# Navarro I.S.D.
# Procedures Manual

## School Year
# 2022-2023

*N.I.S.D. - Where Excellence Is The Standard!*

Rev. 10/14/2022

# TABLE OF CONTENTS

# 2022 – 2023 Board of Trustees

**Board Meetings**

The Navarro ISD Board of Trustees usually meets every third Monday of the month at 7:00 p.m. Meetings are held in the Intermediate Cafeteria. A copy of each meeting's notice and agenda will be posted on the district's web site. The Board has requested that students lead the Pledge of Allegiance at the beginning of each Board meeting. Principals are responsible for selecting and inviting a student(s) to this honor twice during the school year, as scheduled. If desired, campuses can also include some type of presentation (not to exceed 10 minutes) for the beginning of the meeting in conjunction with leading the pledge.

**Board Meetings Schedule for 2022-2023:**

| | |
|---|---|
| August 15, 2022 | February 20, 2023 |
| September 19, 2022 | March 20, 2023 |
| October 17, 2022 | April 17, 2023 |
| November 21, 2022 | May 15, 2023 |
| December 20, 2022 | June 19, 2023 |
| January 16, 2023 | July 17, 2023 |

**\*These dates are subject to change due to calendar conflicts.**

# BOARD GOALS FOR 2021-2024

**Goal 1: NISD will provide modern and inviting facilities that inspire a learning community.**

*Indicators of Success:*
- Plan for adequate space for a growing population.
- Enrich technology infrastructure through unified endpoint management and maintenance of replacement schedules.
- Provide a safe learning environment with enhanced security measures.

**Goal 2: NISD will foster and support a professional learning community that attracts and develops a diverse staff that engages all students.**

*Indicators of Success:*
- Provide competitive compensation.
- Foster team attitude for continuous improvement with collaboration at grade, campus, and district levels.
- Strengthen technology PLC cohorts to expand technology integration, student learning, and staff proficiency.

**Goal 3: NISD will meet individual academic needs, challenging students to their highest potential and developing college and career readiness.**

*Indicators of Success:*
- Offer courses, strategies, and extracurricular activities that meet the needs of individual students, especially students who are not currently involved, and prepare them for college and career success.
- Effective communication within the district and campus and between the classrooms and the home.
- Effective counseling and K-12 instruction that addresses communication, social skills, professional character, and work ethic.
- Foster higher academic achievement and greater student engagement through explicit instruction, curriculum alignment and instructional monitoring.
- Continuous improvement on state accountability measures, such that learning gaps narrow, and:

1. The percent of 3rd grade students that score meets grade level or above on STAAR Reading will increase from 49% to 60% by June 2024 **(HB3 Required Goal)**
2. The percent of 3rd grade students that score meets grade level or above on STAAR Math will increase from 53% to 65% by June 2024 **(HB3 Required Goal)**
3. The percentage of graduates that meet the criteria for CCMR will increase from 74.5% to 75% by August 2024 **(HB3 Required Goal)**
4. Each campus earns a Domain I (performance of all student groups) grade of "A"
5. Each campus improves Domain II academic growth performance by one letter grade
6. Domain III performance meets or exceeds federal passing percentages in both Reading and Math for all eligible population groups
7. The district earns the Post-Secondary Readiness distinction

   1.

# Administrative Staff Meetings

*Leadership Team meetings will include all district administration.*
*Academic Team meetings will include principals, assistant principals, curriculum staff and academic deans.*

| Meeting Date | Location | Meeting Type |
|---|---|---|
| Wednesday, August 24, 2022, 8:30 a.m. | Jr. High Library | Leadership Team |
| Thursday, September 8, 2022, 8:30 a.m. | Jr. High Library | Leadership Team |
| Wednesday, September 21, 2022, 8:30 a.m. | Jr. High Library | Academic Team |
| Wednesday, October 5, 2022, 8:00 a.m. | Law Dawg Conf. at N.B. Civic Center | Academic Team |
| Wednesday, October 12, 2022, 8:30 a.m. | Jr. High Library | Leadership Team |
| Wednesday, October 26, 2022, 8:30 a.m.. | Jr. High Library | Academic Team |
| Tuesday, November 08, 2022, 8:30 a.m. | Jr. High Library | Leadership Team |
| Wednesday, November 16, 2022, 8:30 a.m. | Jr. High Library | Academic Team |
| Thursday, December 1, 2022, 8:30 a.m. | Jr. High Library | Academic Team |
| Wednesday, December 14, 2022 (Holiday Lunch) | Jr. High Library 11:30-12:30 (Pot Luck) | Leadership Team |
| Wednesday, January 11, 2023, 8:30 a.m. | Jr. High Library | Academic Team |
| Thursday, January 26, 2023, 8:30 a.m. | Jr. High Library | Leadership Team |
| Wednesday, February 8, 2023, 8:30 a.m. | Jr. High Library | Academic Team |
| Thursday, February 23, 2023, 8:30 a.m. | Jr. High Library | Leadership Team |
| Thursday, March 09, 2023, 8:30 a.m. | Jr. High Library | Academic Team |
| Wednesday, March 22, 2023, 8:30 a.m. | Jr. High Library | Leadership Team |
| Wednesday, April 5, 2023, 8:30 a.m. | Jr. High Library | Academic Team |
| Wednesday, April 19, 2023, 8:30 a.m. | Jr. High Library | Leadership Team |
| Wednesday, May 17, 2023, 8:30 a.m.. | Jr. High Library | Academic Team |
| Wednesday, May 31, 2023, 8:30 a.m. | Jr. High Library | Leadership Team |
| Admin Retreat – June 14-15, 2023 8:30-4:00 | Jr. High Library | Leadership Team |
| Wednesday, July 12, 2023, 8:30 a.m. | Jr. High Library | Academic Team |
| Wednesday, July 26, 2023, 8:30 a.m. | Jr. High Library | Leadership Team |

# District-Wide Staff

Luke Morales………………………………………………………………..Superintendent
Monica Wahl…………………..……………………………….……… Admin Assistant to Supt & Board

**ACADEMIC SERVICES**
Wendy McMullen …………………………….…………………….…………Chief Academic Officer
Tina Weaver ………………………………………………………………. Admin. Assistant

**ACADEMIC SERVICES DISTRICT-WIDE STAFF**
Stephanie Adams …………………………………………………………………… GT Instr. Spec.
Stephanie Ballard…………………………………………….……………Data Fellow/PEIMS
Brandy Coppedge …………………………………………………… Instructional Coach
Emily Landrum …………………………….…………………… Instructional Coach
Lety Miller …………………………………… ESL Bilingual Instructional Specialist
Tammy Morales………………………….. .…………………………………Instructional Technologist
Celeste Nored …………………………… .…………………………Instructional Technologist
Vanessa Ritenour…………………………….…..………………………………CTE Director

**ATHLETIC DEPARTMENT**
Rod Blount………………………………………………………… Athletic Director
Darrell Harborth ………………………………………………..………. Girls' Coordinator
Jayme Ortiz …………………………………………………….…………… Athletic Trainer

**BAND**
Patrick Todd …………………………………………………..….… Fine Arts Director
Jon Alexander ….…………………………………………………Assistant Band Director
Robert Carpenter …………………………….…………………Assistant Band Director

**BUSINESS SERVICES**
Paul Neuhoff ………………………………….. ………………………………….Chief Financial Officer
Alicia Boswell …………………………………………………… Payroll & Benefits Manager
Sarah Lipke……………………………………………………………Accounts Payable Specialist
Sarah Santone…………………………………………… Business Ofc & Operations Specialist

**CHILD NUTRITION SERVICES**
Carlette Drabek …………………………………..……………………………… Director
Gracie Lopez..………………………………………………………………..…. CNS Assistant

**HEALTH SERVICES**
Veronica Schnautz …………………………………………………………………… Lead R.N.
Stephanie Mozisek ………………………………………….… ……………LVN (High School)
Veranda Lyman …………………………… ……………………..…………. LVN (Intermediate)
Jacquelyn Kernan …………………………………………………….……… LVN (Jr. High)

**HUMAN RESOURCES**
Kathy Peel……………………………………….…………………………..Human Resources Director
Ingrid Davenport ……………………………………………………….…... HR Admin Assistant

**SPECIAL EDUCATION SERVICES**
Janna Smith   …………………………………………………….Special Education Director
Tina Weaver ………. ……………………………………………………………..Admin. Assistant
Anissa Ebert ……………………………………………………………… Behavioral Aide
Tracey Guetzke ………………………………………………………… Behavioral Specialist

Courtney Marlar ……………………………….. ………………………………… Dyslexia Specialist
Laura Malik …………………..……….… …..…. …………………………… Behavioral Specialist
Bernie Martinez …………………………………………………………… Dyslexia Specialist
Jennifer Mulvaney ………………………………………………………… Dyslexia Specialist
Monica Parks ……………………………..………………………… Educational Diagnostician
Jennifer Reinhard ………………………………………………………………Speech Therapist
Lindsay Rhodes…………..…………………..…………………… Speech Language Pathologist Assistant
Cristina Rodriguez …………………………………………… Licensed Specialist in School Psychology
Kari Whitlow …………………………..………………………… Educational Diagnostician

**TECHNOLOGY DEPARTMENT**
Brad Bettis    …………………………….. ………… ………..………..………Director of Technology
Zac Chase ……...……………… ……………………….………………Network Administrator
Connor Vanneste…………………….....… …………………………………Systems Administrator
Scott Morrison …………………………………………….……..…. Technology Inventory
Drew Robertson …. . . …………………….………………Technology Technician
Andrew Deiley …………………………………..…..…………Technology Technician

**OPERATIONS SERVICES**
Robby Castillo ……………………………. . . ………………..………………Director of Operations
Manuel Jimenez ……………………………………………….…….... Custodial Services Manager
Mike Fehlis……………………………………………………..…………… Groundskeeper
Rodolfo Garcia ……………....…………… …………………….…………… Groundskeeper
Daniel Martinez …...……………………… …. .…………………...…… HVAC Technician
Ty Price …………………………………….  ..…………………………………..… Facilities Specialist
Johnny Polendo …...………………………… …….……. . ………...… Maintenance Technician
<mark>Vacant</mark> ……..……………………………………….…….....…….Maintenance Technician

**TRANSPORTATION**
Daniel Weaver ………..…………………………………………….…………Transportation Manager
Christine McNeal …………………………………………………………... Driver & Fleet Services

# CAMPUS LEADERSHIP

## Navarro High School (9-12)
6350 N. SH 123, Seguin, TX 78155
Phone:  (830) 372-1931   Fax:  (830) 401-5570
Principal: Clay Scarborough
Assistant Principal: John Pugh
Academic Dean: Michele Hansen
Campus Administrative Asst: Deborah Dailey
Counselor: Robyn Steffen, CTE Counselor: Kelli Gates

## Navarro Jr. High (7-8)
6450 N. SH 123, Seguin, TX 78155
Phone: (830) 401-5550        Fax:  (830) 379-3135
Principal: Natasha Williams
Campus Administrative Asst: Hope Schneider
Counselor: Jennifer Fishbeck

## Navarro Intermediate (4-6)
588 Link Rd., Seguin, TX 78155
Phone:  (830) 372-1943        Fax:  (830) 401-5580
Principal: Michelle Schwarzlose
Assistant Principal: Megan Ramos
Campus Administrative Asst: Christy Reyes
Counselor: Darby Clardy

## Navarro Elementary (PK-3)
380 Link Rd., Seguin, TX 78155
Phone: (830) 372-1933        Fax:  (830) 401-5581
Principal: Laurel Wilson
Assistant Principal: Tasha Goode
Campus Administrative Asst: Susie Sanchez
Social Worker: Bethany Bishop

# General Information

# Attendance Codes and Official Times

The district-wide attendance codes are as follows:
Daily Reason Code Description Deducts
  A – Excused Absence
  U – Unexcused
  E – Extra Curricular
  F – Co-Curricular
  M – Medical
  R – Religious
  W – Doctor's Note All Day Absence
  S – Suspended
  J – ISS/DAEP

The official attendance time for each campus will be as follows:
  High School: 3rd period-10:30 am
  Junior High: 3rd period-10:30 am
  Intermediate: 1st Period Block for 4th and 5th/2nd Period for 6th-10:00 am
  Elementary: 3rd hour-10:00 am & 5th hour-1:00 pm

# Bullying

All employees are required to report student complaints of bullying to their campus principal.  The district's policy that includes definitions and procedures for reporting and investigating bullying of students is reprinted below from Navarro ISD FFI Policy Online:

*Note:* This policy addresses bullying of District students. For provisions regarding discrimination, harassment, and retaliation involving District students, see FFH. For reporting requirements related to child abuse and neglect, see FFG. The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.

STUDENT WELFARE FFI FREEDOM FROM BULLYING (LOCAL)
DATE ISSUED: 6/9/2008 UPDATE 83
FFI (LOCAL)-A

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or –related activity, or in a district operated vehicle, and the behavior:
- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism.  In some cases, bullying can occur through electronic methods, called "cyber bullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention.  The administration will investigate any allegations of bullying or other related misconduct.

12

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism. Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. A report may be made orally or in writing.

Any District employee who receives notice that a student has or may have experienced bullying shall immediately notify the campus principal or designee.

If a report is made orally, the campus principal or designee shall reduce the report to written form.
The campus principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, and if so proceed under that policy instead.

The campus principal or designee shall conduct an appropriate investigation based on the allegations in the report. The campus principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate. Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the campus principal or designee shall take additional time if necessary to complete a thorough investigation.

The campus principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the Superintendent or designee. If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the District's Student Code of Conduct. [For information on student transfers due to bullying, see FDB.]

The District may take action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of bullying under this policy. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

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

Retention of records shall be in accordance with CPC (LOCAL). Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

## Checklist to Use When Campus Administrator Receives a Report of Bullying or Harassment

**Step 1:** Obtain details regarding the allegations and put them in writing if not provided in writing.

**Step 2:** Verbally notify the parent(s) of the student alleged to have been bullied or harassed and the parent(s) of the alleged perpetrator.

**Step 3:** Take any interim steps that may be necessary to ensure student safety.

**Step 4:** Conduct an investigation of the allegations, gathering information and documenting findings.

**Step 5:** Prepare report documenting investigation conclusion regarding whether or not bullying occurred.

**Step 6:** Separately meet with or contact the parents of both the alleged target and alleged perpetrator to notify them of your findings.

**Step 7**: If necessary, take any disciplinary or corrective measures necessitated by the investigation conclusions; send a copy of the investigation to the Superintendent with specific action taken.

**Step 8:** Follow up with the parent contact with a letter summarizing the investigation findings and any actions taken. Summary statement may read, "Took appropriate action per Student Code of Conduct."

**Step 9:** Monitor (or assign others to monitor) the effectiveness of any corrective actions taken, including follow-up with any student (and parent of student) found to have been the target of harassing or bullying conduct.

# Campus Planning

**Campus-Level Committee**
Policy BQB (Legal) and BQB (Local)

A campus-level committee shall be established on each campus to assist the principal. The committee shall meet for the purpose of implementing planning processes and site-based decision making in accordance with Board policy and administrative procedures and shall be chaired by the principal. The committee shall approve staff development of a campus nature.

The committee shall serve exclusively in an advisory role except that each campus shall approve staff development of a campus nature.

The committee shall perform duties as described in BQB (LEGAL).

Each principal shall be responsible for the development of campus performance objectives. These objectives shall be formulated annually in accordance with a schedule established by the District, shall support the District's educational goals and objectives, and shall be specific to the academic achievement of students served by the campus. The Board shall review and approve campus performance objectives.

The principal shall be responsible for ensuring that no campus initiated decision violates rule, law or policy, unless the campus has obtained a waiver [see BQB (LEGAL) preceding and BF].

Except as prohibited by law, a campus may apply to the Board for a waiver of a local policy. An application for a waiver must state the achievement objectives of the campus and the reasons for requesting the waiver.

The principal or designee shall ensure that the campus –level committee obtains broad-based community, parent and staff input, and provides information to those persons on a systematic basis. Methods of communication shall include, but not be limited to:
1. Periodic meetings to gather input and provide information on the work of the committee. Meetings shall be advertised in District or campus publications.
2. Articles in District or campus publications regarding work of the committee.
3. Periodic reports on the work of the committee that may be posted on campus bulletin boards.

The committee shall be composed of members who shall represent campus-based professional staff, parents, businesses and the community. At least two-thirds of the District and campus professional staff shall be classroom teachers. The remaining one-third may be professional nonteaching District- and campus-level staff. For the purpose of this policy, District-level professional staff shall be defined as professionals who have responsibilities at more than one campus, including, but not limited to, central office staff.

The committee shall include at least two parents of students currently enrolled within the District, selected in accordance with administrative procedures. The principal shall, through various channels, inform all parents of campus students about the committee's duties and composition, and shall solicit volunteers.

The committee shall include at least one community member, selected in accordance with administrative procedures that provide for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate and shall solicit volunteers. All community member representatives must reside in the District.

The committee shall include at least one business representative, selected in accordance with administrative procedures that provide for adequate representation of the community's diversity. The principal shall use several methods of communication to ensure that community residents are informed of the committee and are provided the opportunity to participate, and shall solicit volunteers. Business member representatives need not reside in nor operate businesses in the District.

Classroom teachers shall be nominated and elected by all professional staff assigned to that campus.

Other campus-based non teaching professionals shall be nominated and elected by all professional staff assigned to that campus.

District-level personnel shall be nominated and elected by campus non teaching professional staff.

An employee's affiliation or lack of affiliation with any organization or association shall not be a factor in either the nomination or election of representatives on the committee. Nominated employees shall give their consent to serve on the committee before they are eligible for election. Nominations and elections shall be conducted in accordance with this policy and administrative regulations.

Representatives shall serve staggered two-year terms and shall be limited to two consecutive terms on the committee. After the initial election or selection, representatives shall draw lots, within each representative category, to determine the length of initial terms.

A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.

The committee shall meet at the call of the principal. The principal shall set the agenda for each meeting. All meetings shall be held outside the regular school day.

**Campus Improvement Plan**

By law (TEC. §11.253), each campus improvement plan must:
- Assess academic achievement for each student using the academic excellence indicator system
- Set campus performance objectives based on the academic excellence indicator system, including objectives for special populations and compensatory or accelerated education programs
- Identify how campus goals will be met for each student
- Determine resources needed to implement the plan
- Identify staff needed to implement the plan
- Set timelines for reaching the goals
- Measure progress toward the performance objectives periodically to ensure that the plan is resulting in academic improvement

Campuses should review and revise the draft plans developed last spring after a thorough analysis of the accountability data.

A final copy of each campus improvement plan should be submitted to the Chief Instructional Officer by September 10th.

Senate Bill 1 requires that each campus site-based team hold at least one public meeting per year after the receipt of the campus rating. The purpose of the meeting is to discuss the campus performance as reflected by the AEIS report and to discuss the campus performance objectives contained in the Campus Improvement Plan.

**Campus Site-Based Team Meetings**

Principals should regularly consult the campus site-based team in planning, operation, supervision, and evaluation of the campus educational program. At minimum, campuses are to hold four (4) meetings per year. The composition and operation of the group shall be in accordance with Policy BQB (Legal) and BQB (Local).

The following information should be provided to the Chief Academic Officer by September 15th:

- A listing of the campus site council meetings dates for the year
- A list of the members of the campus site council, and their position (teacher, parent, business representative, community representative, etc.)
- The method used for staff to put an item on the agenda
- The method used to disseminate minutes or information about what transpired at the meeting

After each meeting, a copy of the meeting minutes shall be forwarded to the Chief Instructional Officer.

# Community Involvement/Public Relations

**Board Meetings**
The Navarro ISD Board of Trustees usually meets every third Monday of the month at 7:00 p.m.  Meetings are held in the Intermediate Cafeteria.  A copy of each meeting's notice and agenda will be posted on the district's web site.  The Board has requested that students lead the Pledge of Allegiance at the beginning of each Board meeting. Principals are responsible for selecting and inviting a student(s) to this honor twice during the school year, as scheduled. If desired, campuses can also include some type of presentation (not to exceed 10 minutes) for the beginning of the meeting in conjunction with leading the pledge.

**Calendar of Activities**
Please send your planned yearlong calendar items to the Superintendent's Administrative Assistant (Monica Wahl) for posting on the School Events Calendar by Sept. 7th. Please send updates by the first of each month thereafter. Throughout the year, web calendar duties are as follows:
- Facilities and any high school event will be posted by Kathie Epp at the High School.
- District calendar, Academic Testing Calendar, Board Meetings, Academic Planning & Facilities Planning, SHAC Meetings, NEF meetings and other meetings assigned by Administrative Staff will be posted by the CO Receptionist.
- Campus calendar events will be posted to both campus and district calendars by campus Webmasters.

Refer to the most current district e-calendar before you set new activities on your campus. Please include time and location of events on the calendar items posted.

### Campus Newsletters

Campuses are asked to post a copy of the campus newsletter on their campus websites and send a copy to the Superintendent's office upon distribution.

### Community Pride

In an effort to promote school/community pride, and to support our goal of every Navarro student reaching graduation, the district's theme is:  **NAVARRO ISD – WHERE EXCELLENCE IS THE STANDARD**.  We want to create a 'sense of belonging' for every student we serve.  Our official colors are purple and gold.  We ask that you make an effort to promote campus and district pride while respecting the individual needs of students.

**District Graphics & Branding**
The Panther Logo and "N" logo were adopted by the Board of Trustees. Graphics & Branding guidelines are available on the district website under the "About Us," menu. These guidelines include color, font, and size variations to using logo materials.

