Direct Deposit. You don't have to change your present banking relationship to take advantage of this service.

Here's how it works:

On payday, you will have access to your check history through Skyward's Employee Resource Management Access portal. Under Employee Information -> Payroll -> Check History. You can select the current payment to see gross salary, taxes, deductions and net pay. Your money will already have been deposited in your account. The amount of the deposit will show on your bank statement.

Direct Deposit is safe, convenient and easy. To take advantage of this service, complete the authorization below and return to the Payroll Office.

This authorization gives Reagan County ISD the authority to deposit your pay to your account. All you need to do is:

1. Identify the deposit account as checking or savings.
2. Fill in your name, the name and location of your financial institutions and today's date.
3. **Attach a voided check for verification of all financial institution information.** If you are unable to attach a voided check, please fill in your account number and the bank's routing number. (Please note that if a voided check is not provided, authorization could take longer to verify between banking institutions and could cause a delay in your direct deposit request.)

Please complete the information below and return to payroll. ***BE SURE TO SIGN @ THE END!***

---

I authorize REAGAN COUNTY INDEPENDENT SCHOOL DISTRICT to initiate electronic credit entries each pay period, and if necessary, debit entries and adjustments for any credit entries in error to my:

\_\_\_\_\_ Checking Account      (or)      \_\_\_\_\_ Savings Account

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing.

Date: \_\_\_\_\_ Your Name: \_\_\_\_\_

**ATTACH VOIDED CHECK HERE**

If you do not have a voided check, fill in the information below. PLEASE PRINT LEGIBLY.

(Please note that if a voided check is not provided, authorization could take longer to verify between banking institutions and could cause a delay in your direct deposit request.)

FINANCIAL INSTITUTION NAME: \_\_\_\_\_

FINANCIAL INSTITUTION CITY AND STATE: \_\_\_\_\_

FINANCIAL INSTITUTION ROUTING NUMBER: \_\_\_\_\_

YOUR ACCOUNT NUMBER: \_\_\_\_\_

AUTHORIZATION SIGNATURE: \_\_\_\_\_

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**Reagan County Independent School District**  
**Employee Complaint Form**  
*(Level One)*

Complete this form in accordance with the district policy DGBA (Local). Your complaint will be dismissed if it is submitted with incomplete information. Submit your Level One complaint to your campus principal, immediate supervisor, or other person specified in policy DGBA (LOCAL).

1. Name: \_\_\_\_\_

2. Position/Campus: \_\_\_\_\_

3. The date of the event or action that gave rise to the complaint: \_\_\_\_\_

4. A detailed formal description of all of the circumstance(s) that gave rise to this complaint. (Use additional pages if necessary)

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

5. Explain specifically how you were harmed or injured by the facts that you provided in response to item 4 above.

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

6. Specifically identify, and attach, if possible, any documents upon which you will rely during the grievance process and explain what those documents will prove. (If you do not have these documents at the time, you file your grievance, you will be able to provide copies at the Level One conference. However, please identify to best of your ability what those documents are and what you think they will prove.

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

7. Identify the specific policy or policies, constitutional or statutory provision, or administrative regulations that you allege have been misapplied or the specific type of discrimination that you allege was committed. For each, provide the facts that support your allegations.

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8. The district wants to have all complaints resolved informally or at the lowest possible level. Explain your efforts to informally resolve your complaint including whom you spoke with, when you met, and the response you received. If you did not attempt informal resolution, give a detailed explanation why not.

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9. Identify the remedy you seek for this complaint.

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

Name, address, and telephone and fax number of Representative, if any

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**Reagan County Independent School District**  
**Employee Complaint Form**  
***(Level Two)***

Complete this form in accordance with the district policy DGBA (Local). Your complaint will be dismissed if it is submitted with incomplete information. Submit your Level Two complaint to to the superintendent.

1. Name: \_\_\_\_\_

2. Identify the administrator who held the *Level One* conference and provide the *Level One* decision:

\_\_\_\_\_

3. Identify the date you received the *Level One* decision \_\_\_\_\_

4. Attach a copy of the *Level One* decision and specifically identify the part(s) of the *Level One* decision that you want the superintendent or his/her designee to review.

\_\_\_\_\_

\_\_\_\_\_

5. Specifically state why you disagree with the part(s) of the *Level One* decision that you identified in response to number 4 above.

\_\_\_\_\_

\_\_\_\_\_

6. Attach the documents you relied upon at *Level One* (if any) and, explain how they support your position at response 4 and 5 above. Only those documents identified will be considered at *Level Two*.

\_\_\_\_\_

\_\_\_\_\_

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

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

Name, address, and telephone and fax number of Representative, if any, if not

\_\_\_\_\_

**Reagan County Independent School District**  
**Employee Complaint Form**  
*(Level Three)*

Complete this form in accordance with the district policy DGBA (Local). Your complaint will be dismissed if it is submitted with incomplete information. Submit your Level Two complaint to the superintendent.

1. Name: \_\_\_\_\_

2. Identify the administrator who held the Level Three conference and provide the Level Three decision:  
\_\_\_\_\_

3. Identify the date you received the Level Three decision \_\_\_\_\_

4. Attach a copy of the Level Three decision and specifically identify the part(s) of the Level Three decision that you want the Board of Trustees to review.

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

5. Specifically state why you disagree with the part(s) of the Level Three decision that you identified in response to number 4 above.

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

6. Attach the documents you relied upon at Level Three (if any) and, explain how they support  
Your position at response 4 and 5 above. Only those documents identified will be considered at Level Three.

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

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

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

Name, address, and telephone and fax number of Representative, if any, if not

\_\_\_\_\_