**Procedure for Media Releases**
Campus principals will send regular updates to the local media and a copy to the Superintendent. Campuses are encouraged to take photos at events to be covered. Digital cameras can be checked out from the campus library or requests for photo coverage can be made through email to the high school yearbook coordinator. Please give adequate notice (at least 3 days) when requesting photo coverage.  Send these photos to the campus principal along with a brief account of the event/story and the name of the person to contact for more information. Staff is asked to refrain from notifying the media directly or speaking with the media without first contacting the Superintendent. Coaches/Sponsors of activities are encouraged to send results of competitions immediately following events. Information requests for Facebook can be emailed to the  Superintendent.

**Media Contacts:**

| | |
|---|---|
| Seguin Gazette: (830) 379-5441 | KWED: (830) 379-2234 |
| News – editor@seguingazette.com | News – news@kwed1580.com |
| Education – Brenda.mrozak@seguingazette.com | Sports – sports@kwed1580.com |
| Sports – sports@seguingazette.com | KGNB- 830-625-7311 |
| Herald Zeitung: (830) 625-9144 | |

**Procedure for Honor Roll**

It is the responsibility of campus principals to send All A and more A's than B's honor rolls directly to the Seguin Gazette at the end of each grading period. Honor rolls should be reported no later than one week after report cards are issued.  Campuses are asked to please check the spelling of each child's name carefully before submitting the honor rolls. Names should be submitted in upper and lower case (not all caps), first name followed by last name in narrative list with commas (not columns).

> For example:
> **All A's & More A's than B's would follow same format**
> Grade 4
> Samantha Alton, Joe Cord, Alissa Everett, Juan Rodriguez, Billy Smith
> Grade 5
> Maria Avalos, Matthew Framingham, Beth Green, Robert Rodriguez, Rosa Villanueva, Josh Wilson

**Public Relations**

Maintaining positive school-community relations should be a goal for every employee in the district.  While each campus principal is responsible for his or her public relations program, it is the responsibility of every employee to promote this by providing an outstanding educational program and ensuring that parents and community members are encouraged to be actively involved in the education of our students.  We need to sincerely welcome parents who are involved and reach out to those who are not.

Unfortunately, rumors seem to spread more quickly than facts, so it is essential that we maintain good lines of communication on all levels.  It is extremely important to keep everyone well informed – your students, your public, your faculty and your supervisors.

**Student Name/Photo/Video Release**

Parents can request through the student handbook signature sheet that their child(ren) not be photographed and that the name(s) of their child(ren) not be released. If no signature sheet with restrictions is returned to the campus (within 10 days of receipt of handbook), approval of release of name and photo is assumed.  Teachers should have a classroom roster that indicates which students cannot be photographed for media release. It is the responsibility of the classroom teacher to make sure the media does not photograph these students. In addition, campuses should send a list of students whose names/photos should be withheld to the Superintendent's office by September 15th each year.

**Solicitation in Community**

Please discuss with the Superintendent any solicitation in the community that you are considering beyond the approved fundraisers before the solicitation takes place. We need to be mindful not to inundate our community with requests. Solicitation should not take place for items that are budgetary in nature.

# District Employee Dress & Grooming Standards

### Dress and Grooming Guidelines for Navarro ISD Staff 2022-2023

- Clothing should be neat, clean, not excessively worn, and "business casual" professional in appearance.
- Employees must wear their photo picture ID during school hours.
- Yoga Pants, tights, leggings, or similar attire are strictly prohibited.
- Undergarments will not be visible or exposed; and clothing will reflect modesty.
- Earrings are acceptable; wearing of nose rings and other body piercing is not allowed during school or school activities.
- Small discrete tattoos may show; others must be covered.
- Men should wear collared shirts.
- Operations staff, Maintenance and Custodial workers, are required to wear district issued uniforms.
- Modestly appropriate length shorts can be worn on field trips or field days.
- *On Fridays only,* the following are allowed: T-shirts, and dressy flip flops (no shower shoes.)
- During classroom instruction, shorts are not allowed.
- For district in service days and workdays- follow the Friday dress code. For staff development outside of the district, professional dress is always required.
- Footwear must be business casual. Tennis shoes and sneakers may be worn. Men need to wear closed shoes; women may wear sandals.
- Certain departments, such as technology, food service, custodial and maintenance, always require closed toe shoes.
- Solid color jeans may be worn with the following restrictions:
  - -may not be excessively worn, faded, torn, stone or acid washed;
  - -may not have holes, or any other variation;
  - -must be neat and clean; and not excessively long.


## Final determination of appropriate dress will be made by administration.

# District Improvement Committee
Policy BQA (Legal) and BQA (Local)

The purpose of the District Improvement Committee is to provide a vehicle for integrated planning and decision-making. Through this process, the superintendent, district staff, principals, teachers, parents and community and business representatives assess educational outcomes of all students, determine performance objectives and strategies and ensure that strategies are implemented and adjusted to improve student achievement for all students.

State statute requires that the district committee include district-level professional staff in addition to campus-based professionals. This composition enables the inclusion of professionals knowledgeable about special needs populations, federal requirements and federal funding restrictions so they may be actively involved in the planning and decision-making process.

Two-thirds of the committee's professional staff composition must be classroom teachers. See Board policies BQA (Legal) and BQA (Local), as well as the administrative regulations for District-level planning and decision-making regarding the committee's composition. Members of the Academic Planning Team serve in this capacity.

The District Improvement Committee has the following roles and responsibilities:

The Board must ensure that the district-level planning and decision-making committee is actively involved in establishing the administrative procedure that defines the respective roles and responsibilities pertaining to planning and decision making at the district and campus levels (TEC§ 11.251).

The district-level committee is responsible for providing assistance to the district superintendent in the development, evaluation and annual revision of a district improvement plan (TEC §11.252)

The district-level committee must provide comments on district-level waivers that are submitted to the Board of Trustees for approval prior to consideration by the Commissioner (TEC §7.056).

If a local appraisal process and performance criteria are used, they must be developed by the district-and campus-level committees (TEC § 21.352).

The district-level committee must meet periodically with the Board, or the Board's designee, to share their deliberations (TEC §11.251).

The district-level committee must hold at least one public meeting per year. The required meeting must be held after receipt of the annual district performance report from the Agency for the purpose of discussing the performance of the district and district performance objectives (TEC §11.252).

A school district may use district-wide staff development developed and approved through the district-level decision process under TEC §11.251 as provided under TEC §21.451(c).

The administrative procedure that outlines the roles and responsibilities of the Superintendent, central office staff, principals, teachers and district and campus planning and decision-making committee members in the areas of planning, budgeting, curriculum, staffing patterns, staff development and school organization are outlined below.

In accordance with TEC 11.252(d), the board shall ensure that an administrative procedure is provided to clearly define the respective roles and responsibilities of the superintendent, central office staff, principals, teachers and district and campus planning and decision-making committee members (inclusive of parent, business, and community representatives) in the areas of planning, budgeting, curriculum, staffing patterns, staff development and school organization.

**Planning**
   The superintendent, principals, central office staff, teachers and district and campus planning and decision-making committee members shall be involved in annually preparing, reviewing and revising district and campus improvement

plans for plan content and purpose. The superintendent shall report periodically to the Board on the status of the planning process including a review of the related administrative procedures, any revisions to improve the process, and progress on implementation of identified strategies. Principals shall identify and set educational objectives for the campus through the campus improvement planning process. The District Advisory Committee shall be involved in establishing and reviewing the district and campus educational plans, goals, performance objectives and major classroom instructional programs.

**Budgeting**

The superintendent shall prepare or cause to be prepared a proposed budget covering all estimated revenue and proposed expenditures of the district for the following fiscal year. Central office staff, program directors, coordinators and principals will advise the superintendent in the preparation of a proposed budget for the following fiscal year. Each campus principal will prepare a budget after considering the recommendations of the campus planning and decision-making committee and submit the budget to the business department. Teachers and committee members shall make recommendations to the district and campus planning and decision-making committees for the proposed budget based on comprehensive needs assessments for the district and campuses as guided by the District's Improvement Plan.

**Curriculum**

The Chief Academic Officer will assume administrative responsibility and leadership for educational programs and services. Central Office staff will ensure that budgetary appropriations and expenditures are aligned with identified curricular and instructional needs of the district and campuses are aligned with state and federal regulations. Principals shall assume administrative responsibility and instructional leadership for the implementation of the district-approved curriculum and the instructional programs. Teachers will assist in the development and implementation of district-approved curriculum and instructional programs and related staff development. District and campus committee members, principals and teachers review and evaluate the effectiveness of all curricular and instructional programs.

**Staffing Patterns**

The superintendent shall assume administrative authority for all assignments and evaluations of personnel in the district. Central office professional staff shall assign and evaluate central office paraprofessional and non-exempt staff as designated by the superintendent. Principals shall approve staff assigned to the campus and shall assign and evaluate personnel on the campus. Teachers may make recommendations regarding staffing needs and may assist the principal and campus administration in the selection of campus personnel. Site Based Team members may provide input into staffing needs.

**Staff Development**

The superintendent or designee shall ensure that all required elements of staff development such as technology training, discipline management strategies, required special programs training and curriculum implementation strategies are provided. In addition, the superintendent will enable campus committees to determine staff development needs and conduct training to support the identified needs. Appropriations in the budget to provide for identified district-wide staff development training needs shall be provided by the superintendent. Principals shall assume administrative responsibility for implementation of campus staff development training. Teachers shall recommend staff development training that aligns with the district and/or campus staff development needs assessment. The District Site Based Team members shall assist in providing input and developing and interpreting the district-wide staff development and approval of the portions of the district and campus plans addressing district-wide and campus staff development needs and necessary waivers, as appropriate.

**School Organization**

The principal has primary responsibility for school organization. The superintendent, program directors and appropriate central office staff work collaboratively with principals and other campus administrators in the supervision and approval of matters of school organization such as restructuring, scheduling, personnel assignments, discipline management and student services of the district. District Site Based members, campus committee members and teachers will also provide input for school organizational issues.

District Site Team meetings shall be called at the discretion of the superintendent. There will be a minimum of two (2) meetings per year.

Term:

The term for district professional staff shall be two years as defined in Board policy BQA. Elected representatives shall be limited to two consecutive terms. However, the membership committee may waive the term limitation for individual members when circumstances warrant. The term for business, community and parent representatives shall be two years. A term commences each October.

Meeting agendas:

Any member of the District Site Team may submit agenda items to be considered by the total committee at the next regularly scheduled meeting, by submitting the item to the superintendent one week before the regularly scheduled meeting. The membership will receive a copy of the agenda and informational materials at least three workdays prior to a scheduled meeting. A majority of members present constitutes approval for a recommendation to be moved forward.

Duties:

- Set meeting dates and agendas and conduct meetings.
- Prepare written materials for membership.
- Stay abreast of issues and calendar regular items to come before the committee.
- Coordinate the selection of the appointed members.
- Set agendas and meeting dates for sub-committee meetings.
- Perform all duties assigned to District Site Team representatives.
- Be aware of the roles and responsibilities of the members.
- Prepare for committee meetings by reviewing provided materials.
- Attend meetings and sub-committee meetings on a regular basis.
- Serve as liaison between the District Site Based and the Campus Site Based committees.
- Elicit input from and provide feedback to the member's representative grouping.

# District Safety and Security Council

Senate Bill 11 and House Bill 18, passed by the 86th Texas Legislature, contain many new requirements for school safety. The Commissioner of Education, along with the Texas School Safety Center at Texas State University, will be writing rules that will give us specific guidance in implementing the legislation. We know that we will be incorporating new training for trauma-informed care and threat assessment.

We will develop a safe and supportive school team at each campus that will receive training from the Safety Center or the Region Service Center. Members of the team must have expertise in counseling, behavior management, mental health and substance abuse, school safety and security, emergency, and law enforcement.

# Donated Goods

Per Board Policy DH (Local)

For purposes of this policy, donations shall include, but shall not be limited to:

- Gifts of cash,
- Grants,
- Personal and/or real property, or
- Services made by:
- Businesses,
- Corporations,
- Foundations,
- Nonprofit organizations,
- Governmental entities,
- Booster clubs,
- PTAs,
- PTOs,
- Volunteer organizations, or
- Private citizens

The District shall effectively and consistently assert its discretion and authority over District functions. This includes, but is not limited to, the potential effect that donations may have on District instruction, finance, personnel, and facilities. Philanthropic efforts initiated or developed by businesses, corporations, foundations, nonprofit organizations, governmental entities, booster clubs, PTAs, PTOs, volunteer organizations, or private citizens must be conducted within the guidelines and criteria of this policy. Potential donors and/or individuals acting on behalf of a potential donor(s) are requested to seek prior approval of their proposed donation through the approval process described in this policy.

Guidelines regarding donations are as follows:
- Any donation that is given to a school or program of the District shall become the property of the District unless prior to the District's acceptance of the donation, the donor and the District agree to a separate ownership designation. All donations described in this policy shall be consistent with District goals, policies, and plans.
- Any donation given without a specific use or designation may be allocated for use by any school or program at the discretion of the Superintendent and/or designee.
- Any donation of less than $1,000 may be approved by the Superintendent.
- Any donation equal to or greater than $1,000 in value, and/or any donation or combination of donations serving a common or like purpose that have an individual or collective value of $1,000 or more, must have approval through the following procedure.

Completion of the District application for donation shall be submitted to the Superintendent or designee for presentation to the Board and shall include:
- Name, address, phone number, and name of the person authorized by the donor
- Description of the donor's purpose for the donation.
- Amount of value of the donation.
- Life of donation.

Provisions or restrictions of donation (if any).
- Terms and conditions for return of donation to donor if donation provides for any time or use limitations.
- Itemization of matching or additional funds or other costs that may be incurred by the District, both during and subsequent to the donation period, as a result of accepting the donation.

Potential donors must complete the District application for donation in consultation with the District staff member responsible for coordination of the donation. The proposal may then be submitted through the formal donation application procedures detailed in this policy.

To be acceptable, a donation must have a purpose consistent with District goals, plans, and objectives as determined by the Superintendent and/or the Board. A donation shall not be accepted if it:
- Creates a program or condition that the Superintendent and/or the Board believe to be inconsistent with District policies, philosophies, current or future plans, or purposes.
- Creates costs to the District that are determined by the Superintendent and/or the Board to be unreasonable or unsupportable.
- Creates a restriction on any other school or District program that the Superintendent and/or the Board deem inconsistent with District policies, philosophies, current or future plans, or purposes.
- Creates a conflict with public law.

Following receipt of an approved donation, the District staff member named as the District coordinator of the donation shall submit to the Superintendent or designee a written confirmation of each donation and the name of the donor within five working days of receipt of the donation. Copies of the final approval and any related conditions or qualifications imposed by the District as a condition of approval shall be filed with the business manager and provided to the donor.

# Notice of Parent and Student Rights
**FERPA** FL (EXHIBIT)

**Release of Student Information**

Federal and state laws safeguard student records from unauthorized inspection or use and provide parents and "eligible" students certain rights:

**What is an "eligible" student?**
A student who is 18 or older OR who is attending an institution of postsecondary education

**What information will the District routinely release?**

General information about Navarro ISD students is considered "directory information" and will be released to anyone who follows procedures for requesting it. That information includes:

- A student's name, address, telephone number, date of birth and place of birth.
- The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student's dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school attended previously.

**What about military recruiters and colleges?**

In addition to release of student information required under FERPA, to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address and phone number of secondary students enrolled in the District.

**Can a parent restrict this information?**

Yes. A parent or eligible student may prevent the release of directory information regarding a student. This objection must be made in writing to the principal within ten school days after the parent or student has been provided this notice.

**What about information regarding grades, test results, disciplinary records, etc.?**

Virtually all information pertaining to student performance is considered a confidential educational record and may be released to:

- The parents – whether married, separated or divorced – who will generally have access to the records.
- A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.
- Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may access the records if the student is a dependent for tax purposes.

- District staff members - who have what federal law defines as a "legitimate educational interest" in a student's records.  Such people would include school officials, school staff members (such as teachers, counselors, diagnosticians) or an agent of the District (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency – such as a prospective employer or for a scholarship application – will occur only with parental or student permission as appropriate.

Where do I go to review the records?
The Superintendent is custodian of all records for currently enrolled students at the assigned school and for students who have withdrawn or graduated.

Records may be reviewed during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is 6450 N. State HWY 123, Seguin, TX 78155.

The parent's or eligible student's right of access to and copies of, student records does not extend to all records. Materials that are not considered educational records – such as teachers' personal notes on a student that are shared only with a substitute teacher and records on former students after they are no longer students in the District – do not have to be made available to the parents or students.

**What can I do if I think a record is inaccurate?**

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may review and inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG.

**What is the cost of copying records?**

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Please note:  Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records. The District's complete policy regarding student records is available from the Principal's or Superintendent's office.

**Transcript requests**
 Seniors needing a transcript must sign a release form available in the Registrar's office. If the student is under 18 years of age, the form will require a parent signature. Official transcripts are free for active students. Transcripts for NISD alumni are $2.00 per copy. All money collected will be deposited into the District's general fund.

# Outgoing Mail

Please be aware of the following guidelines when preparing mail for distribution:
- Bulk rate mail is not available through the district. For large mailings of 500 pieces or more, please call the Central Office Administrative Assistant two days in advance of the mail-out.  It is the responsibility of the department or campus doing the mail-out to deliver the job to the post office if mail has already been picked up by the mail carrier.
- When preparing large mailings of 50 or more pieces, someone from the campus or department will need to apply the postage to the pieces to be mailed.  The Central Office will preset the mailing machine when the items arrive in the Central Office.
- Post card mailings require the department or campus contact the C. O. Admin. Assistant  to ascertain the proper dimensions and weight of the card stock needed to meet postal requirements.
- Certified mailings will require the department or campus submit the letter and all necessary information to Central Office no later than 9 am or the mailing will go out the next business day.
- When preparing regular mail, all envelopes must be turned in the same direction and all flaps closed prior to arrival to the Central Office. (If students or other volunteers are helping with the mail out, please ensure they are aware of the information.)  Pieces that are of the same size and weight may be bundled together.  Any pieces that are not of uniform size and shape must be separated so that individual postage can be determined and properly applied to the mail.

# Parent Involvement

Campuses are expected to provide a Family Friendly environment. Everyone who answers a telephone or greets a visitor needs to project a positive, welcoming, "customer service" demeanor. Parent involvement is the participation of parents regarding all aspects of student education, including commitment of time, energy and goodwill in order to promote the success of the District's students. All district volunteers (parents & grandparents of students) must have their ID scanned through the RAPTOR systems, others must have a cleared background check on file. The form must be completed and submitted to the campus office annually, then submitted to Human Resources. Volunteer applications are located on the district website under Parents/Volunteer Applications.

**Opportunities for Parent Involvement**

The District recognizes and appreciates the importance of parents becoming involved in the schools. Therefore, the District will provide a variety of opportunities for parent involvement, including but not limited to the following:
- Volunteering to support school activities
- Serving as a parent representative in the planning and decision-making process or on other school committee and groups
- Assisting with and participating in fund-raising projects
- Chaperoning field trips and school dances
- Serving as a room parent
- Tutoring or volunteering in the school classroom
- Serving as an advocate for children
- Mentoring
- Serving as a resource advisor
- Serving as a classroom or school program speaker
- Providing job shadowing opportunities for students and teachers
- Providing resources as a donor

**Parent-Teacher Organizations**

*Each campus is required by state law to have at least one parent organization.* Citizens are encouraged to participate in determining educational goals and objectives that will meet the needs of students in the community. The Board recognizes the parent-teacher organizations as mediums through which District personnel, parents and other citizens may discuss educational concerns and problems and work together toward solutions. Representatives and members of these organizations shall in all circumstances be treated by District personnel as interested friends of the schools and as supporters of public education in the District.

**Other Parent Groups**

Clubs operating within the schools with connections to parent organizations shall operate within the general regulations for local groups, subject to approval of the Superintendent.

**Booster Clubs**

The Board has established the following guidelines for the organization and operation of booster, spirit or parent clubs:
- All booster clubs shall submit to the Superintendent for approval a constitution or guidelines for operation.
- The guidelines shall clearly indicate that the goals of the organization are to render support to a particular program, and that the events and activities of the club shall not conflict with any Board policies or administrative regulations that pertain to the organization to be supported.
- The school employee who sponsors, coaches or directs the activity or club to be supported shall at all times be knowledgeable of all Board policies or administrative regulations and help officers of the club operate within such guidelines.
- The club shall operate with the premise that the activity is under the control of the director, coach or sponsor, who in turn is subject to administrative regulations and Board Policy. The club shall operate with the premise that the employment, pay and duties of the director, coach and sponsor are regulated by the administration.

Booster Clubs and Parent Clubs are not allowed to:
- Use district postage meter
- Use district copy paper or laminating paper
- Use the district's tax-free status to buy supplies
- It is not legal for students to sell raffle tickets – only adults may sell raffle tickets.

Complete UIL Booster Club Guidelines can be found at www.uil.utexas.edu

**Purchases for the Schools**

Before parent groups or other groups working with the school purchase equipment for the schools, including computer hardware and software, they shall notify the principal of their plans. The principal shall consult with the business office and/or technology department to determine the type or brand of equipment to buy to ensure compatibility with current district equipment.

# Press Box Accessibility for Persons Requiring Assistance

**PLAN FOR PROVIDING AUTHORIZED PERSONS WITH MOBILITY IMPAIRMENTS ASSISTANCE IN ACCESSING THE PROGRAMS AND ACTIVITIES AT THE HIGH SCHOOL STADIUM AND PRESS BOX**

The administrative and coaching staff of NISD have identified the following programs and activities that the district permits to take place in the athletic stadium press box:
1. Filming
2. Game or Event Announcing and Sporting
3. Game Timekeeping
4. Reporting: Radio and Print Media
5. Making Announcements for Halftime Activities or Special Events

**If you need assistance in accessing the press box for any of the activities listed above, please contact the High School Athletic Office in advance at (830) 372-1931.**

**If you are at the stadium for an event, and have not made prior arrangements, please contact a gatekeeper.**

**PLAN**

Persons with mobility impairments will be provided assistance in accessing these programs and activities as follows:
1. Filming. Filming is normally done by more than one individual. We will provide copies of film taken at the press box, at the district's expense. If so requested, we will provide film from a camera elevated at the sideline and/or end zone.

2. Announcing and Spotting. A mobility impaired announcer or spotter will be set up in a portion of the stands designated for wheelchair accessibility. The district owns a portable sound system and microphone which will be provided for use.

3. Timekeeping. We will set up an accessible table in the end zone, from which we will cable the clock module to the scoreboard.

4. Media. We will reserve a portion of the stands, close to the 50 yard line, designated for wheelchair accessibility.

5. Announcements. We will provide access to a portable sound system and microphone on the track area, which is wheelchair accessible.

**PROCEDURE**

1. The plan, as stated above, will be reviewed annually with the maintenance and grounds staff, the administrative staff, the coaching staff and gate-keepers. It will be included in the NISD Procedures Manual, which is published annually. At the annual August organizational meeting of administrative staff, we will review how to quickly communicate needed arrangements to the appropriate responder.

27

2. The plan will be posted on the district's website at www.nisd.us. The link title will be Access to Stadium Press Box. The plan will include the names and telephone number of the staff member designated (Central Office Administrative Assistant) to coordinate arrangements.

3. Signs will be posted at the entrances to the stadium stands on the press box side. The signs will state:
**If you are at the stadium for an event, and have not made prior arrangements, please contact a gatekeeper**.

# Public Information Request
## GBA (LEGAL)

Please refer public information requests to the Superintendent's Administrative Assistant. Persons may request public records, including the portion of all documents, writing, letters, memoranda or other written, printed, typed, copied or developed materials that contains public information unless such documents fall under the exception from public disclosure. Public information is available to persons within a reasonable length of time after completing the request for records forms. The disposition of requests and schedule of charges forms are available from the Administrative Assistant. Public information is available to the public during normal business hours of the district. The Superintendent is the district's officer for public record. Public information means any information that is collected, assembled or maintained under a law or ordinance or in connection with the transaction of official business by the Board or for the Board and to which the Board has a right of access.

# Public Information Cost

Guidelines for Copy Charges
Board Policy Reference GBAA (EXIHIBIT)

The charges in this exhibit, to recover costs associated with providing copies of public information, are based on estimated average costs to governmental bodies across the state.  When actual costs are 25 percent higher than those used in these rules, governmental bodies other than agencies of the state may request an exemption in accordance with 1 TAC 70.4. Copy charges are as follows:

1. Standard-paper copy.  The charge for standard-paper copies reproduced by means of an office machine copier or a computer printer is $.10 per page or part of a page.  Each side that has recorded information is considered a page.

2. Nonstandard copy.  The charges for nonstandard copies are:
   a. Rewritable CD (CD-RW) — $1.00
   b. Non-rewritable CD (CD-R) — $1.00
   c. Digital video disc (DVD) — $3.00
   d. Other electronic media — actual cost
   e. Audio cassette — $1.00
   f. Oversize paper copy (e.g., 11" x 17", greenbar, bluebar, not including maps and photographs using specialty paper) — $.50
   g. Specialty paper (e.g., Mylar, blueprint, blueline, map, photographic) — actual cost

**Charges are as follows:**

3. If a particular request requires the services of a programmer in order to execute an existing program or to create a new program so that requested information may be accessed and copied, the District may charge for the programmer's time.  The hourly charge for a programmer is $28.50 an hour.  Only programming services shall be charged at this hourly rate.  Districts that do not have in-house programming capabilities shall comply with requests in accordance with Government Code 552.231.  [See CQ]

4. The charge for labor costs incurred in processing a request for public information is $15.00 an hour.  The labor charge includes the actual time to locate, compile, manipulate data, and reproduce the requested information.

5. A labor charge shall not be billed in connection with complying with requests that are for 50 or fewer pages of paper records, unless the documents to be copied are located in two or more separate buildings that are not physically

connected to each other or a remote storage facility. For purposes of this provision, two buildings connected by a covered or open sidewalk, an elevated or underground passageway, or a similar facility, are not considered to be separate buildings.

6. A labor charge shall not be recovered for any time spent by an attorney, legal assistant, or any other person who reviews the requested information:
   a. To determine whether the District will raise any exceptions to disclosure of the requested information under Government Code, Subchapter C, Chapter 552; or
   b. To research or prepare a request for a ruling by the attorney general's office pursuant to section 552.301 of the Government Code. [See CQ]

7. When confidential information pursuant to a mandatory exception of the Act is mixed with public information in the same page, a labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in order to release the public information. A labor charge shall not be made for redacting confidential information for requests of 50 or fewer pages, unless the request also qualifies as a labor charge pursuant to Government Code 552.261(a)(1) or (2).

**Overhead charges are as follows:**

8. Whenever any labor charge is applicable to a request, the District may include in the charges direct and indirect costs, in addition to the specific labor charge. This overhead charge would cover such costs as depreciation of capital assets, rent, maintenance and repair, utilities, and administrative overhead. If the District chooses to recover such costs, a charge shall be made in accordance with the methodology described in item 3 below. Although an exact calculation of costs will vary, the use of a standard charge will avoid complication in calculating such costs and will provide uniformity for charges made statewide.

9. An overhead charge shall not be made for requests for copies of 50 or fewer pages of standard paper records unless the request also qualifies for a labor charge pursuant to Government Code 552.261(a)(1) or (2).

10. The overhead charge shall be computed at 20 percent of the charge made to cover any labor costs associated with a particular request. For example, if one hour of labor is used for a particular request, the formula would be as follows: Labor charge for locating, compiling, and reproducing, $15.00 x .20 = $3.00; or programming labor charge, $28.50 x .20 = $5.70. If a request requires one hour of labor charge for locating, compiling, and reproducing information ($15.00 per hour); and one hour of programming labor charge ($28.50 per hour), the combined overhead would be: $15.00 + $28.50 = $43.50 x .20 = $8.70.

**Remote document retrieval charges are as follows:**

1. Due to limited on-site capacity of storage of documents, it is frequently necessary to store information that is not in current use in remote storage locations. Every effort should be made by the District to store current records on-site. To the extent that the retrieval of documents results in a charge to comply with a request, it is permissible to recover costs of such services for requests that qualify for labor charges under current law.

2. If the District has a contract with a commercial records storage company, whereby the private company charges a fee to locate, retrieve, deliver, and return to storage the needed record(s), no additional labor charge shall be factored in for time spent locating documents at the storage location by the private company's personnel. If after delivery to the District, the boxes must still be searched for records that are responsive to the request, a labor charge is allowed in accordance with item 2 under personnel charges, above.

**Computer resource charges are as follows:**

3. The computer resource charge is a utilization charge for computers based on the amortized cost of acquisition, lease, operation, and maintenance of computer resources, which might include, but is not limited to, some or all of the following: central processing units (CPUs), servers, disk drives, local area networks (LANs), printers, tape drives, other peripheral devices, communications devices, software and system utilities.

4. These computer resource charges are not intended to substitute for cost recovery methodologies or charges made for purposes other than responding to public information requests.

5. The charges in this section are averages based on a survey of governmental bodies with a broad range of computer capabilities. Each district using this cost recovery charge shall determine which category(ies) of computer system(s) used to fulfill the public information request most closely fits its existing system(s) and set its charge accordingly:

| Type of System | Rate |
|---|---|
| Client/Server | $2.20 per clock hour |
| PC or LAN | $1.00 per clock hour |

6. The charge made to recover the computer utilization cost is the actual time the computer takes to execute a particular program times the applicable rate. The CPU charge is not meant to apply to programming or printing time; rather, it is solely to recover costs associated with the actual time required by the computer to execute a program. This time, called CPU time, can be read directly from the CPU clock, and most frequently will be a matter of seconds. If programming is required to comply with a particular request, the appropriate charge that may be recovered for programming time is described above, at Personnel Charges. No charge should be made for computer print-out time. For example, if a mainframe computer is used, and the processing time is 20 seconds, the charges would be as follows: $10.00 / 3 = $3.33; or $10.00/(60 / 20) = $3.33.

# School Cancellation, Delayed School Opening

**5:00 a.m.** – Transportation Personnel and the Superintendent will check roads and bridges consulting with the Texas Highway Department and Weather Bureau as necessary.
**5:30 a.m. –** Status report and recommendation will be made to the Superintendent.
**5:45 a.m. –** The Superintendent will make the decision to do one of the following:
  o School will be held as scheduled;
  o The start of school will be delayed;
  o School will be cancelled.

- **Once the decision is made, the call tree will be initiated, and the Thrill Share Alert system is activated.**
  Each administrator/principal is responsible for ensuring his/her employees are called and or notified.
- **Employees should tune in to Seguin radio station KWED AM 1580 or New Braunfels radio station KNGB AM 1420**
  Or watch San Antonio TV stations: KENS 5, KSAT 12, KMOL 4 OR KWEX 41 for more information.
- **If school is cancelled**
  Only those employees responsible for water cutoff and temperature control will be required to report for work. These individuals will receive comp time for reporting to work.
- **If school is delayed**
  Teachers and other instructional staff members are to arrive as soon as safely possible prior to the arrival of the students.
  Principals, other administrative staff members, secretaries, custodians, and other staff should report for work at the regular time, unless it is unsafe to do so.

**Early/Late dismissal procedures:**
If inclement weather or an emergency necessitates the early or late dismissal of students, the following procedures will be followed:
- Superintendent will determine the time of the early or late dismissal.
- Superintendent will notify the campuses and the transportation department.
- An announcement will be released to Seguin Radio KWED AM 1580.
- Principals will closely monitor parent pick-up and the boarding of the buses.
- Students left at school will be placed in a common area until parents pick them up.

**Parent Information**
Parents should be given the following information in writing:
- Early or late dismissal times will be announced on Seguin radio station KWED. KWED will be the best source of information.

- Parents are discouraged from picking up their children during times of hazardous travel. If a parent chooses to pick up his/her child at a time other than the announced dismissal, student sign out is required, as per district policy.
- In the case of an early dismissal, parents should have contingency plans for the acceptance and supervision of their children at their home of record.
- For bus eligible students, parents should be aware that their children will arrive at their designated bus stop approximately one hour to one half hours after the dismissal time.
- Parents should avoid calling the school so that the telephone lines can be kept open for school personnel for the dissemination of information and instructions as required.
- If buses are not able to reach a student's home due to hazardous conditions, the buses will return to the district. Parents should plan to pick-up their children from there.

**Emergency Contact List:**
When a decision is made to cancel or delay the start of school, notification will start immediately with the Thrill Share Alert System and the emergency telephone call tree list. The telephone list should be updated yearly. Principals are required to keep a copy at home as well as at school.

**Thrill Share Alerts**
Navarro ISD uses a voice messaging alert service to further enhance our communication system in the event of an emergency or weather-related school closing. The service Thrill Share allows the district to send important school messages to the telephone number that is listed in the database.

# School Day
EC (Legal)

**First Day of School**
Grades PK-12: Wednesday, August 17, 2022

**Staff Development and Workdays**
Teacher and staff attendance at workdays and staff development days are required for all staff members unless otherwise stated based on the employee work day calendar. A staff development or workday is equivalent to all other school days for staff. Unless approval is received in advance by the district administration, children should not attend a staff development or workday.

**Professional staff:**
Teachers are scheduled to work an eight-hour day and must have a 30 minute duty-free lunch and a 45 minute conference period daily. Teachers need to be in classrooms before and after school in accordance with campus schedules.
Teacher attendance at scheduled faculty, instructional, and/or parent meetings, scheduled after school meetings, and occasional evening meetings is required.

**Para-Professional staff:**
Paraprofessionals may only work required hours unless they have prior administrative approval. Teacher aides work all in-service days.

**Bell Schedules:**
**Opening and closing times for regular school days will be:**

| | |
|---|---|
| Pegasus | 7:45- 5:00 |
| PreK - 6 | 7:45-3:20 |
| 7-12 | 7:55-3:30 |

**Scheduled early dismissal times:**

| | |
|---|---|
| PreK - 6 | 1:05 |
| 7-8 | 1:10 |
| 9-12 | 1:10 |

**Interruptions**

Nonacademic activities that interrupt and distract from the academic process will be avoided whenever possible. The campus principal will be charged with enforcing this regulation. Restrictions that apply are listed below:

- Announcements, other than emergency announcements, will be made over the public address system only once a day.
- Emergency messages will be delivered at the beginning or end of a class period, if possible.
- Campuses will accept delivery of flowers and gifts, but they will not be delivered to classrooms. They will be held for students in the office until the end of the school day.
- Selling or solicitation will not be permitted during any class period.
- Fund raising by school organizations will be conducted before or after school, at lunch, or between classes.

# Student Transfers

The form utilized for this request is titled: "Application for Transfer" and may be obtained at the central office. Transfers are granted for one year at a time. These requests are for employees who do not live within the Navarro ISD boundaries and would like their student(s) to attend a NISD school.

According to Board policy FDA (LOCAL), the Board shall determine annually how many tuition-paying transfer students may be approved and within statutory limits, the amount of tuition to be charged. **The district is currently not accepting new tuition-paying transfer students.** The Board has determined that the district will not accept new tuition-paying students other than siblings of existing transfer students. There is no tuition for the children of full-time employees.

A student who is a resident as of January 1st of his or her junior year, who then becomes a nonresident during the year, or the child of an employee who ceases to be employed after January 1st of the student's junior year, and who has been in attendance in the District for one or more years, may continue in attendance until graduation. A student who remains in the District under this provision shall pay tuition unless the tuition is waived by the Superintendent due to financial hardship.

All transfer students (including full-time employee's children) need to submit a transfer form by May 1st for the following school year. If grade enrollment (K-4) becomes an issue, new employees may not be able to enroll their children and should be made aware of that prior to signing a contract. All completed forms are submitted to the Superintendent's Administrative Assistant for processing and Superintendent approval. Transfers may be revoked if students do not follow District rules for attendance, or if tuition is not paid as required. Revocation may be proposed by a principal and should be handled as an expulsion hearing. Transfer student status may also be revoked during the school year if new enrollment of resident students increases class size such that an additional teacher would be needed to meet state standards. Transfers revoked for this reason will be on a "last-in, first-out" basis.

**Public Meeting/Campus Report**

DQB (LEGAL)

Each campus-level committee shall hold at least one public meeting per year. The required meeting shall be held after receipt of the annual campus rating from the agency to discuss the performance of the campus and the campus performance objectives. District policy and campus procedures must be established to ensure that systematic communications measures are in place to periodically obtain broad-based community, parent and staff input, and to provide information to those persons regarding the recommendations of the campus-level committees.

**Materials from Outside Organizations**

To protect campuses from a deluge of information from outside organizations, these organizations are asked to have all material requested for distribution to students cleared first through the campus principal's office. Materials could include such items as fliers, coupons, posters, publications, etc., for the purpose of distribution to students or public posting on the campus. Campuses are asked to direct organizations with such requests to the Superintendent's Office. The Superintendent will approve materials (or not) and e-mail approvals to the principal and campus secretary. Vendors requesting to meet with the campus principal (teacher/sponsor) are not required to get clearance from the Superintendent and should be handled at campus discretion.

# Swipe Cards

Campus security is critical. Please keep entry swipe cards secure and in your sole possession. A lost or stolen card can quickly compromise our buildings and changing codes is very expensive! Employees requiring replacement swipe cards to access campuses must contact the campus secretary.  Upon receipt pf a swipe card, the employee's picture will be printed on the card. There will be a $10 charge to replace lost cards. Damaged cards will be replaced at no charge; however, the damaged card must be exchanged for the new card. A payment receipt must be presented to obtain a replacement card. Cards must be surrendered when an employee transfers to another campus or leaves the district. Elementary Campus: Substitutes will be issued swipe cards upon reporting. The cards must be returned to the office daily.

# Academic Services

# Academic Achievement

**Grading Procedures**

Board Policy Reference: EIA

**Grading Guidelines**

For a complete analysis of Navarro ISD Grading Guidelines, please see the Instructional Grading Reporting Guidelines document for 2022-2023 on the district website under Parents.

**Grading** is the process by which a teacher assesses student learning and progress towards mastery of course objectives and is aligned with the Texas Essential Knowledge and Skills (TEKS). Grading is a part of the teaching and learning process. This process must include establishing clear learning goals and setting standards and evaluative criteria which guide student learning so changes in instruction are based on assessment data. Additionally, the grading process should provide clear and consistent feedback to the student to focus them to ultimately take responsibility for their own learning.

**Reporting** is the process by which the teacher communicates information to the student and parents/guardians about mastery of content and skills. The formal reporting process includes checklists, report cards and progress reports, emails, telephone conversations and conferences as appropriate.

The purpose of this document is to provide a consistent set of grading and reporting guidelines. The regulations adhere to the Texas Education Code (TEC), the Texas Administrative Code (TAC), and Navarro ISD Board policies and regulations.

**Navarro ISD Grading Philosophy:**

Grades are designed to communicate information to parents about students' achievement and performance in school while allowing student's time for self-evaluation.

In compliance with Texas Education Code 28.0216, grading in Navarro ISD:

- Must require a classroom teacher to assign a grade that reflects the student's relative mastery of an assignment
- May not require a classroom teacher to assign a minimum grade for an assignment without regard for a student's quality of work
- May allow a student a reasonable opportunity to makeup or re-do a class assignment or examination for which the student received a failing grade

## Standards for Mastery

Board Policy EIE (Local)

Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory/accelerated services. In addition to the factors in law that must be considered for promotion, mastery shall be determined as follows:

1. Course assignments, unit evaluation, and summative examinations (administered in grades 7-12) shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.
2. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final examinations and may be administered separately.

In grades 1-5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts, reading, and mathematics.

In grades 6-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts, reading, and mathematics, and either science or social studies.

Grade level advancement for students in grades 9-12 shall be earned by course credits.

## Academic Dishonesty

Board Policy EIA (Local)

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

## Report Cards
Board Policy EIA (Local)

The District shall issue grade reports/report cards every six weeks for grades 7-12 and every 9 weeks for grades 2-6 on a form approved by the Superintendent or designee. A standards-based report card (checklist) will be issued for Pre-K Kindergarten, and First grade students once a quarter, while a numerical report card will be issued for 2nd – 12th grade students. Report cards will be generated online in the Ascender Parent Portal.

## Grade Books and Grade Reporting
The electronic grade book is the legal repository and is an accurate record of each student's work and achievement; it is electronically archived at the District level. Please refer to the Grading Guidelines on the district website.

## Grade Report Information
Responsibilities

The teacher is responsible for assigning effective, well-planned homework assignments that aid the student in the mastery of the essential knowledge and skills. Students will be provided ample notice of impending major homework assignments. Homework will not be assigned as punishment.

### Honor Rolls
There are two official honor rolls for students in grades 2 -12, the All A's Honor Roll and the A/ B Honor Roll.
Honor rolls are determined for each grading cycle and for the entire year. For grades 2 & 3, classes of physical education, music, health, art, theatre arts, and/or technology, grades must be marked "E" (4) or "S" (3) in order for the student to qualify for either honor roll.

## Parent Portal
Parents/Guardians may use the Parent Portal to check grades and view records for attendance.
1. The Parent Portal contains data extracted from the District's electronic grading program and allows parents/guardians with Internet access to view recorded grades for the student at any time during the school year.
2. Teachers will update grades in the electronic gradebook weekly so that parents/guardians will have an accurate understanding of the student's progress in each class.

In order to maintain current information for parents/guardians, teachers are directed to:
1. Post a minimum of 2 grades per week per subject.
2. Grade and post assignments within ten school days from the due/received date.

## Academic Guidance Program (Board Policy Reference: EJ)

### Counselor/Academic Dean Duties:
The primary responsibility of the school counselor is to counsel students to fully develop each student's academic, career, personal and social abilities. Additionally, the counselor shall be responsible for the following:

### Guidance Program
- Participate in planning, implementing, and evaluating a comprehensive developmental guidance program to serve all students and to address the special needs of students who are:
  - At-risk of dropping out of school, becoming substance abusers, participating in gang activity, or committing suicide
  - In need of modified instructional strategies
  - Potentially in need of Special Ed services
  - Candidates for 504 accommodations

- Consult with a student's parent or guardian and make referrals as appropriate in consultation with the student's parent or guardian
- Consult with school staff, parents, and other community members to help them increase the effectiveness of student education and promote student success
- Coordinate people and resources in the school, home, and community
- With the assistance of school staff, interpret standardized test results and other assessment data that help a student make education and career plans
- Deliver classroom guidance activities or serve as a consultant to teachers conducting lessons based on the school's guidance curriculum
- Set up and coordinate Student Support Committee meetings to address concerns with student performance or behavior.

## Personal Graduation Plans (PGP) [grades 7-12]
- Develop and maintain each student's PGP

## Assessment Coordination
- Coordinate and implement required campus assessments
- Maintain appropriate documentation and records regarding teacher training and test implementation
- Assist Campus Testing Coordinator with preparing return of test documents

## Safe and Drug Free Schools
- Coordinate activities to promote safe and drug free schools

## Character Education
- Implement a campus character education program

## Instructional Technology
The Instructional Technology division includes facilitating instruction in the teaching-learning process through use of technology; directing instructional technology services to meet students' needs; planning, implementing, and evaluating instructional programs with staff, teachers, principals, central office administrators and planning and delivering instructional technology training to campus teachers.

## Challenges to Instructional Materials (Board Policy Reference: EFA)
Information on the selection/adoption of instructional materials is found in Board Policy EFA (Local). This policy addresses not only selection of materials but controversial and challenged materials. If a student, parent, or patron challenges library or other instructional materials, the procedure outlined in Board Policy EFA (Local) should be followed. See Forms section for forms to be used for reconsideration of instructional materials.

# Curriculum Development

**Curriculum Design**
**Required Curriculum**
  Board Policy Reference: EHAA (LEGAL)

  The District, in grades K-12, offers as a required curriculum:
- A foundation curriculum that includes:
  o English language arts
  o mathematics
  o science
  o social studies, consisting of Texas, United States, and World History, U.S. Government, and World Geography
- An enrichment curriculum that may include (to the extent possible):
  o languages other than English
  o health
  o physical education
  o fine arts
  o economics, with emphasis on the free enterprise system and its benefits

- ○ career and technology education
- ○ technology applications

The District provides instruction in the essential knowledge and skills that constitute both the foundation curriculum and the enrichment curriculum.  [TEC 28.001-28.005].

## Mastery of Essential Knowledge and Skills (TEKS)

Student academic achievement shall be based on degree of mastery of the essential knowledge and skills (TEKS), for the grade level, subject or course. The district's curriculum provides a continuum of knowledge and skills leading to the attainment of the grade level standards established by the TEKS. At the end of each instructional period, principals are to conference with each department or grade level regarding the performance shown by each student. Data will be used to form RTI groups and provide appropriate intervention. Measure of student mastery of TEKS will include MAP, Growth assessments, common assessments, and benchmark assessments.

The district will utilize TEKS Resource System (TCMPC), an online curriculum management system for core subject areas for grades K-12. This is the tool the district will use for K-12 alignment and to assure that teachers are addressing appropriate TEKS in a timely manner.  TEKS Resource system and pacing guides will be used to support the systemic development of instructional content and will serve as the main component of teacher lesson planning.

# End of Year Procedures

## Permanent Record Folders

Office personnel will ensure that each student's CUM folder has the following:
- Copy of birth certificate
- Copy of social security card
- Enrollment folder (if folder is being transferred to another school)
- Permanent Record Card
- Other legal information, if any (i.e., restraining orders, custodial or guardianship papers)
- Additional test information as applicable, most recent first (STARR, TAKS, TPRI, TELPAS…)
- Grade entered/ withdrew
- Immunization records and hearing/vision screening results
- AGR Card (may be maintained in separate binder)
- Original home language survey

## Report Card Information

The following items may be attached to the report card:
- Individual student testing report and parent letter in parent's home language
- Individual student TPRI report and parent letter

## When transferring folders between campuses

Please include the following additional information/reports:
- ELL/ESL information (purple folder)
- Student Support Committee meetings, including 504 plans and dyslexia information

# English as a Second Language

Board Policy Reference: EHBE (Legal and Local)

Navarro ISD provides English as a Second Language (ESL) Program to English language learners (ELL) or Emergent Bilingual (EB) students.  The district services these students through two programs, content based, or pull-out based on the student's grade.

A full copy of the procedure for identification, paperwork, student testing and processing is available on the district website by clicking on the Academic Services Tab and choosing Procedures.

**Early Childhood Education (PK-1st)**

Navarro ISD provides a content-based program. This program integrates English-as-a-second language instruction with subject matter instruction that focuses not only on learning a second language, but using that language as a medium to learn mathematics, science, social studies, or other academic subjects.

**Grades 2-12**

Navarro ISD provides a pull-out program. This program serves students identified as students of limited English proficiency in English only by providing a certified teacher under TEC 29.061 to provide English language arts instruction exclusively, while the student remains in a mainstream instructional arrangement in the remaining content areas. Using this model, instruction may be provided by the ESL teacher in a pull-out or inclusionary delivery model.

**District Adopted ELL Assessments**

Under 19 Texas Administrative Code 89.1226, Testing and Classification of Students, Navarro ISD administers the single, state approved English language proficiency test to all students with a language other than English indicated on the home language survey for the purpose of identification as an English learner (EL).

**Annual Assessment:**

Grades K-12: Texas English Language Proficiency Assessment System (TELPAS).

# Extracurricular Activities, Clubs, and Organizations

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL) – a statewide association overseeing inter-district competition. For the purposes of grading, the following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in an academic class – other than a class identified as honors or advanced by either the State Board of Education and the local board of trustees – may not participate in extracurricular activities for at least three school weeks.
- Navarro High School exemption classes are: AP Calculus, AP Biology, AP Chemistry, AP English Language and Composition, AP English Literature and Composition, AP Environmental Science, AP World History, On Ramps Physics and All Dual Credit Courses.
- A student with a disability who fails to meet the standards in the individualized education program (IEP) may not participate for at least three weeks.

# Gifted and Talented Education (GT)

Board Policy Reference: EHBB

**Definition**

Texas Education Code, TEC § 29.121, defines a gifted and talented student as one who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who:
- Exhibits high performance capability in an intellectual, creative, or artistic area
- possesses an unusual capacity for leadership
- Excels in a specific academic field

Navarro ISD identifies and serves students in the area of general intellectual ability as allowed by TEC § 29.121; TSP Section 1, 1.5.1A

**Program Description**

Eligible students in grades K-6 are served through a weekly pull-out program emphasizing content from the four core academic areas and offering an array of learning opportunities reflecting the depth and complexity of the general school curriculum (TEKS). Students have opportunities to complete projects independently and with groups. A variety of options are available to students in grades 7-12, including Honors and Advanced Placement classes, Dual Credit enrollment in college level courses, credit-by-exam, UIL academic activities, and student-selected projects for the Distinguished Achievement Program. Specific course entrance requirements for Honors and Advanced Placement

courses are available on the Academic Services website under Department Procedures or on the District website in the Academic documents.

**Evaluation**

The GT program will be evaluated annually as part of the district/campus comprehensive needs assessment, and goals/activities necessary for continuous improvement will be addressed in the campus improvement plans. The program evaluation will be based on:

● Parent surveys
● Percentage of GT students achieving high levels of performance on STAAR
● Ethnic representation in program
● Administrative review of curriculum scope and sequence

**Nomination**

Students may be referred for the GT program by teachers, counselors, parents, or other interested parties by contacting the GT Specialist. Conferences will be held with nominated students and their parents after assessment. Kindergarten screening and assessment will take place in the spring semester. A student may only be assessed for the GT program one time each school year. Students new to Navarro ISD will be assessed in the fall semester. All other students referred will be assessed in the spring semester. For additional information, the GT Handbook is available on the Academic Services website under departmental procedures.

**Assessment**

Navarro ISD utilizes both verbal and nonverbal assessments, and considers both qualitative and quantitative measures in the identification of students for the GT program:

**Selection Criteria** - Students in grades K-12 must qualify in two of the following three areas:

o SAGES 2/SAT 10
o SAT 10 (Grades 4 -12) The Stanford 10 multiple-choice assessments will help educators find out what students know and are able to do. This technically excellent instrument provides the valid and reliable tool needed for objective measurement of achievement.
o NNAT
o Teacher/Parent Inventory (This is a checklist to help identify areas of strengths in potential GT students.

**Selection Committee**

Once all the tests have been scored, each student will be assigned a number. Each student's scores are entered onto one evaluation summary form identified by number only. A Selection Committee composed of the teacher, counselor, principal, GT Instructional Specialist and Chief Instructional Officer will review the evaluation summary form. Students meeting the previously described criteria will be placed in the GT program.

**Appeal Procedure**

Students or parents may appeal the decision of the Selection Committee to the Chief Instructional Officer. The appeal must be in written form. Selection Committee members will be notified and a conference will be scheduled with the student and the student's parents. If consensus cannot be reached, the decision may be appealed to the Superintendent.

**Professional Development**

The district ensures that teachers who provide instruction and services in the GT program have a minimum of 30 hours of staff development that includes the nature and needs of gifted students, identification and assessment of student needs, and curriculum and instruction for gifted students. Administrators and counselors serving on the Selection Committee will have had at least 6 hours of training in the nature and needs of gifted students.

**Exit Procedure**

A request for a student to be exited from the GT program may be initiated by the teacher, counselor, principal, student, or parent. The student, parent, and at least two representatives from the Selection Committee will meet to discuss the request. A decision will be made by group vote if consensus cannot be reached. A student may request a furlough from the GT program for up to one year. At the end of that year, the student can decide to re-enter or exit the program. Once a student has exited the program, he/she must re-qualify under district procedures in order to re-enter.

# Homebound Procedure

Board Policy Reference: EEH (Local), EHBA (Legal)

The Navarro ISD Homebound Procedure outlines the process that students may be identified for Homebound Services. Homebound services are available to students who may have a medical condition that would confine a student to home or hospital bedside care for a minimum of four weeks. The weeks do not have to be consecutive, but must be documented through medical and district paperwork.

The Process includes medical statements from the overseeing physician, parental consent for medical records, a General Education Homebound Committee Meetings and approval from the District Homebound Coordinator.

A full copy of the procedure, release forms, medical doctor forms, General Education Homebound Committee Forms and all other processes and paperwork associated with the procedure are available on the Academic Services Website under Academic Procedures.

The guidelines included within this procedure are provided to ensure that consistent protocols are followed in order to provide services to students requesting Homebound Services.

# Instructional Arrangements

**Class Size/Staffing Ratio**

**Monitoring of Maximum Class Size**

Class size in grades K-4 will be monitored on a semester basis by the principal to ensure that the District is meeting state and district requirements. In grades K-4, at any time a class in a grade level exceeds the 22:1 ratio, the principal should immediately inform the Superintendent.

**Parent Notification if 22:1 Waived**

If it becomes necessary to apply for a class size waiver, not later than 30 days after the exception is granted, the campus principal is to send written notification to the parents of the students in the class granted an exception from class size limits. The written notification (letter) must specify the class for which the exception was granted and the number of children in the class. This communication may be sent home with the students in the take-home folder or by another means of regular communication. A copy of this communication is to be forwarded to the Superintendent.

**Scheduling for Instruction**

**Class Schedules/Campus Master Schedules**

Each campus principal is to submit a copy of the campus master schedule or each teacher's daily schedule to the Administrative Team by the 16th of August, which indicates the time in the instructional day when the class is having instruction in language arts (reading and writing), math, social studies, science, and physical education.
Schedules must reflect a total of 135 minutes per week of structured, TEKs based physical activity in grades K-8.

**Accelerated Reading Instruction**
Board Policy Reference: EHBC

**Response to Intervention (RtI)**

The 5-Tier Model of Response to Intervention is utilized in grades K-12 to meet the instructional needs of all students, thus providing not only core classroom instruction (Tier I) to all students [students in the 25th or 75th percentile], but providing supplemental (Tier II) instruction to students who are not meeting grade level standards [students in the 11th-24th percentile], and more intense intervention instruction to the most academically needy students [students in the 1st to 10th percentile]. Additionally, students achieving at higher levels of instruction are provided with interventions to challenge and expand on their core classroom learning, as shown on the following schematic:

**Does not Meet Grade Level**
Tier III
<10th Percentile

**Approaches Grade Level**
Tier II
Targeted Intervention
11th - 24th Percentile

**Meets Grade Level**
Tier 1
Core Curriular Instruction
Grade Level Learning with little to no intervention
25th - 75th Percentile

**Masters Grade Level**
76th - 89th Percentile

**Exceeds Grade Level**
>90th Percentile

**Honors, Advanced Placement & Dual Credit Options**

Honors courses are available to students in grades 6 – 12 for applicable courses. Advanced Placement and Dual credit courses are offered at grades 9-12 for applicable courses. Specific entrance criteria has been established for students to be eligible for enrollment. A full description of the enrollment procedures for these courses are available on the Academic Services website under department procedures or on the District Website in the Academic documents area.

**Credit by Examination (with Prior Instruction)**

Board Policy Reference: EHDB

Students who have had some prior formal instruction as determined by the District on the basis of a review of the student's educational record may gain credit for the course by passing an examination on the essential knowledge and skills of the course. Students may not use credit by examination to regain eligibility to participate in extracurricular activities. The attendance committee may allow a student with excessive absences to receive credit for a course by passing an examination. A test will be administered according to the following procedures:

● Students must secure the approval from the campus principal or designee.
● The principal or designee determines the student's eligibility to test and communicates this decision to the student and parent/guardian.

**Credit by Exam (without Prior Instruction)**

Board Policy Reference: EHDC

A student planning to take a CBE (credit by examination) assessment must register for the requested assessment with the campus guidance counselor. The District may honor a request by a parent to administer, on some other date, a test purchased by the parent from a State Board-approved university. Testing will be coordinated by the district testing Coordinator, and questions regarding Credit by Exam should be addressed to the campus administrator.

**2022-2023 School Year**

Testing Option 1:  Registration Deadline August 31, 2022 - Testing on or before September 23, 2022
Testing Option 2:  Registration Deadline November 4, 2022 - Testing on or before December 9, 2022
Testing Option 3:  Registration Deadline February 10, 2023 - Testing on or before March 3, 2023
Testing Option 4:  Registration Deadline May 25, 2023 - Testing on or before June 22, 2023

SEE: Board Policy EHDB and Board Policy EHDC for more information on the purpose, eligibility, limitations, and passing scores for the exams.

**Exams Offered**

**Junior High: Grades 7 and 8** (Each test covers TEKS for a whole year.)

| | |
|---|---|
| English Language Arts (7) | English Language Arts (8) |
| Math (7) | Math (8) |
| History (7) | History (8) |
| Science (7) | Science (8) |

**High School: Grades 9 – 12** (Except for those noted, each test covers TEKS for one semester.)

| | |
|---|---|
| Algebra 1A, 1B, 2A, 2B | Mathematical Models with Applications A & B |
| Biology A & B | Pre-calculus A & B |
| Economics w/Emphasis on the Free Enterprise System & Its Benefits Biology A & B | Spanish 1A, 1B, 2A, 2B, 3A, 3B |
| English 9A, 9B, 10 A, 10 B, 11 A, 11 B, 12 A, 12 B | US Government |
| Foundations of Personal Fitness | Psychology |
| Geometry A & B | Sociology |
| German 1A, 1B, 2A, 2B | US History 1A & 1B |
| Health Education | World Geography Studies 1A & 1B |
| Integrated Physics & Chemistry A & B | World History Studies A & B |

*The district will provide an EOC exam for any TEA approved course available to NISD.

**Credit by Examination Acceleration**

Board Policy Reference: EHDC

Acceleration credit is for students seeking credit without prior instruction.

### Texas Rules for Acceleration – Grades 1-5

A student in grades 1-5 must be accelerated one grade if that student meets the following requirements:
- The student scores 80% on a subject-matter test at the grade level he or she wishes to skip in each of the following areas: language arts, mathematics, science and social studies.
- A school district representative recommends that the student be accelerated.
- The student's parent or guardian gives written approval for the acceleration.

### Texas Rules for Acceleration – Grades 6-12

A student in grades 6-12 must be given credit for an academic subject in which he or she has had no prior instruction if the student scores 80% on a subject-matter test for the applicable course.

### Credit by Examination Placement

Credit by Examination (CBE) Placement Credit is for students who have received prior instruction. Junior High and High School students who have received previous instruction in a subject may earn credit by scoring 70% on a test covering the appropriate essential knowledge and skills.

### Kindergarten Acceleration

Board Policy Reference EHDC (Local)

A student who is at least five years old, but not yet six years old may enroll in first grade if the student has been enrolled in the first grade, or completed kindergarten, in the public schools of another state prior to transferring to the District or if the student has met the following criteria for acceleration:
- scores at the 80 percentile on a criterion referenced test for the grade level skipped in each of the following areas: language arts, math, science and social studies.
- a district representative recommends that the student be accelerated
- the student's parent or guardian gives permission
- other criteria deemed appropriate by the principal and superintendent

**Advanced/Accelerated Math Classes**

Students seeking enrollment into the Advance/Accelerated Math Program must meet specific criteria for mastery of skills and concepts. Texas Education Code 7.102(c) (4) 28.002 and 28.025, state that students may accelerate their math

instruction to take Algebra 1 at the 8th grade level provided the student has completed 8th grade math or the equivalent to 8th grade math prior to the 8th grade year. Navarro ISD accelerates math instruction at the sixth (6th) grade and seventh (7th) grade years to ensure that all Texas Essential Knowledge and skills for the 6th, 7th and 8th grade math are completed prior to the 8th grade year. A full description of the procedure and requirements for qualifications for the Advanced/Accelerated Math program may be viewed on the Academic Services website under Department Procedures.

## Science

### Science Laboratory/Safety
Teachers and administrators are responsible for following the science safety guidelines determined by the Texas Education Agency and published in Texas Safety Standards, Kindergarten through Grade 12.  This guide to laws, rules, regulations and safety procedures for classroom, laboratory and field investigations has been provided to each campus. As required by Texas Safety Standards, Kindergarten through Grade 12, Texas Education Agency, all teachers of pre-kindergarten through high school and other district personnel receive safety training prior to working in science laboratories. High School science teachers attend a Safety Training workshop early in the school year.  Lower grades train as teams.

### Safety Training for Students
The science laboratory is a place of discovery and investigation. One of the first things students discover is that learning in a laboratory is an exciting experience.  The laboratory can also be a dangerous place to work if proper safety rules are not established and followed. To prepare students for a successful year in science, Navarro ISD has established grade level appropriate safety rules for students in pre-kindergarten through grade 12. Students receive safety information and training in the rules and regulations for safe science laboratory investigations.

Forms to be used to comply with the safety guidelines are:
- **Science Laboratory Safety Contract** (in English and Spanish) -- Prior to any field or laboratory investigation, each student and his/her parent must sign this form. The signed forms will be filed by the teacher.
- **Accident Report** -- This form should be kept in or near the first aid kit in each laboratory.  Should an accident occur, this form must be completed within 24 hours and given to the campus nurse.
- **Medical Emergency Plan** -- This form should be completed within the first two weeks of the beginning of school and be kept in a readily accessible location in each classroom.
- **First Aid Kit Supplies** (K-6) -- This form should be kept in the first aid kits and lists the supplies that are in the first aid kit. The laboratory facilitator on each campus is responsible for checking the supplies and informing the campus principal when supplies are needed.

A list of safety rules for the elementary classroom is also on the following pages. A poster of these rules should be placed in every science room K-6.

## Lesson Plans
Teachers are responsible for preparing daily lesson plans, which outline and describe the instructional activities to be used on a given day.  Teachers should plan for enrichment and re-teaching at the same time they are planning initial instruction. Re-teaching is an integral part of the lesson cycle and may occur in many different situations such as in checking for understanding during direct teach, in monitoring during guided practice, or in cooperative learning groups. If initial re-teaching efforts are unsuccessful, remediation is necessary. Remediation implies analysis of the learning task and further diagnosis of a student's needs, including the identification of deficient prerequisite skills. Remediation may occur as a teacher works independently with individuals or small groups during class while other students work independently, in a tutorial, and/or in a remedial class. Building principals will monitor daily lesson plans. Each teacher must prepare lesson plans for the following week for each subject taught and post to their Learning Management System Modules using the Implementing the TEKS Pacing Guides. Lesson plans are to be posted by Unit of Instruction as outlined in the Year at a Glance and TEKS Resource System Curriculum. Teachers are to share completed Pacing Guide Lesson Plan by unit with the campus administrator no later than one week prior to the start of the instructional unit. (Teachers are encouraged to cooperatively plan lessons. Departmental / grade level lesson plans may be

submitted upon approval of the campus principal). Parents will be provided the opportunity to view lesson plans through the Learning Management System Parent Access Account.

# Instructional Resources
Board Policy Reference: EF

**Parental Access**

A parent is entitled to review all teaching materials, textbooks and other teaching aids used in the classroom of the parent's child and to review each test given to the child after the test has been administered. Campuses shall make teaching materials and tests readily available for parental review and may specify reasonable hours for such review. While parents have the right to review a test after it has been administered, they are not entitled to a copy of the test. Especially in instances of parental review of district benchmarks or departmentalized tests (tests which may be used by more than one teacher and/or for more than one administration), campus staff should be present during the review process.

**Curriculum/Instructional Materials Selection Procedure**

To promote effective use of curricular and instructional resources, Curriculum/Instructional Materials Selection Procedures provides guidance for the acquisition of appropriate resources to support instruction. The procedure will assure that supplemental programs are supportive of, and aligned to the district Curriculum. District Improvement Plan. Campus Improvement Plan and Campus Instructional Focus; resources selected and implemented are of the best quality and a value to support student learning. The procedure applies to all instructional resources, digital or print, designed to support productivity, instructions, RtI, research/library or enterprise purchases, as well as all users and holders of District resources. A copy of the procedure is provided on the Academic Services Website under Department Procedures.

**Disposal of Instructional Resources**

In compliance with the guidelines of the Texas State Library, inappropriate, worn, or obsolete library books and other materials and equipment will be systematically removed from the inventory of the library/media center. Books and other library materials may be discarded when they are:

worn or damaged:
● Materials are in such a condition that they cannot be mended or rebound.
● Paper has become brittle or discolored with age.
● Misleading and/or factually inaccurate. The copyright date should be considered in evaluating this type of material.
● Superseded by a new edition.

Unsuitable based on the following:
● The material is either too difficult or too easy for the students.
● The book is unpopular or unused because students' tastes or interests have shifted.
● The library has duplicates of books once popular but no longer regularly used.

The following procedure will be used in disposing of materials:
1. All materials to be discarded will be placed in a specific area that is easily accessible for viewing and examination by the faculty.
2. Instructions will be sent to each campus in the District designating a specific date and time when other District librarians may inspect the materials for possible use on other campuses.
3. Faculty members will be given the opportunity to inspect the materials and to select any that may be used as classroom reference materials.

Any materials still remaining will then be destroyed or donated and removed from the library/media center inventory.

**Copyrighted Material (See board policy EFE (Legal) for further guidance on the use of copyrighted material)**

The following are guidelines for photocopying print materials, including music, and establish a minimum guaranteed fair use, not a maximum. Any use that falls within those guidelines is a fair use; any use that exceeds the guidelines shall be judged by the four "Fair Use" factors found in Board Policy EFE (Legal) and may be subjected to challenge.

**Guidelines for Classroom Copying In Not-For-Profit Educational Institutions**

**Single Copying for Teachers**

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A chapter from a book.
- An article from a periodical or newspaper.
- A short story, short essay or short poem, whether or not from a collective work.
- A chart, graph diagram, drawing, cartoon or picture from a book, periodical or newspaper.

**Multiple Copies for Classroom Use**

Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion provided that:

- The copying meets the test of brevity and spontaneity as defined below.
- The copying meets the cumulative effect test as defined below.
- Each copy includes a notice of copyright.

**Guidelines for Educational Uses of Music**

Permissible Uses:

1. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.
   a. For academic purposes other than performance, multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria, but in no case more than ten percent of the whole work. The number of copies shall not exceed one copy per student.
   b. For academic purposes other than performance, a single copy of an entire performable unit (section, movement, aria, etc.) that is, (1) confirmed by the copyright proprietor to be out of print or (2) unavailable except in a larger work, may be made by or for a teacher solely for the purpose of his or her scholarly research or in preparation to teach a class.
2. Printed copies that have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted.
3. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.

A single copy of a sound recording (such as a tape, disc or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.) 17 U.S.C. 107 historical note.

**Video/DVD Use**

Films/recorded programs/videos shown in a classroom shall be for education purposes only. A principal may pre-approve the use of films/videos that are part of the campus library's collection. Any other films/videos are subject to principal approval.

**Measures of Academic Progress (MAP) NWEA Assessments - Grades K-12 Growth Measures**

*A Beginning of the Year assessment will be completed between September 06, 2022 and October 07, 2022
*A Mid-year assessment will be completed between January 09, 2023 and February 10, 2023
*An End of Year final assessment will be completed between April 17, 2023 and May 19, 2023

**Local & State Assessment Calendars**

The State of Texas Assessments of Academic Readiness (STAAR) program, which was implemented in the Spring of 2012, includes annual required assessments for:

- Reading and Mathematics, grades 3-8
- Science at grades 5 and 8
- Social Studies at grade 8

- End-of-Course (EOC) assessments for English 1, English II, Algebra I, Biology and U.S. History

The revised 2022–2023 Student Assessment testing calendar is posted on the TEA website and can be accessed at https://tea.texas.gov/student-assessment/testing/student-assessment-overview/testing-calendars.

**Special Populations**

The STAAR program includes assessments that address students receiving special education services and limited English proficient students who meet particular participation requirements.

*STAAR Alternate 2 - Assessment for Students Receiving Special Education Services
*STAAR Spanish - Assessment for English Learners

**TELPAS**
TEA designed the Texas English Language Proficiency Assessment System (TELPAS) and TELPAS Alternate to assess the progress that limited English proficient (LEP) students, also referred to as English learners (ELs), make in learning the English language.

**HB 4545 and Accelerated Instruction**
For any student who did not pass a STAAR assessment in grades 3–8 or an EOC assessment, 30 hours of targeted accelerated instruction is required.  Accelerated instruction entails either
1) assigning a classroom teacher who is a certified master, exemplary, or recognized teacher, or
2) delivering supplemental instruction (i.e., tutoring) before or after school, or embedded in the school day and meeting HB 4545 requirements.

**Benchmarks/Common Assessments**

 Each campus will develop and administer benchmarks or common assessments to measure student progress. These exams may be implemented each six weeks, or given quarterly in order to identify students that may need intervention  or accelerated instruction.

**PEIMS**
- **Coordination of NISD PEIMS Reporting:** Set and maintain timelines for PEIMS processing, capture PEIMS data, maintain data integrity (verification and editing), submit PEIMS data to Region 20 and other appropriate agencies.
- **Direct Student Attendance Accounting:** Ensure data integrity, attendance cycle and semester reports, print student schedules and schedule reports, print student transcripts (HS), calculate class rank and GPA (HS).

# Professional Development
Board Policy Reference: DMA

Professional Development will focus on instructional strategies for the classroom to enhance student engagement and content mastery, technology integration in the classroom and in district management, curriculum management and data analysis, inclusion, gifted and talented education, advanced academics, poverty and the proper identification of special education students. The Navarro ISD academic calendar outlines specific days and times designated for yearly professional development. Professional development schedules align with District and Campus Improvement Goals and Objectives.

**Professional Development Procedure**
The guidelines included within this procedure are provided to outline annual professional development requirements for faculty and staff and provide consistent protocols for requesting attendance to continuing education, professional development or additional courses. A full version of the Professional Development Procedure is available on the Academic Services Website under Department Procedures or on the District Website in the Academic Documents area.

**New Teacher/Employee Staff Development**

New employees are required to attend New Employee/New Teacher Orientation. The length and extent of the training sessions are related to specific job responsibilities. All new employees are expected to participate in the training associated with the days designated for New Employee/New Teacher Orientation listed on the District Calendar.

**Annual Required Staff Development Course List**

Bullying: Recognition and Response
Youth Suicide: Awareness, Prevention & Postvention
Child Abuse: Identification, Intervention and Mandatory Reporting
Cybersecurity
Blood-borne Pathogens
Dating Violence: Identification & Intervention
Emergency Preparedness
Human Trafficking Awareness
Medication Administration
FERPA: Confidentiality of Records
Sexual Harassment: Staff to Staff
Seizure Recognition & Related First Aid Training
Student Mental Health: Awareness, Intervention, Refer
Employee Handbook
Educator Code of Ethics
ALICE School Safety Training

# Special Education
Board Policy Reference EHBA-E

Special Education programs are provided under the Individuals with Disabilities Education Act (IDEA), and are funded by both state and federal sources. Under these programs, a student must be formally identified as having one or more of the following specific disabilities:

● Autism
● Deaf/blindness
● Deaf or hard of hearing
● Emotional Disturbance
● Intellectual Disability
● Multiple Disabilities
● Noncategorical Early Childhood
● Orthopedic Impairment
● Other Health Impairment
● Specific Learning Disability
● Speech or Language Impairment
● Traumatic Brain Injury
● Visual Impairment

In addition, the student must demonstrate an educational need which requires the provision of special services, in place of or in addition to instruction in the regular classroom, in order to make educational progress. The purpose of the IDEA is to ensure that all children with disabilities have available to them a free appropriate public education that provides the services needed to meet their individual needs, while allowing them the opportunity to participate in educational programs and activities with their non-disabled peers to the greatest extent possible. Navarro ISD offers a

continuum of special education services for students age 3-21 designed to meet the individual needs of these students through district services and participation with the Regional Day School Program for the Deaf if needed.

Students who may require special education services are referred to the campus counselor, who will set up a Student Support Committee meeting to determine the most appropriate intervention for the student. If an assessment for special education eligibility is needed, it will be performed within 45 school days of the date the parent signs consent for the assessment. Once the assessment is complete, an Admission/Review/Dismissal (ARD) Committee meeting will be arranged to discuss the results of the evaluation. If the student is eligible for special education services, an Individual Educational Plan (IEP) will be developed to meet the student's needs and all of the student's teachers will be informed of any accommodations and/or modifications that may be required in their classrooms. A special education teacher will oversee the student's Individual Education Program (IEP).

**Special Education Training – Requirements**

A variety of training opportunities will be provided for both special education and general education teachers. Special Education teachers should participate in training that will help special education students gain access to the general education curriculum. Training with general education teachers on their individual campuses will help meet this requirement. Training in decisions regarding STAAR and other assessments will be conducted during the school year.

Use of Confinement, Restraint, Seclusion, and Time-out. SB 1196 was passed by the state legislature in 2001. This bill amends the Texas Education Code by adding §37.0021 *Use of Confinement, Restraint, Seclusion, and Time-out*. As a result of this bill, Commissioner's Rule §89.1053, Procedures for the Use of Restraint and Time-out, was adopted in April 2002 with an effective implementation date of August 1, 2002. The rule defines emergency situations, restraint and time-out and the training requirements for school personnel. By April 1, 2003, all campuses were required to have trained a core team of individuals who may be likely to use restraint or time-out as part of a student's Individualized Education Program (IEP) and/or Behavior Intervention Plan (BIP). Core team members must maintain Crisis Prevention Institute (CPI) certification, which is provided each summer. Personnel who need training on alternate dates should contact the Director of Special Education to set this up. Any individual who uses restraint or time-out after April 1, 2003, and has not been trained, will be required to receive training on Restraint/Time-out, through the Crisis Prevention Institute (CPI) within 30 days of the incident.

**Documentation on Use of Restraint** (*For more specific information regarding Special Education, please refer to the Operating Guidelines & Procedures for Providing Services to Students with disabilities*).

The Crisis Prevention Institute training has set forth requirements for documenting the Use of Restraint. The legal requirements (TAC 89.1053) (e) for documenting the use of restraint involve several different actions and timelines:
- On the day the restraint is utilized:
  - Campus administrator or designee must be notified verbally or in writing regarding the use of restraint. (See Written Notification of Use of Restraint: Internal Tracking Form).
  - A good faith effort shall be made to verbally notify the parent(s) regarding the use of restraint. (Documented phone call).
- Within one school day of the use of restraint:
  - Written notification of the use of restraint must be placed in the mail or otherwise provided to the parent (See Cover Letter: Written Summary of Restraint Use and form entitled Written Summary of Restraint Use).
- In a timely manner (within one week of the incident):
  - Written documentation* will be archived in the student's ESPED file so that the information is available to the ARD committee when it considers the impact of the student's behavior on the student's learning and/or the creation or revision of a behavioral intervention plan (BIP)
  - [*written documentation will include Internal Tracking form & copy of cover letter and Written Summary of Restraint Use form].

*Campus administrators must report cumulative data regarding the use of restraint through the Public Education Information Management System (PEIMS).*

# 435 STUDENT RESTRAINT REPORTING FLOWCHART

Student is
Restrained by:

LEA Employee /
Volunteer

LEA Police
Department Officer/
SRO providing police
presence on/at
campus/school activity

Is Student
Special Ed?

Report a
435 Student
Restraint Record
Code "08" Only

NO — YES

Do Not Report a
435 Student
Restraint Record

Was Student
Restrained for C173
Reason?
Codes "01-07"

NO — YES

Do Not Report a
435 Student
Restraint Record

Report a
435 Student
Restraint Record

50

# State Compensatory Education

**Compensatory / Accelerated Services**
Board Policy Reference: EHBC

Campuses shall provide initiatives, programs and services in order to **increase the achievement** of students and **reduce the leaver rate/dropout rate** for students in **at-risk** situations. These initiatives, programs and services must be **supplementary** to the regular program.

**Eligibility Criteria:**
The Texas Education Code § 29.081 identifies a student at-risk of not completing school as one who is under 21 years of age and who:
● Is in pre-kindergarten, kindergarten or grade 1, 2, or 3 and did not perform satisfactorily on a readiness test or assessment instrument administered during the current school year;
● Was not advanced from one grade level to the next for one or more school years;
● Did not perform satisfactorily on an assessment instrument administered to the student under Subchapter B, Chapter 39, and who has not in the previous or current school year subsequently performed on that instrument or another appropriate instrument at a level equal to at least 110 percent of the level of satisfactory performance on that instrument;
● Is in grade 7, 8, 9, 10, 11, or 12 and did not maintain an average equivalent to 70 on a scale of 100 in two or more subjects in the foundation curriculum during a semester in the preceding or current school year or is not maintaining such an average in two or more subjects in the foundation curriculum in the current semester;
● Is a student of limited English proficiency, as defined by Section 29.052;
● Is pregnant or is a parent;
● Was previously reported through the Public Education Information Management System (PEIMS) to have dropped out of school;
● Has been placed in an alternative education program in accordance with Section 37.006 during the preceding or current school year;
● Has been expelled in accordance with Section 37.007 during the preceding or current school year;
● Is currently on parole, probation, deferred prosecution, or other conditional release;
● Is in the custody or care of the Department of Protective and Regulatory Services or has, during the current school year, been referred to the department by a school official, officer of the juvenile court, or law enforcement official;
● Is homeless, as defined by 42 U.S.C. Section 11302, and its subsequent amendments; or
● Resided in the preceding school year or resides in the current school year in a residential placement facility in the district, including a detention facility, substance abuse treatment facility, emergency shelter, psychiatric hospital, halfway house, or foster group home.

**State Compensatory Education (SCE) Program:**
Students should be screened annually by the end of October. Those who meet one or more of the criteria outlined above are entered into the program and should receive appropriate compensatory services. The SCE Program must be designed so that students who are not currently performing at grade level will be performing at grade level at the conclusion of the next regular school term. Students are exited from the program when they no longer meet any of the state criteria. In order to determine if the SCE Program has accomplished this, the SCE Program must be evaluated annually in one of two ways:
● Effectiveness in reducing any disparity in performance on assessment instruments between "students at risk of dropping out of school" and all other district students.
● Effectiveness in reducing any disparity in the rates of high school completion between "students at risk of dropping out of school" and all other district students.

The progress of students who have failed to perform satisfactorily in the preceding school year on an assessment instrument required under Section 39.023 (a), (c), or (I) will be used in determining a district's accreditation rating.

**Inclusion in Improvement Plans:**

The compensatory programs, initiatives, and services provided to students (regardless of fund source) must be identified and included in both the district improvement plan and the campus improvement plans. The comprehensive needs assessment for these plans must indicate a review of assessment instruments to determine needs of students in at-risk situations and the plans must include strategies/activities to improve the academic achievement and reduce the leaver/dropout rate.

Along with strategies and activities, the funding source (i.e., State Compensatory, Title I, SSIG, local specific grant) and FTE's allocated to that source must be identified. Evaluation strategies, both formative and summative, must also be included in the plans.

**Compensatory / Accelerated Services offered at NISD (regardless of fund source)**

1. Counseling for at-risk students is provided on all campuses, with additional outreach services for at-risk students at the high school level.
2. ESL services are provided by certified personnel on each campus.
3. In-school tutorial times are provided on all campuses for individual students and groups based on need.
4. Learning labs are available on all campuses to assist students with study skills, organizational support, remediation/re-teaching of concepts, and accommodations of work or instruction.
5. Navarro Elementary provides Math nights at the library to assist parents in learning how to help their children with school work.
6. Navarro Elementary and Intermediate Schools provide Title I Reading and Math programs.
7. Navarro Elementary and Intermediate Schools utilize a three-tiered intervention model providing increasingly intensive intervention for students based on need.
8. Navarro Jr. High offers supplemental Math and Reading Labs.
9. Navarro High School provides an alternate computer-based curriculum for credit recovery (PLATO).

**Extended year programs**

Navarro ISD will provide summer instruction as needed and based on available funds.

**Student Support Committee**

Teachers or other individuals who have concerns about a student's lack of success in his/her instructional programs due to academic or behavioral issues should make their concerns known to the campus counselor, who will set up a Student Support Committee meeting. The Student Support Committee is made up of the principal, counselor, teachers of the student and parents of the student. Other professional personnel may be invited to the meeting depending on the nature of the concerns (i.e. Title I Teacher, LSSP, Nurse, Speech Therapist, etc.). This committee will meet to consider a variety of interventions appropriate for the student. Options might include counseling, tutoring, schedule changes, consideration for Title I, ESL, compensatory programs, Section 504 accommodations or referral for special education assessment. General education support services must be utilized prior to considering special education referral. Teachers should gather appropriate information about the student's performance history to share at the meeting. All appropriate data, including information from the teacher observations, is to be recorded on the Student Support Committee Meeting form, which is to be kept in the student's permanent record file.

# Section 504 Procedures

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute that prohibits discrimination or exclusion based on disability in any program or activity receiving federal financial assistance. This is not a funded program; it is a law, which requires that appropriate accommodations be afforded to students with disabilities so they can progress appropriately through the educational system. A disability under this law does not have to be formally identified, and is defined as any physical or mental impairment which substantially limits one or more major life activities. While all students receiving special education services are automatically covered under Section 504, there are other students who may not require special education services, but who require some accommodations in order to fully participate in an educational program. For instance, a diabetic or asthmatic student may require some accommodations in order to fully participate in the athletic program, or a student with Attention Deficit Disorder may require some modifications in classroom routines or STAAR/EOC administration.

Students who may require accommodations under Section 504 are referred to the campus counselor, who will set up a Student Support Committee meeting to review the student's history and information to determine eligibility. If the

student qualifies under Section 504, an accommodation plan will be developed and distributed to all of the student's teachers.

It is the campus counselor's responsibility to:

- Supply appropriate forms for processing 504 referrals
- Distribute the student's accommodation plan to all teachers
- Oversee the student's 504 program
- Ensure that a copy of the student's accommodation plan is placed in the student's cumulative folder
- Ensure that eligible students have an annual review of their accommodation plan
- Send a list of 504 students to the Special Education office at the end of each semester
- Send a list of 504 students to the receiving counselor when students are transitioning to another campus

# Student Advancement

Parent and teacher communication is integral to student achievement and advancement. It is important that teachers notify parents immediately upon ascertaining that a student is performing below a level that may prevent him or her to meet promotion requirements. This information is to be communicated to the parents in several ways. After the beginning of the year reading and math assessments for grades K-8, campuses are to identify all grade K-8 students in need of RtI services in either subject. If students require intervention or acceleration services in a subject area, parents are to be notified of the area of concern and the instructional recommendations to support the students learning. Parents will be notified of student progress on academic goals at progress report and/or report card distribution.

Principals of 4th and 7th grade students are to send letters home to parents describing the SSI requirements and how well their child is predicted to fair at the next grade level in reading and math (gr.5 & 8). These are to be sent home with the last six-week's report card to parents.

**Grades for Students Not Enrolled for Entire Grading Period**

Students, who, through no fault of their own, are not enrolled for an entire grading period, semester, or course, shall be provided opportunities to earn credit for the semester or course or a grade for the grading period. Teachers shall take into consideration the students' particular circumstances in determining appropriate opportunities, which shall include, but not be limited to:

- Testing to verify mastery of essential knowledge
- Skills tutorial sessions for students who enroll late to receive instruction in essential knowledge
- Skills already covered in the class, early final examination, individualized work to ensure exposure
- Mastery of essential knowledge and skills for students, such as migrant students, who must withdraw early.

**Grade Weights**

- For specifics on grade weights, please refer to our Instructional reporting and Grading Guidelines.

**Progress Reports to Parents**

Teachers will use the following techniques, as applicable, in maintaining communication with parents:

- Report cards, with comments as appropriate
- Elementary: Progress reports will be issued half way through the grading period
- Written notices regarding excellent or unsatisfactory performance, and attendance and
- Personal conferences
- Telephone communication

# Retention and Promotion

Board Policy Reference: EIE Local

**District Retention Philosophy**

The goal of the District is to reduce the number of retentions through accelerated instruction and alternative strategies. Therefore, we believe there must be a concentration of resources at the primary level (pre-K through 3rd grade) in order to provide instructional designs and alternative strategies which will enable students to acquire the skills and competencies needed for successful grade level performance. Furthermore, since school attendance is a significant

factor in the academic success of students, the school, parents and community must collectively work to ensure maximum school attendance.

## District-wide Interventions to Consider Prior to Retention

At the first indication a student is performing below expectation (failure to meet benchmark standards) the Student Support Committee reviews the student data and recommends intervention strategies

- A parent conference is held
- Intervention strategies are initiated. Possible intervention strategies include:
    - Accelerated instruction in the classroom (supplemental instruction)
    - Title I or other compensatory education services
    - Accelerated Reading or Math Instruction
    - A change in classroom placement
    - A change in grade level placement
    - Extended Day, Week or School year
    - One-on-one or small group instruction within the school day
    - Mentoring
    - Peer tutoring
    - Learning lab
    - Counseling services
    - Referral to social service agencies and /or physicians
    - Parent training
    - Special education referral/services

## Retention Decisions
### Kindergarten/Grade 1

Based on standards-based report card and committee recommendation

### Grades 2-5

Must pass Language Arts, Reading, and Math and have an overall passing average for the other subjects combined.

### Grades 6-8

Must pass Language Arts, Reading, Math and Science OR Social Studies, and have an overall passing average for the other subjects combined.

### Grades 9-12

Must pass each course to receive course credit
Individual/Personal Graduation Plan:
All students in grades 9-12 will have a personal graduation plan developed cooperatively with their counselor and parents. These plans will track the progress of each student toward graduating within four years of the time the student entered 9th grade and student progress toward graduation will be monitored on a routine basis by the counselor.

# Student Welfare - Child Abuse and Neglect

Board Policy Reference: FFG

Each employee is directed to comply with these procedures and is under independent statutory obligation to report any suspected child abuse or neglect within 48 hours of first suspecting that a child has been abused or neglected.

Individuals will make a report of suspected abuse and/or neglect by telephone or the internet. The principal or designee may assist the individual in the reporting process. Reports should be made to one of the following agencies:
- **Department of Protective and Regulatory Services, Child Protective Services (CPS), 701 W. 51st Street / P. O. Box 149030, Austin, TX 78751.**
- **24-hour hotline: (800) 252-5400.          Guadalupe County Sheriff, (830) 379-1224.**

In some cases, Department of Protective and Regulatory Service intake staff may direct the caller to report to local law enforcement as well. There is also an online option-txabusehotline.org.

When a report is made by telephone, the individual should state the situation and express concerns about the urgency of the situation. The individual should be prepared to give known family information, i.e., names of other family members, where siblings attend school, birthdates and the like.

The principal will require the CPS worker to show identification, sign in at the office, and state the purpose of the campus visit. The CPS worker may request that school personnel not be present during the interview. The principal will ensure that the interview is conducted in a place that respects the privacy and ensures the safety of the student.

Workers from Child Protective Services are authorized to interview, examine, videotape and photograph children at school, without parental permission, if in the worker's opinion, contact with the child is necessary. If the CPS worker decides to take the child from the campus, the principal will have the CPS worker provide his/her CPS ID. A copy should be made at the campus office and filed.

# Student Rights and Responsibilities

[SEE: Texas Education Code, Chapter 37: Discipline, Law and Order: DISTRICT STUDENT CODE OF CONDUCT, BOARD POLICY, SECTION F, STUDENTS]

**Student Discipline**

Board Policy Reference: FN & FO

Principals are to plan and administer discipline in accordance with the documents cited. Compliance with federal law and State Board of Education rules is especially critical in regard to students with disabilities.

**Regarding student investigations:**
- When questioning students, administrators are to limit questions to those pertaining to the particular incident being investigated. If a student volunteers information relating to a separate incident, that information may be used as the basis for a separate investigation to be conducted at a later time. (In other words, don't go on fishing expeditions).
- When questioning students, administrators must be careful not to threaten students or intimidate them. Administrators should not suggest answers to students or promise benefits to them if they will answer a certain way. (Remember, the purpose is to learn facts, not find support for preconceived notions).
- Administrators are to make parents aware and keep them abreast of investigative situations in which their child is involved that may result in their child's DAEP placement.

**Procedures to Follow When Dealing with Alleged Criminal Offenses:**
- Exercise judgment and summon the sheriff's department
- Notify school/district administration
- Get witness statements/police will interrogate
- Sheriff's deputies interrogate student and make determination to take to the sheriff's department
- Sheriff's department advises school administration of the nature of the offense prior to leaving the campus
- School administration advises student of disciplinary action to be taken
- Sheriff will call juvenile detention
- School will notify parent that student has been taken to the sheriff's department
- Notify the superintendent
- A copy of the *Student Code of Conduct* is found in the student handbooks. Questions or concerns in regard to disciplinary issues should be referred to the campus principal.

**Steps in Placing a Student in an Alternative Placement**
- Investigate the referral/situation and determination that a Code of Conduct violation has occurred.
- Provide the student with the due process, i.e., schedule a conference with the child and parent ASAP [but no later than three (3) days after an investigation is concluded] and afford the student the opportunity to tell his side of the story. [see Student Code of Conduct]
- Determine the consequence and convey this decision to the parent and student.
  - Remember if the student is a special education student and placement is either for more than 10 days or the placement, when coupled with the amount of time the student has already had a change of placement this year, cumulatively is longer than 10 days, you must hold an ARD prior to placement.

- o Remember that kindergarten students who commit AEP offenses are to be given an alternative consequence and not assigned to the DAEP.
- o Remember for students in grades 1-3, you may assign a DAEP placement only if the student has committed an offense listed under "Mandatory Placement" in the Student Code of Conduct (a Chapter 37.006 offense)
- o Remember for students in grades 4-6, you may assign to the DAEP for offenses listed as Mandatory AEP, Permissive AEP, and, *for students between the ages of 6-10,* Expellable Offenses. [see the Student Handbook]
- o State the consequence to the parent and child orally and follow-up with a letter. See the sample letter provided. Be sure to cover all the points that are stated in the letter in your oral conversation [the offense, the consequence, date and time the student should report to AEP, student cannot be on school property or participate in/attend a school-related activity while assigned to an AEP, must by law inform the juvenile authorities]. Also advise parents that if they have a concern regarding placement, they may appeal in accordance with policy FNG (LOCAL).
- o Complete and sign the AEP Notification of Placement form and have the parent and student sign it.
- Call the AEP room and inform them that they will be getting a student; e-mail teachers.
- Gather student's assignments and take to the AEP classroom.
- Call central office and inform the superintendent of the AEP placement.
- Send a copy of the placement letter to the Juvenile Probation Department within two (2) days of the conference. [Mailing address: Mr. Ron Quiros, 2611 N. Guadalupe St., Seguin]

If you need to recommend a student for expulsion:
- Follow steps as outlined above. Go over the information contained in the Notification Letter for Expulsion orally with the parent and student.
- Suspend or place the student in the AEP *temporarily* pending the hearing. Follow same procedures as outlined for the AEP placement.
- Send parent the Notification Letter for Expulsion or give it to them at the conference.
- Forward a copy of the letter given to the parents to the Superintendent's office.

## Student and Parent Complaint
(Board Policy Reference:  FNG (Legal) and FNG (Local)
- A copy of the complaint forms used in Level 1, 2, and 3 complaints are found on the district website.
- If the complainant wishes to lodge a formal complaint, the district will provide a copy of the policy and the forms; all timelines must be observed.
- Notify the superintendent upon entering a formal complaint procedure.

## Student Fees, Fines and Charges
(Board Policy Reference: FP)
Student fees may be assessed in accordance with Board policies FP (Legal) and FP (Local)

# Title I Programs

## School-wide Program Plan

Navarro Elementary School and Navarro Intermediate School are identified as Title I, Part A, and School-wide Programs. Their campus improvement plans must:

- Describe how the campus will implement the 10 school-wide components
- Describe how the campus will use Title I, Part A, resources and other sources to implement those components
- Includes a list of state an district programs and other federal programs that will be included in the school wide program
- Describe how the campus will provide individual student academic assessment results in a language the parents can understand, including an interpretation of those results, to the parents of a child who participates in the academic assessments required by section 111(b)(3). [P.L. 107-110, §1114(b)(2)(A)]

Describe or state the following:

- Each school-wide program was developed with the involvement of parents and other members of the community to be served and individuals who will carry out the plan, including teachers, principals and administrators, including administrators of other Title I programs, and if appropriate pupil services personnel, technical assistance providers, school staff, and if the plan relates to a secondary campus, students from such campus. [P.L. 107-110, §1114(b)(2)(B)]
- The school-wide programs plan will be in effect during the campus's participation under Title I Part A, and reviewed and revised, as necessary, by the campus. [P.L. 107-110, §1114(b)(2)(B)].
- The school-wide program plan is available to the LEA, parents and the public, and the information contained in the plan is in an understandable and uniform format, and to the extent practicable, provided in a language that the parents can understand. [P.L.107-110, §114(b)(2)(B)]
        [Resource: Division of Student Support Programs, Application Assurance]

## Required School-wide Components

Because they operate Title I, Part A, School wide programs, Navarro Elementary School and Navarro Intermediate School must align and identify the following components in the campus improvement plan:

A comprehensive needs assessment of the entire school that is based on information which includes the achievement of students in relation to the State academic content standards and the State student academic achievement standards.

School-wide reform strategies that:

- Provide opportunities for all students to meet the State's proficient and advanced levels of student academic achievement.
- Use effective methods and instructional strategies that are based on scientifically based research that:
    - strengthen the core academic program in the school
    - increase the amount and quality of learning time, such as providing an extended school year, before and after school programs, and summer programs and opportunities, and help provide an enriched and accelerated curriculum
    - include strategies for meeting the educational needs of historically underserved populations,
    - Include strategies to address the needs of all students in the school, but particularly the needs of low-achieving students and those at risk of not meeting the state student academic achievement standards who are members of the target population of any program that is included in the school-wide program, and address how the school will determine if such needs have been met
    - Are consistent with, and are designed to implement, the state and local improvement plans, if any.

- In accordance with §1119 and §1114(b)(4), high-quality and ongoing professional development for teachers, principals, and paraprofessionals, and if appropriate, pupil services personnel, parents and other staff to enable all children at the campus to meet the state's student academic achievement standards.
- Strategies to increase parental involvement in accordance with §1118, such as family literacy services.
- Strategies to attract high-quality, high qualified teachers to high need schools.

- Plans for assisting preschool children in the transition from early childhood programs, such as Head Start and Even Start, Early Reading First, or a state-run preschool program, to local elementary school programs.
- Measures to include teachers in the decisions regarding the use of academic assessments described in § 1111(b)(3) in order to provide information on and to improve the achievement of individual students and the overall instructional program.
- Activities to ensure that students who experience difficulty mastering the proficient or advanced levels of academic achievement standards required by §1111(b)(1) must be provided with effective, timely additional assistance which shall include measures to ensure that students difficulties are identified on a timely basis and to provide sufficient information on which to base effective assistance.
- Coordination and integration of federal, state, and local services and programs, including programs supported under the Every Student Success Act (ESSA), violence prevention programs, nutrition programs, housing programs, Head Start, adult education, vocational and technical education, and job training. [P.L. 107-110, §1114(b)(1)].
- [Resource: Division of Student Support Programs, Application Assurance]

**Annual End of Year Evaluation**

Each Title I, Part A, campus is to prepare an annual evaluation as it relates to the scientifically-based program model and the impact on student achievement and forward copies to the Academic Services Office by the end of August of each year (the campus must maintain documentation/campus files that programs and strategies are supported by scientifically based research and have proven to be effective in student achievement).

As a part of the evaluation, include information on the level of Parent Involvement at the campus:
- Inclusion of parents in the activities of the Title I, Part A campuses
- Inclusion of parents in the development and annual review of parent involvement policies and their effectiveness
- Inclusion of parents in the development of school-parent compacts.
- Explain how materials are provided in an understandable format and in the parent's primary language.
- Explanation of the Annual Title I School-wide Meeting
- Explanation of strategies for Parental and Community Involvement-support in planning and implementing effective parental and community involvement strategies.

**Required Campus Parent Involvement Activities**

Each Title I, Part A, School wide campus will maintain documentation/campus files as it relates to Parent Involvement Activities (files are to be retained for 5 years).

Copies of the Parent Compact & Parent Involvement Policy (English/Spanish) are to be forwarded to the Instructional Services office at the beginning of each school year.

Each Title I School wide campus must:
- Convene an annual meeting, at a convenient time, to which all parents of participating students are invited and encouraged to attend, to inform parents of their campus's participation under Title I, Part A and to explain Title I, Part A, requirements, and the right of the parents to be involved.
- Involve parents, in an organized, ongoing and timely way, in the planning, review and improvement of Title I, Part A, programs, including the campus parental involvement policy and the joint development of the school-wide program plan under §1114(b) (2), except that if a campus has in place a process for involving parents in the joint planning and design of its programs, the campus may use that process, if such process includes an adequate representation of parents of participating students.
- Provide parents of participating students timely information about Title I, Part A, a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet.

**Campus Parent Involvement Policy**

Each Title I, Part A, School wide campus must jointly develop with, and distribute to, parents of participating children a written parental involvement policy, agreed upon by such parents, that describes the means for carrying out the following parental involvement requirements:
- policy involvement
- shared responsibilities for high student academic achievement

- building capacity for involvement
- accessibility

Parents must be notified of the policy in an understandable and uniform format, and to the extent practicable, provided in a language the parents can understand. Such policy is made available to the local community and updated periodically to meet the changing needs of parents and the school. (P.L. 107-110, Section 1118(b) (1)).

## School – Parent Compacts

Each Title I, Part A, School wide campus will jointly develop with parents, for all students served under Title I, Part A, a school-parent compact that outlines how parents, the entire campus staff, and the students will share the responsibility for improved student academic achievement, and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

Such compact:
- Describes the campus responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I, Part A, to meet the state's student academic achievement standards, and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching, volunteering in their child's classroom and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time
- Addresses the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
  o parent-teacher conferences, at least one annually, during which the compact is discussed as the compact relates to the individual child's achievement
  o frequent reports to parents on their children's progress
  o reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities [P.L. 107-110, §1118(d)]

## Teachers in Core Academic Areas

Any teacher currently teaching in the core academic subjects must be fully certified. Core academic subjects include English, reading, or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography.

### Highly Qualified is no longer a federal requirement.

Guidelines with respect to any public elementary school or secondary school teacher teaching in this state means the teacher has:
- Obtained full state certification as a teacher (including certification obtained through alternative routes to certification) or passed the state teacher licensing examination, and holds a license to teach in such state, except that when used with respect to any teacher teaching in a public charter school, the term means that the teacher meets the requirements set forth in the state's public charter school law
- Had no certification or licensure requirements waived on an emergency, temporary or provisional basis.

When used with respect to an elementary school teacher who is new to the profession, means that the teacher:
- holds at least a bachelor's degree
- has demonstrated, by passing a rigorous state test, subject knowledge and teaching skills in reading, writing, mathematics, and other areas of the basic elementary school curriculum (which may consist of passing a state required certification or licensing test or tests in reading, writing, mathematics, and other areas of the basic elementary school curriculum)

When used with respect to a middle or secondary school teacher who is new to the profession, means that the teacher holds at least a bachelor's degree and has demonstrated a high level of competency in each of the academic subjects in which the teacher teaches by:
- passing a rigorous state academic test in each of the academic subjects in which the teacher teaches (which may consist of passing level of performance on a state-required certification or licensing test or test or tests in each of the academic subjects in which the teacher teaches) OR

- successful completion, in each of the academic subjects in which the teacher teaches, of an academic major, a graduate degree, coursework equivalent to an undergraduate academic major, or advanced certification or credentialing

When used with respect to an elementary, middle or secondary school teacher who is not new to the profession, means that the teacher holds at least a bachelor's degree AND:
- has met the applicable standard above for elementary school teacher who is new to profession, which includes option for test OR
- demonstrates competence in all the academic subjects in which the teacher teaches based on a high objective uniform state standard of evaluation that:
  - is set the by the state for both grade appropriate academic subject matter knowledge and teaching skill
  - is aligned with challenging state academic content and student academic achievement standards, and developed in consultation with core content specialists, teachers, principals, and school administrators
  - provides objective, coherent information about the teacher's attainment of core content knowledge in the academic subjects in which a teacher teaches
  - is applied uniformly to all teachers in same academic subject and grade level throughout the state
  - takes into consideration, but not be based primarily on, the time the teacher has been teaching in the academic subject
  - is made available to the public upon request
  - may involve multiple objective measures of teacher competency
    **[Resource: Division of Student Support Programs, Application Assurance]**

**Paraprofessionals**
Navarro ISD must ensure all paraprofessionals working in a Title I, Part A, and School wide Program must have:
- Completed at least two years of study at an institution of higher learning OR
- Met rigorous standard of quality and can demonstrate, through a formal state academic assessment:
  - knowledge of, and the ability to assist in instructing, reading, writing, and mathematics OR
  - knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate

**Clarification:** The receipt of a secondary school diploma (or its recognized equivalent) shall be necessary but not sufficient to satisfy this requirement. [P.L. 107-110, §1119(c)]

**Exception:** These requirements do not apply to a paraprofessional who is proficient in English and a language other than English and who provides services primarily to enhance the participation of students in Title I, Part A programs by acting as a translator or whose duties consist solely of conducting parental involvement activities consistent with section 1118. [P.L. 107-110, §1119(e)], **[Resource: Division of Student Support Programs, Application Assurance]**

## Migrant Education
Navarro ISD participates in a Shared Services Arrangement with ESC Region 20 to provide services to migrant students. The district is responsible for providing assistance with identification of migrant students.

### Purpose of the Migrant Education Program
The goal of the Migrant Program is to ensure that migrant students reach the same performance standards that students in the general population are expected to achieve. Services are designed to help migrant children overcome educational disruption, cultural and language barriers, social isolation, health-related problems and other factors that inhibit school performance. Eligibility is based on whether the student, parent or spouse has migrated for fishing or agricultural purposes within the past 36 months.

### Annual Migrant Survey
A current Migrant Survey needs to be included in all registration packages. The Migrant Coordinator will email the survey to each school secretary in the spring to include in registration packets. The district is obligated to keep the surveys in students' folders for the current school year to prove they were sent out, but they can be destroyed the following year when replaced with the new survey.

If an annual survey shows any 'yes' answers, a copy should be sent to the Migrant Coordinator. Check to see if there is a physical address and phone number. If not, add a physical address and contact number from the student's AGR card (contact number can be a neighbor's or relative's number if there is no number listed for the parents).

Even if an annual survey shows all 'no' answers, if the district has reason to believe that a student might qualify for services, they should send the form to the Migrant Coordinator along with an explanation of why they think the student might be eligible.

### Eligibility for Migrant Education Program

The Migrant Coordinator will send the form to ESC 20, and the Migrant Recruiter will then investigate to see if any students are eligible for services. Only children who go with the migrating parent or who move themselves for work purposes will qualify for services, so it cannot be assumed that all children in a family are eligible for services. If the ESC 20 Migrant Recruiter visits a campus, he/she has the right to review confidential student information (i.e. demographic information, schedules, and grades).

If a student qualifies for services, the district will be notified and the District PEIMS Coordinator will be mailed a copy of the Certificate of Eligibility (COE), which must be kept on file for 10 years. PEIMS coding should not be changed to indicate migrant status until the COE has been received.

### Eligibility for Free Lunch Program

Migrant students automatically qualify for the free lunch program. They should not be required to fill out the eligibility form for the free lunch program, and it should not be considered in determining eligibility for the free lunch program.

### Bilingual/ESL Education   (Board Policy Reference: EHBE)

As required in TEC, Chapter 29, Subchapter B and TAC, Chapter 89, Subchapter BB - Commissioner's Rules Concerning State Plan for Educating Limited English Proficient Students, Navarro ISD offers English as a Second Language (ESL), which is an integral part of the total school program.

### ESL Procedure

The guidelines included within this procedure are provided to ensure that consistent protocols are followed in order to provide ESL services to students. A full version of this procedure is available on the Academic Services website under Department Procedures.

### ELL Assessments

**Identification Assessment:** Pursuant to Texas Education Code Section 29.056(a)(2)-(3), 19 Texas Administrative Code §89.1226, Testing and Classification of Students, effective beginning in the 2019-2020 school year, requires Local Educational Agencies (LEAs) to administer the single, state-approved English language proficiency test to all students with a language other than English indicated on the home language survey for the purpose of identification as an English learner (EL). LEAs will no longer select from the Commissioner's List of Approved Tests under this new requirement.

The Texas Education Agency (TEA) posted a Request for Proposal (RFP) regarding an EL proficiency test on January 24, 2019, and responses were due on February 14, 2019. TEA determined that the best value offered to the state is the Pre-LAS and LAS assessments developed by Data Recognition Corporation (DRC). Effective beginning on the first day of the 2019-2020 school year, each LEA in Texas shall use only the Pre-LAS and/or LAS assessments for the purposes of identifying English learners.

### ESL Program Type

Early Childhood Education (Pk-1st)

Navarro ISD provides a content-based program. This program integrates English-as-a-second language instruction with subject matter instruction that focuses not only on learning a second language, but using that language as a medium to learn mathematics, science, social studies, or other academic subjects.

Grades 2-12

Navarro ISD provides a pull-out program. This program serves students identified as students of limited English proficiency in English only by providing a certified teacher under TEC 29.061 to provide English language arts instruction exclusively, while the student remains in a mainstream instructional arrangement in the remaining content areas. Using this model, instructional may be provided by the ESL teacher in a pull-out or inclusionary delivery model.

**Staffing**

Each campus is required to have certified ESL teachers to address the needs of identified students with limited English proficiency. To assist campuses in obtaining sufficient teachers with ESL certification to serve the required population, the Academic Services office will assist with staff training, testing, and certification. Financial assistance for the certification exam will only be funded one time for a teacher; additional testing opportunities will be the teacher's responsibility.

**Instructional Requirement**

ESL teacher lesson plans will reflect differentiated instruction to ensure that proper instruction is taking place. Lesson plans will be maintained at the campus level and reviewed by central office staff.

**Language Proficiency Assessment Committees (LPAC).** Principals/Counselors are required to attend all LPAC meetings. LPAC meetings are conducted at the beginning of the year for students new to the district, before STAAR for special considerations, at the end of the school year and as needed throughout the year to classify newly enrolled students as LEP or NON-LEP. The Lead ESL Teacher on each campus will be responsible for preparing all LPAC paperwork prior to the LPAC meeting. An ESL student who is also receiving special education must have an LPAC member present at all ARD meetings. Training for all LPAC members will be conducted by the district ESL Coordinator at the beginning of the school year and throughout the year as needed. (Note: LPAC meetings must be conducted within the first 4 weeks of enrollment.)

**Academic Requirement for Exiting.** In order for students to be exited from the ESL program, they must:
meet state performance standards for the English language criterion-referenced assessment instrument for reading and writing (when available) required in the Texas Education Code (TEC), § 39.023 at grade level; OR score at or above the 40th percentile on both the English reading and the English language arts sections of a TEA-approved norm-referenced assessment instrument. Resource: Chapter 89. Adaptations for Special Population Subchapter BB. Commissioner's Rules Concerning State Plan for Educating Limited English Proficient Students.

**Monitored Students.** All monitored students MUST be listed on the LPAC report with a completed Monitored Student Form, which is to be placed in the student folder. The ESL teacher for the monitored student's grade level is responsible for monitoring the student's performance each nine weeks. An LPAC meeting should be held if the student is not being successful.

**Denials**

Parents requesting a denial for their child must schedule a conference with the counselor and/or principal to discuss the benefits of a Bilingual/ESL Program. The campus must also contact the Academic Services Office with the request for a denial form and to review student performance to ensure that proper placement for the child occurs.

**Program Identification and Teacher Documentation**

Within 20 days of the student's enrollment, the ESL Coordinator will ensure that ESL records are updated in Eduphoria for teachers to view students and student accommodations. Teachers of ESL students are expected to review academic accommodations and information within Eduphoria concerning student support services for the English learner.

**Beginning of the Year Checklist**

By the 20th day of school, the ESL Instructional Specialist will send ESL teachers a list of all LEP and ESL students. ESL teachers need to review the information in the students' purple folders and begin services immediately.

Upon receipt of records showing previous bilingual or ESL services, PEIMS clerks must notify the campus ESL Lead Teacher, who is responsible for:

- Reviewing previous school records
- Creating a Purple folder for the student's permanent record
- Filling out a PEIMS data entry sheet for the PEIMS clerk
- Notifying the ESL teacher of the student's status
- Notifying the ESL Coordinator of the student's status
- Upon registration of a new student whose home language is not English, PEIMS clerks notify the campus ESL Lead Teacher, who will, within four weeks:
  - Test the student within four weeks to determine eligibility for ESL services
  - Hold an LPAC meeting for eligible students to determine appropriate services
  - Create a Purple folder for the student's permanent record

o Fill out a PEIMS data entry for the PEIMS clerk
o Notify the ESL teacher of the student's status
o Notify the Instructional Services Office and/or ESL Coordinator student's status.

**End of the Year Checklist**

By the second week of May, counselors on each campus must send Texas English Language Proficiency System (TELPAS) results (including RPTE, TAKS, and TOPS) to the district ESL Coordinator.

By the second week of May, ESL teachers on each campus must send grade averages for all students (active and monitored) to the district ESL Coordinator.

The ESL Coordinator and lead ESL Teacher meet to pre-fill the gathered information on:

● Profile sheet for individual students' Purple folders
● Individual LPAC sheets for each student
● LPAC summary sheet (should include active, monitored, and denials)

The campus ESL Lead Teacher sets the date for the final LPAC meetings and notifies all members.

The final LPAC meeting is conducted to discuss progress and determine placement for next year.

Before the last day of school, the campus ESL Lead Teacher ensures that:

● Individual TELPAS results, profile sheets, and LPAC results are placed in each student's Purple folder in their permanent record;
● Required parent notifications of LPAC results and Exit Notification are sent; and
● The LPAC summary sheet is submitted to the Academic Services Office.

# Business Services

# Accounts Payable

The primary function of the Accounts Payable Department is to ensure the accurate payment of the District's financial obligations. The Accounts Payable Department is *not* responsible for gathering the required information from other campuses or departments that are requesting payment for purchased items. The Accounts Payable Department does not pay any bill that is presented without an authorized Purchase Order. Please refer to the "Purchasing Procedures" section of the manual for more information.

This department pays all outstanding obligations every Friday, unless there is a scheduled holiday, then they will be paid on Thursday. Please be aware that it takes at least *three to five working days* to process a Purchase Order into a check. A Purchase Order is ready for payment when the goods and invoice have been received from the vendor, and the signed packing slip has been forwarded to Accounts Payable. When using an "Open PO," turn in receipts as you make your purchases. Do not hold receipts until the PO is ready to be closed. A delay in any of these steps will create a delay in payment and possible finance charges. If an urgent payment is needed immediately, please state that in the "Vendor Notes" of the requisition/PO (i.e. "Need check by 8/1/2022"), and insure supporting documentation is attached in the "Documents" of the requisition.

Reference PO# on all documents sent to Accounts Payable. If documents need to be mailed with a check it is the responsibility of the requestor to get the documents to Accounts Payable or to request the check to be sent back to them for inclusion of documents and mailing. When available, all supporting documents (quotes from 3 vendors when necessary, contracts, registration forms, any documents supporting the amount of the PO, etc) the should be electronically attached to the purchase order in the "Documents" tab of the Purchase Order.

# Budget Amendments

A budget amendment must be prepared when you are transferring funds from one budget account to another. Budget amendments must be approved by the Campus Administrator or Program Director, the Business Manager and the Superintendent prior to any expenditure overages.

When preparing a budget amendment, the following must be included and/or considered:
- All amounts will be rounded to the nearest whole dollar.
- Avoid moving funds across programs [ex. from function code 11 (Basic Instructional Services) to function code 21 (Gifted and Talented)].
- Any budget amendment moving across *functions* will require Board approval [ex. from function 12 (Media Services) to function 33 (Health Services)].
- Description or reason for the amendment
- All appropriate approvals

Specific grant requirements must be considered. An amendment of a TEA grant application is required if the budget amendment results in:
- A line item change that exceeds 25% of the total grant budget.
- An increase/decrease in the number of positions funded by the grant.
- The creation of a new line item category (i.e. 6100, 6200…) not previously budgeted.

# Cash Collection Procedures

**GENERAL INFORMATION**
At times it will be necessary to accept cash from various sources on behalf of the school district, campus, or activity fund. It is very important that appropriate procedures be followed to ensure the proper handling of cash. Making regular deposits should minimize large cash balances on hand.

**PROCEDURES**
1. Count and verify the cash received while in the presence of the person presenting the cash.

2. At least two people should be assigned the handling of activity funds: one for collecting/receipting; the other for preparing and making deposits.
3. **IMMEDIATELY** prepare receipt for any cash and/or checks received, using the following methods:
   a. Tabulation of Monies Collected form. This form will be your deposit slip. Complete the top portion, list each purchaser, student or parent name, amount collected (cash/check), sub-total each column, enter the total of the deposit, have 2 people count the money collected and compare totals. If all totals match, each person should sign and date the form.
   b. Should you need a receipt for the purchaser, student or parent – Use a pre-numbered Official Cash Receipt book. Complete with date, name, amount and reason then give the person presenting the cash and/or check the original and retain the copy in the receipt book for the district. The receipt book should be kept in a safe location. **Note: If you need to void a pre-number Cash Receipt, write "VOID" on the receipt and leave both the original and copy in the receipt book
4. Prepare a pre-numbered bank account deposit bag as follows:
   a. FROM: Your name and group collecting for
      TO: General Ledger Account Number
      SAID TO CONTAIN: Deposit total
      SIGNATURE(S): Need at least two signatures (two people need to count before the bag is sealed.
      DATE: use the date the bag is signed and sealed
      FACILITY: campus/department
   b. Place cash (bills and coins) in the top portion of the bag and **SEAL.**
   c. Verify PAY TO THE ORDER OF, complete the MEMO line, place checks in the bottom portion of the bag along with the Tabulation of Monies for and SEAL. Since the district uses remote capture to deposit checks it is not necessary to endorse each check.
5. With the bank deposit bag, remove the perforated top tab and retain for your records, staple the Tabulation of Monies form to the front of the deposit bag, deliver the deposit bag to the campus safe. Be sure to record your deposit on the Drop Box Log. Enter the date, bag number, group name, staff member name and sign.
6. The Business Office will collect the completed deposit bags from the safe and submit them to the District's depository bank.

## DEPOSIT OF FUNDS
o Cash is to be kept in a locked, secure place, until custody is transferred to the Central Office. DO NOT keep cash/checks in desk drawers, unlocked closets, or take cash home.
o Deposits must be made on Fridays regardless of the amount of cash on hand.
o Cash received is not to be used for cashing checks for any one or any purpose.
o All checks for deposit – memo line must be completed as follows:

| **MEMO LINE:** | **BACK:** |
|---|---|
| Name of Group/Activity Fund | For Deposit Only |
| Purpose of Collection | Navarro ISD |
| (EX. HS Cheerleader-Uniforms) | |

**Redeposit/Returned Checks** – Should a check be returned, the Business Office will notify you via email which will include a copy of the returned check. We will deduct the returned amount from your campus/activity account, and you will be responsible for re-collecting and re-depositing. **\*\* Note: We currently do not charge any return check fees to the original purchaser, the bank runs checks through twice before returning to the district.**

Any discrepancies found at any step in the process must be reported to the principal for immediate investigation and resolution,

All monies on hand at the end of the school year, including Petty Cash Funds, will be turned into Central Office for safe keeping.

## PROCEDURES FOR FOOD SERVICE DEPOSITS:

1. At the end of each day the CNS Manager will count/total all cash and checks in the cash drawer.
2. The Manager will match the cash/check totals to the end of day printout and the cash drawer deposit slip generated by Primero Edge POS. The Manager will initial the reports if all matches and is correct.
3. The Manager will then put the cash, checks and Primero Edge deposit slip in the corresponding daily bank bag and place in the campus drop box.
4. The CNS Director or Assistant or Business Office member will collect all deposit bags from the campus safe twice a week. The bags will then be taken to the CNS director for verification.
5. The CNS Director or Assistant will confirm the daily report matches the cash/checks in each bag.
6. The CNS Director or Assistant will, by campus, combine the cash for the week, complete a Bank Deposit Slip and give to the Business Office for actual deposit to the bank.
7. The CNS Director or Assistant will, by campus, combine the checks for the week, the daily reports, and a completed Tabulation of Monies form and give to the Business Office for remote deposit processing.

# Campus/Student Activity Funds

**Definition and Purpose of Activity Funds (Trust Funds)**
The Activity Funds are defined as funds consisting of resources received and held by the district, as trustee to be expended or invested in accordance with the conditions for the trust. Activity funds are accumulated from the collection of student fees and various approved fundraising activities. Activity funds are used to promote the general welfare of the school and the educational development and morale of all students.
Activity fund money held in trust for a student organization is the property of the organization. It is not considered public funds. Student group activity fund money can be spent on whatever the student group deems it to be used for including donations to non-profit organizations, disaster relief, field trips, etc.
Activity Funds will be requested on a Purchase Order and handled according to regular purchasing procedures.

**Responsibility for Activity Funds**
The school principal is personally responsible for the proper collection, disbursement and control of all school activity monies relative to the fund in his/her trust. This responsibility includes making sure all monies are properly secured for safekeeping at all times. It also includes the proper accounting and administration of the funds. If an individual activity account has no activity for two years and after all liabilities are liquidated, the school principal has the discretion to reallocate the balance left in that account for the general welfare of the school and the educational development and morale of all students. All activity fund forms should be signed by the principal and superintendent where indicated.
The school principal is not responsible for funds collected, disbursed, and controlled by parent or booster organizations. These parents and/or booster organization funds are not to be accounted for in the Student Activity Fund. (i.e. PTO, project graduation, booster club, etc).

**General Receipting Procedures**
All monies, which are collected from various school activities, shall be receipted and accounted for in the Student Activity Fund. The person that collects cash (i.e. to a teacher from a student) should not be responsible for receipting that cash to himself/herself and later depositing that cash.
1. A deposit verification sheet needs to be filled out and signed by the "Lead Sponsor" for all monies collected from students. All cash collected needs to be documented by amount and the person's name that it was collected from (refer to "Tabulation of Money" form). This form needs to be attached to the deposit verification sheet.
2. As described previously in step #4 under Cash Collection Procedures, a pre-numbered bank account deposit bag will be prepared and placed in the campus safe.
3. The deposit verification sheet and Tabulation of Money forms should be attached to the deposit bag.
4. The deposit bag should be placed in the campus safe.
5. The Business Office will collect the completed deposit bags from the safe and submit them to the District's depository bank.

# Employee Travel

The district may reimburse an employee for the cost of transportation, meals, room and other expenses associated with traveling on official school business. Other expenses may include any registration fees associated with attending conferences, seminars, in-service training, etc. In some cases, there are limits on the amounts the district may charge travel expenses to state and federal programs. For those state and federal programs with travel expense limits less than district limits, the district will pay only travel expenses up to the limit imposed by the state or federal program. An employee may only be reimbursed for actual lodging expense not to exceed the maximum lodging reimbursement rate for that location. Employees must use the federal rates provided by the general Services Administration (GSA) located at http://gsa.gov/perdiem for both in-state and out-of-state travel within the contiguous US. When traveling to non-listed locations employees are limited to the GSA's Domestic Maximum Per Diem Hotel rates.

Federal travel regulations are typically updated Oct.1; however, changes may be made any time during the year. It is possible for two sets of rates to apply to a single trip. If employees are traveling when the rates change, they must use the rates in effect on each specific day of travel.

Currently, the maximum per meal allowance <u>with receipt</u> for staff meals are:

| | |
|---|---|
| Breakfast | $ 8.00 |
| Lunch | $ 10.00 |
| Dinner | $ 15.00 |

Before any travel expenses are incurred by an employee, the employee's supervisor and superintendent must give prior approval through the approval of a Purchase Order supported by an attached travel request form, registration information, and event itinerary. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. All travel is paid on a reimbursement basis. The exception will be registration, hotels and airfare, which may be requested by using a purchase order made out to the appropriate vendor.

**Meal Allowances for Travel Requiring an Overnight Stay**

Meals will only be reimbursed when travel requires an approved overnight stay or as a student sponsor traveling with the students. Breakfast will not be reimbursed on the 1st day of travel. Lunch will only be reimbursed if the employee leaves the district before 10 am or will not return to the district by 2 pm. Dinner will only be reimbursed if the employee leaves the district before 3 pm or will not return to the district by 8 pm. Mileage is reimbursed to one (1) driver for the same workshop/event .

Receipts are required for all reimbursements. Employees will be required to submit a mileage log and/or MapQuest as a receipt for reimbursements. If proper documentation is not attached, the district will disallow the reimbursement.

**Note:** When the cost of a luncheon or dinner banquet is included in registration fees and the luncheon/dinner is a working session, the district may pay the cost as long as adequate documentation is attached to the travel request indicating the necessity of attendance or the district will not pay for the luncheon/dinner. *Normally there will be no meal reimbursements for "day-only" trips. If approved, such meal reimbursements will be reported as taxable income on W-2's and processed through payroll.*

**Overnight Stays**

Overnight stays at a hotel are generally not permitted for employees attending a conference at any location within a <u>75-mile radius</u> (150 mile round trip) of Navarro. However, if the employee will be at the conference later than 7:30 pm AND they will be attending the event again the next day, they may be given permission to stay overnight. Permission to stay overnight will also be given to an employee who is a presenter at a conference and needs to be at the conference early (by 7:00 am to prepare for an 8:00 am presentation) in order to be properly prepared. The guidelines presented here for overnight stays outline the circumstances in which Navarro ISD may reimburse the employee for hotel charges up to the rates provided by the general Services Administration (GSA) located at http://gsa.gov/perdiem per person per night. When such exceptions are requested, the reasons must be documented in the vendor notes area of the Purchase Requisition, or in the documentation attached to the purchase requisition. However, any employee at any time may stay overnight at their own expense without seeking district approval.

**Completion of Travel Request**

**<u>Prior to travel:</u>** The "Before Travel" portion of the travel request form should be filled out completely and submitted to the campus secretary. It should be coded correctly, include travel dates and estimated costs of meals, mileage and parking.

**Return from travel:** The employee must submit the "Employee Travel Request" form and return to Accounts Payable with all receipts pertaining to the travel. The form should reference the approved PO number to facilitate prompt payment. Reimbursements will be completed via direct deposit as soon as all information is verified.

When traveling with students, please avoid using personal vehicles. It is strongly advised that individuals traveling with students use a "District provided vehicle." These vehicles are insured by the district for student travel and are well maintained. Individuals who use their own vehicle to transport students are assuming total responsibility/liability for the students they are transporting. When using a district provided vehicle (other than a rental vehicle) to transport students, no travel request is necessary if no reimbursement is needed. In such cases, a "Request For Transportation Form" should be completed and submitted to the Transportation Department. If a vehicle is rented from an approved vendor, a Purchase Order is required and should be submitted to the Purchasing Department. It is your responsibility to make arrangements for the rented vehicle once a Purchase Order is approved.

# Payroll

**TimeClock Plus (TC+) Timekeeping Procedures**
**Official Time**
The TimeClock + electronic timekeeping system and associated work records is the official basis for recording hours worked for non-exempt employees and exempt employees that may fall under the "Overtime Final rule" established by the Department of Labor. On occasion it is necessary to use supplemental pay sheets written by hand.

In order to ensure consistency of treatment for employees, the data recorded in the TC+ system shall be considered as the "official" record of the workday. Any disputes over actual hours worked or attendance will be resolved by referring to the official TC+ records.
In order for the electronic timekeeping system to work as intended, all non-exempt employees must utilize TC+ to capture work time. Listed below are some important points:

**Daily Clock-in/Clock-out**
- All non-exempt employees must "clock-in" upon arrival to duty, "clock-out" for lunch/break, "clock-in" upon return from lunch/break and "clock-out" at the end of their shift. All clocking must be performed on district computers or time clocks located on district property and connected to the district network. Using iPhones, iPads, and other electronic devices to record time is strictly prohibited.
- When required training courses are held outside of the scheduled work hours, employee time will be entered manually by the TC+ manager from the STRIVE Eduphoria sign-in sheet. Out of district workshops are to be entered into Frontline (formerly AESOP) with staff development selected as the reason.
- Electronic clock in and out times will be computed using the exact time shown on electronic time sheets. Employees should **not** clock in earlier than 3 minutes before their scheduled start time. Employees should not clock out before their scheduled end time unless authorized to do so by their supervisor/principal.
- Compensatory time will be used to cover absences before district/state leave is used. As stated in the NISD Procedures Manual, compensatory time is rounded to nearest quarter 1/4 hour using the following schedule:
  - 00-07........... Minutes Report as an Even Hour
  - 08-22........... Minutes Report as a 1/4 (.25) Hour
  - 23-37........... Minutes Report as a 1/2 (.50) Hour
  - 38-52........... Minutes Report as a 3/4 (.75) Hour
  - 53-60........... Minutes Report next Even Hour

- Intentionally "playing the clock" to take advantage time is strictly prohibited. Employees are expected to clock in at their scheduled start time and out at their scheduled end time.
- If you are scheduled to take a 30 minute lunch break, you must clock in and out and take the lunch break. **Lunch breaks should not be shorter than 30 minutes**.
- Employees must clock out and back in for any other times they leave the premises.
- Employees should never work off the clock, even if they are asked to do so by their supervisor.

## Falsification, Tampering and Unauthorized Viewing
Any infraction listed below could result in disciplinary action and/or immediate termination:
- Any attempt to tamper or falsify time
- Clocking in or out for another employee
- Interfering with other employees' use of time TC+ system
- Unauthorized viewing of another employee's time in TC+

The Supervisor and the Payroll and Benefits Manager will review the specific details of any infraction and handle accordingly. Administrative action will be taken if required.

## Clock Problems
If an employee misses a punch or in unable to punch in or out because of a time clock malfunction, it is the employee's responsibility to enter notes into TC+ requesting a correction.

## Overtime
As per Board Policy DEA (Local), overtime must always be authorized in advance by the supervisor/principal. All overtime will be calculated based on the actual hours recorded and credited to the employee as measured by TC+ system. Since overtime or extra hours are calculated when recorded work hours exceed 40, employees must **not** clock in early, **shorten their lunch break**, or clock out late without supervisory approval.

Employee standard weekly hours:
- Cafeteria workers – 40 hrs. per week
- Campus Secretary, Clerks, Nurse Aide, LVNs – 40 hrs. per week
- Classroom Aides – 40 hrs. per week
- Central Office employees – 40 hrs. per week
- Maintenance/Custodial - 40 hrs. per week
- Transportation – 25 hrs. per week

**Changes to the above procedures will be disseminated and updated as needed in the Procedures Manual.**

Work schedules listing employees start and end time must be submitted to Payroll on an annual basis and when there are schedule changes. Actual hours worked must be recorded in the TimeClock + system by all Clerical, Paraprofessional, Technical and Auxiliary employees. All overtime must be approved in advance. Non-exempt employees must abide by the TC+ procedures listed above. Supervisors must closely monitor the hours that non-exempt staff works by reviewing the TC+ system. All hours must be approved on a weekly basis by the employee and employee's supervisor.
The Payroll and Benefits Manager may request justification on any additional time outside the regular schedule.
All records on which wage and hours computations are based will be kept for a minimum of four years.

Upon employment termination, the electronic time record should be approved in the system. Compensatory time should be depleted prior to the beginning of a new school year. Under extenuating circumstances compensatory time may be carried over contingent upon notification and approval of the Superintendent.

## Payroll Schedule
The following is a schedule of 2022-2023 school-year pay dates and submission dates for supplemental duties, substitute pay and absence from duty reports.

# 2022-2023
## Payroll Calendar

*Teaching and Professional staff will be paid monthly on the 25th. If the 25th falls on a holiday or weekend payroll will post the business day prior.*

### September 22

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
|  |  |  |  | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | $9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | $23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |  |

### October 22

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
|  |  |  |  |  |  | 1 |
| 2 | 3 | 4 | 5 | 6 | $7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | $25 | 26 | 27 | 28 | 29 |
| 30 | 31 |  |  |  |  |  |

### November 22

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
|  |  | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | $10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | $18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |  |  |  |

### December 22

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
|  |  |  |  | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | $9 | 10 |
| 11 | 12 | 13 | 14 | 15 | $16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

### January 23

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | $10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | $25 | 26 | 27 | 28 |
| 29 | 30 | 31 |  |  |  |  |

### February 23

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
|  |  |  | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | $10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | $24 | 25 |
| 26 | 27 | 28 |  |  |  |  |

### March 23

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
|  |  |  | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | $9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | $24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |  |

### April 23

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
|  |  |  |  |  |  | 1 |
| 2 | 3 | 4 | 5 | $6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | $25 | 26 | 27 | 28 | 29 |
| 30 |  |  |  |  |  |  |

### May 23

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
|  | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | $10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | $25 | 26 | 27 |
| 28 | 29 | 30 | 31 |  |  |  |

### June 23

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
|  |  |  |  | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | $8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | $22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |  |

### July 23

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
|  |  |  |  |  |  | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | $10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | $25 | 26 | 27 | 28 | 29 |

### August 23

| Su | M | Tu | W | Th | F | Sa |
|----|----|----|----|----|----|----|
|  |  | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | $10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | $25 | 26 |
| 27 | 28 | 29 | 30 | 31 |  |  |

### SUPPLEMENTAL, EXTRA DUTY, AND SUBSTITUTE PAY PERIODS

| PAY DATE | PAY PERIOD | PAY DATE | PAY PERIOD |
|----------|-----------|----------|-----------|
| 9/9/2022 | August 14 - September 3 | 3/9/2023 | February 19 - March 4 |
| 9/23/2022 | September 4 - September 17 | 3/24/2023 | March 5 - March 18 |
| 10/10/2022 | September 18 - October 1 | 4/6/2022 | March 19 - April 1 |
| 10/25/2022 | October 2 - October 15 | 4/25/2023 | April 2 - April 15 |
| 11/10/2022 | October 16 - October 29 | 5/10/2023 | April 16 - April 29 |
| 11/18/2022 | October 31 - November 12 | 5/25/2023 | April 30 - May 13 |
| 12/9/2022 | November 13 - November 26 | 6/8/2023 | May 14 - June 3 |
| 12/16/2022 | November 27 - December 10 | 6/22/2023 | June 4 - June 17 |
| 1/9/2023 | December 11 - December 31 | 7/8/2023 | June 18 - July 1 |
| 1/25/2023 | January 1 - January 14 | 7/25/2023 | July 2 - July 15 |
| 2/10/2023 | January 15 - February 4 | 8/10/2023 | July 16 - August 5 |
| 2/24/2023 | February 5 - February 18 | 8/25/2023 | August 6 - August 19 |

# Purchasing

**Purchasing Authority**

The Board delegates to the Superintendent or designee the authority to determine the method of purchasing, in accordance with CH (LOCAL), and to make budgeted purchases. However, any single, budgeted purchase of goods or services that costs $25,000 or more shall require Board approval and three quotes before a transaction may take place.

**Current Purchasing Policy**

District purchasing procedures require the use of an approved, signed purchase order form processed via the business office for all orders obligating the District. This includes campus and student activity funds. ***Any purchase without a purchase order is against School Board Policy and current Administrative procedures.*** The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. ***Persons making unauthorized purchases shall assume full responsibility for all such debts.***

**Micro Purchases**

Purchases of goods or services valued less than $10,000 in the aggregate. The district shall purchase goods and services under this method from qualified vendors, preferably a participating Co-op vendor, but will not require competitive procurement.

**Small Purchases**

Purchases of goods or services valued between $10,000 and $50,000 in the aggregate for each 12-month period requires written or telephone price quotations from **at least three vendors** from the vendor list for that category of items. Vendor lists may be obtained by calling the Purchasing Department. Telephone quotes must be confirmed in writing by mail, email or facsimile. The written quotes must be attached to your purchase order and forwarded to the Purchasing Department for processing and final approval. The quotation records must be retained with school records and are subject to audit. The purchase shall be made from the lowest responsible vendor quote or best value for the district. If the lowest vendor quote is not chosen, an explanation must be stated on the quotation form. Please call the Purchasing Department should you have any doubt as to whether or not the items you wish to purchase should be quoted. Examples of these types of purchases include, but are not limited to:

Equipment, textbooks, T-shirts, instructional supplies, technology supplies and office supplies.

If a purchase order is submitted for over $10,000 without three quotes, the purchase may be rejected.

The school district also participates in inter-local agreements with other local governments, the state, or a state agency to purchase goods and services. By purchasing under these agreements, the district satisfies the requirement to seek competitive bids for the purchase of the goods and services. Please contact the Purchasing Department if you are interested in purchasing goods and services through these agencies. Examples of these agencies include, but are not limited to the following:

| | |
|---|---|
| State of Texas Purchasing Coop | PACE |
| Education Service Center Region 20 | PSA Purchasing Solutions Alliance |
| Department of Information Resources | TIPS ESC Region 8 |
| Texas Cooperative Purchasing Network | US Communities |
| TASB Buy board | |

**Competitive Proposals**

Competitive proposal requirements are applied to annual aggregate purchases made by the entire District. They are not applied on an individual campus basis. If you are unsure as to the requirements for purchasing goods or services for your campus/department, contact the Purchasing Department.

Purchases for goods and/or services valued at $50,000 or more in the aggregate for each 12-month period shall be made by competitive proposal/qualification methods in accordance with Section 44.031 of the Texas Education Code. Please contact the Purchasing Department if you have any questions regarding these types of contracts or to obtain the approved vendor list and appropriate pricing. These competitive proposal methods will be handled by the Purchasing Department. Examples of these types of contracts include, but are not limited to, the following:

|                         |                              |
|-------------------------|------------------------------|
| A/C & Heating Service   | Athletic Supplies            |
| Copier Service          | Professional Services        |
| Property Insurance      | School Buses                 |
| Telecommunications      | Vehicle Maintenance          |
| Technology Services/supplies |                         |

If competitive proposal is chosen as the purchasing method, the Purchasing Department will prepare proposal specifications. A request for sealed proposals will be posted in the legal section of the local newspaper(s) and on the Navarro ISD website. The ad will run two times within two consecutive weeks. The proposal opening will be 14 days after the last date of advertisement. All proposals shall be submitted in sealed envelopes, plainly marked with the name of the vendor, RFP number, and the time of opening. All proposal vendors shall be invited to attend the proposal opening. Any proposal may be withdrawn prior to the scheduled time for opening. Proposals received after the specified time shall not be considered. The District may reject any and all proposals.

**Procedure for Submitting a Requisition/Purchase Order. All Purchase Order Requisitions are to be submitted electronically through the Ascender software.**

## How to Complete a Requisition/Purchase Order:

**After logging into Ascender, select Purchasing under My Applications**

**Select the Create/Modify Requisition and the following screen appears.**



**Complete all areas circled.**
**Selecting the vendor by name will automatically populate the Vendor No. item.**
**Shipping address:** Press the space key and a drop down menu will appear. Select the correct location.
**Campus/Dept:** Press the space key and a drop down menu will appear. Select the correct Campus/Dept.
**Reason:** Explain the reason for the order
**Order For:** Input the name of the person for whom this order is being prepared.
**Description:** Describe the items being purchased (if long list, you can put in see attached and attach the list and price of items being purchased.

**Quantity:** Enter the quantity being purchased
**Unit of Issue:** Select the measuring quantity of the items being purchased (i.e., EA for Each, etc.)
**Accounts:** Enter the account code to be charged for the purchase. Check with the administrator approving for the correct account code to be entered. The creator of the Requisition can submit the requisition without an account code. However, a code must be present for it to be approved.

**SPECIAL NOTE**:
Once the above information is completed. **Click the "SAVE" button**. Once the Requisition is saved, a button labeled "DOCUMENTS" will appear.

**Documents:** Now attach all appropriate documents in support of the requisition, such as quotes, student lists, registration forms, orders, and any other information that supports the request.

**Optional:**
**Notes:** Indicate any special instructions here. EX. Need check by (date)____, Mail attached documents with check. Quotes attached, etc.
**Vendor Notes:** Special instructions for the vendor.
**Comments:** Other Information which may help approvers understand the need for this purchase.

**Special Notes:** The Requisition is encumbered when entered and submitted by the authorized requisitioner. The Requisition Total should be the amount for this purchase, including freight.

**Approvals:**
The Requisition will be reviewed and approved by the Organizational Approver (this is determined by the Campus/Dept selected when completing the Requisition), Operations and Business Office Specialist, Chief Financial Officer, and the Superintendent. [Allow 3-5 working days.]

After approval by the Superintendent, the requisition becomes a Purchase Order. The Purchase order will be printed by the Authorized Requisitioner attached to the original requisition and returned to the requestor. **The requester will be responsible** for placing actual the order either online, via mail, e-mail or fax.

**A Requisition/Purchase Order is not valid until signed/approved by the Superintendent**.

**ORDERS *MAY NOT* BE PLACED BY PHONE, FAX, INTERNET, EMAIL OR VERBALLY UNTIL THIS SIGNATURE HAS BEEN OBTAINED. *NO EXCEPTIONS*!!**

Upon receipt of your order – sign and date the packing list and/or invoice and submit to Accounts Payable. Indicate whether this completes the Purchase Order or if it is a partial shipment. If the Purchase Order shipment is not complete – the Purchase Order will remain open to pay further invoices. All paperwork must be forwarded to Accounts Payable as soon as possible. Original invoices and packing slips are required to pay the vendor on time. You may make a copy for your personal files.

Computer checks are printed every Friday unless there is scheduled holiday, then they will be cut on the Thursday prior. If sufficient notification is given, all checks should be processed within these time lines. The district does NOT issue handwritten checks.

**Additional information to be considered:**
Make only one (1) Requisition/PO for orders requiring a down payment and a final payment.

**Technology Items:** Technology Department approval is **required prior** to ordering any of the following items including, but not limited to: computers, computer software, computer accessories/parts, TVs, VCRs, DVDs, CD's, recorders, scanners, overhead projectors, cameras, camcorders, printers, print cartridges, fax machines, graphing calculators, typewriters, audio visual furniture and equipment, flash drives, diskettes, etc.

**Budget:** When the dollar amount you want to spend exceeds an account's budget, you must request a budget amendment. The budget amendment MUST be made prior to the requisition being submitted. Please email your campus administrator or program director the $ amount to be moved (whole $'s only), the account to move to and move from and a brief justification for the amendment. The campus administrator or program director will approve and forward the e-mail to the Business Manager. Business Manager will process and send e-mail notification once amendment is complete.

**Food:** All purchase orders for food items must indicate to whom, what, when and why it will be served. The purpose must be approved by the Food Services Director.

**Open Purchase Orders:** Open Purchase Orders may only be requested up to $500. Any "Open PO" must include a general listing of the items to be purchased (i.e. crackers, cookies, notebooks, pencils). "Miscellaneous Supplies" or "Supplies" are not acceptable listing, such listings will be rejected for further detail
**Note:** Invoices for "Open PO's" must be turned into Accounts Payable as the items are purchased. Do not hold invoices until the PO is to be closed.

**District Credit Cards:** When a vendor will not accept a district purchase order, a district credit card may be used. Upon the approval of a district purchase order, an employee may check out a credit card from their campus secretary. Once the purchase has been made, place the P.O. number on the receipts and return all receipts to the Accounts Payable office.

**Gift Cards:** An employee may purchase gift cards only to be awarded to students (i.e. for Perfect Attendance, Student-of-the-Month, etc.).

**Purchase of Fixed Assets and/or Major Items:**
Fixed assets and/or other major items (individual items cost exceeding $5,000) are considered Fixed Assets/Inventory. To purchase fixed assets and/or major items, campuses/departments shall contact the Purchasing Department. This procedure is in effect to ensure compliance with competitive procurement laws as well as to obtain the best quality, price, and delivery time.

If a maintenance agreement is included as a separate cost of the overall purchase package, the Superintendent must be contacted to review and approve the agreement. Likewise, the Superintendent must review and approve all maintenance agreement renewals. Before equipment repairs are authorized, campuses/departments should contact the Purchasing Department to ascertain if a current maintenance agreement is in effect for that particular piece of equipment.

**Fixed Asset Coding**

| Description | Useful Life (Years) | Cost greater than $5,000 | Cost between $500 and $5,000 | Cost less than $500 |
|---|---|---|---|---|
| Library Books | n/a | 6399B | 6399B | 6399B |
| A/V Equipment (includes headphones, cassette players, CD players, etc.) | 5 | 6639 | 6399 E | 6399 |
| Computer/Technology Equipment | 3 | 6639 | 6399 E | 6399 |
| Musical Instrument | 5 | 6639 | 6399 E | 6399 |
| Office/Classroom Equipment | 5 | 6639 | 6399 E | 6399 |
| Sports Equipment | 5 | 6639 | 6399 E | 6399 |
| Furniture | 7 | 6639 | 6399 E | 6399 |

**Purchases from Student/Campus Funds**
The District utilizes centralized student/campus activity fund accounting. All activity funds are controlled and accounted for in the same manner as all other district funds. This includes the use of approved Purchase Orders as described above. The Principal remains responsible for all such funds. Monies not generated by students that are maintained in the Campus Activity fund Accounts (461.xx.xxxxx.xx.xxx.x.xxxx) may be used for the purpose of supplementing a school's general operating budget. However, monies generated by students that are maintained in the Student Activity Fund Accounts (865.xx.2190.xx.xxx.x.xxxx) should be spent on students and, ideally, within the same school year in which monies were raised. The section "Student Activity Funds" contains details relative to specific purchasing procedures.

**Purchases from Federal Grant Funds**
Only purchases that follow the allowable costs identified in the Federal Cost Principles or TEA Guidelines may be made with grant funds. All purchases must be made following district purchasing policies/procedures with the program director/grant coordinator providing organizational approval.

# Disposal of Obsolete Property

Each year, the District may participate in a public auction/sale of obsolete property and equipment. Each campus is responsible for organizing the items they wish to contribute to the auction. The Maintenance Department will pick up all auction items from the campuses a few days before the event. In order to have the assets picked up, the campus must provide a list of the items to the Purchasing Department. The Purchasing Department will submit a work order for Maintenance to pick up the items. The Maintenance Department will not pick up anything that is not on the list that they are given. In addition, all items to be picked up must be in one location (unless the items are too large to move). Please contact the Purchasing Department if you have any questions regarding the public auction. Items may be disposed of at the discretion of the Superintendent. The Technology Department will dispose of equipment in accordance with applicable laws and recycling electronics.

# Records Retention

All campus and district personnel are required to follow the Navarro ISD Records Retention Plan as required by Board Policy CPC (Legal) and CPC (Local). Campus administrators and program directors will be supplied with the approved Records Control Schedule.

Finance, Human Resources, Student Programs, Individual Student Records and other related files, accumulated during the year that need to be maintained either permanently or for a period longer than one year will need to be placed in 9 x 13 x 15 size boxes and be labeled with the following information on the outside of the box:
- Identifying number=last 2 digits of fiscal year=box number (ex. 17-001, 17-002, 17-003)
- Fiscal year records were created
- Description of records in box
- Campus of origin
- Date for destruction

Each campus will develop a "Records Retention" excel list of the labeled boxes prior to the records being moved to the retention area. See example below:

| Box # | Contents | Destruction Date | |
| --- | --- | --- | --- |
| | | Proposed | Actual |
| 10-001 | 2009-10 Payroll Journals Sept-Nov, Jan-June | 10/2015 | |
| 10-002 | 2009-10 Finance Journals Sept-March | 10/2015 | |

Each campus is responsible for initiating a work order with the Maintenance Department to have records transferred to a campus retention area. District level records are maintained in the Jr. High Cafeteria. Electronic documents will be maintained through the Electronic Document Management System and archived records will be maintained in the designated retention areas. Destruction of records will occur according to the approved Records Control Schedule, or under other conditions listed in Board Policy CPC (Legal). The Business Manager and Purchasing Agent will schedule a records destruction day once every 2-3 years. Each campus will provide their "Records Retention" list to the Business Office at that time.

If your campus/department wishes to have records retained beyond the normal record retention schedule as stated for specific documents, you must note this on the box and on the Retention list and provide a reason for the need to retain these records for an extended period of time.

# Student Insurance

The Navarro Independent School District offers supplemental student accident insurance that may be purchased by students/parents. Coverage is available for school time or 24-hour. Applications will be provided to each campus prior to the start of school for distribution to students. Please contact Purchasing for additional applications or claim forms.

# Taxable Status of Sales and Purchases

The following information is taken from the Texas Comptroller of Public Accounts:

**Taxable Status of Purchases**

All items purchased by a public school for the school's own use qualify for an exemption from sales tax if the items purchased relate to the educational process. The school, school district, or an authorized agent should provide the seller a tax exemption certificate. To be valid, the certificate must state that the merchandise being purchased is for the organization's own use in providing education is being made in the name of the organization, and the payment shall be made from the organization's own funds. The school district *will not* reimburse employees for sales tax they paid on purchases made on the behalf of the school district.

Purchases for their own use by individuals, even though connected with a school or school organizations, are not exempt from the tax. **As an example, students purchasing items that they will keep after they are no longer students, such as cheerleaders uniforms, teachers purchasing computer equipment, band members purchasing their own instruments and athletic teams purchasing their own jackets are not tax exempt.**

**Exempt School Items**

Public schools and school-related organizations are not required to collect sales tax on the following:
- Fees and admission tickets, if the event is entirely for educational purposes
- Student club memberships

Sales of food and soft drinks that are:
- Sold or served during the regular school day
- Sold or served by a parent-teacher association during a fund raising sale, the proceeds of which do not benefit an individual
- Sold by a person under 18 years of age who is a member of an organization devoted to the exclusive purpose of education, and groups associated with public or private elementary or secondary schools as a part of a fund raising drive sponsored by the organizations for its exclusive use
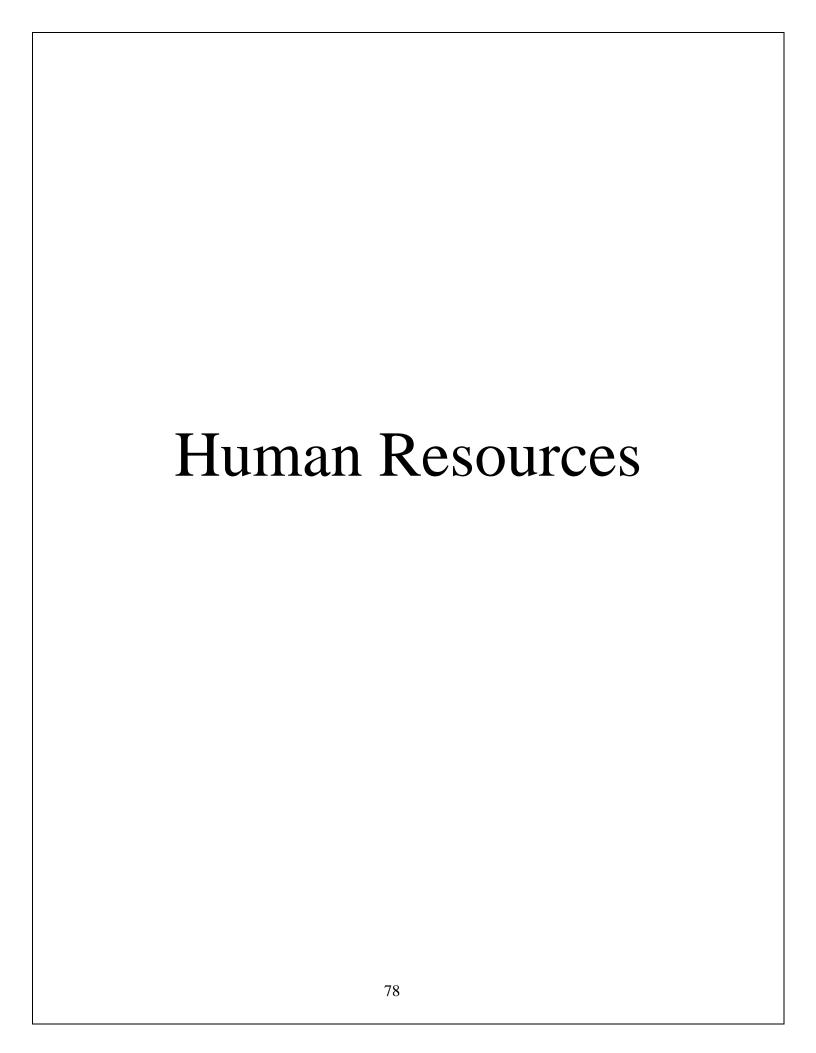
**Taxable Sales**

Public schools and school-related organizations must collect the sales tax on all sales that are not specifically exempted. For example, sales taxes must be collected on the following:
- School purchased supplies sold directly to students including athletic equipment and physical education uniforms
- Fees for materials when the end product becomes a possession of the student
- Student publications such as yearbooks and football programs
- School rings
- Books sold to students at book fairs

**One-Day Tax-free Sales**

Effective August 30, 1993, each school (district-wide), each organization within that school, and each outside organization affiliated with that school are allowed to have two (2) one-day tax-free sales or auctions during a calendar year. One-day tax-free sales mean that collection and remittance of state sales taxes is not required on qualified sales on that day. While the sale of yearbooks can be selected as one of the two one-day tax-free fund raisers, a book fair is usually not a qualified sales event because the school is not the seller, and the school is therefore acting as an agent for the vendor. The sale of items received from a vendor, in which the school and the respective vendor have an agreement that the vendor will take back any unsold items, would also generally not qualify as a one-day tax-free sale.

# Human Resources

# Human Resources

**Mission:** To recruit and retain highly qualified and highly effective faculty and staff.

## Alcohol and Drugs/Reporting Alcohol/Drug Use

Board Policy DHE (Legal & Local)

**Alcohol**

Employees shall not possess, use or be under the influence of alcohol during working hours or at school-related activities outside of usual working hours. An employee need not be legally intoxicated to be considered "under the influence" of alcohol.

**Drugs**

Employees shall not unlawfully manufacture, distribute, dispense, possess, use or be under the influence of a controlled substance or illicit drug as defined in state or federal law during working hours while at school or at school-related activities outside of usual working hours. An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

**Report of Drug Offenses**

A teacher, administrator or other district employee is not liable in civil damages for reporting to a school administrator or governmental authority in the exercise of professional judgment within the scope of the teacher's, administrator's or employee's duties a student whom the teacher suspects of using, possessing or selling, on school property any of the following substances:
● Marijuana or a controlled substance, as defined by the Texas Controlled Substances Act
● A dangerous drug, as defined by the Texas Dangerous Drug Law
● An abuse-able glue or aerosol paint as defined by the Texas Controlled Substances Act, or a volatile chemical if the substance is used or sold for the purpose of inhaling its fumes or vapors
● An alcoholic beverage as defined by the Alcoholic Beverage Code

## Application Process

Online applications may be submitted for all positions, professional, paraprofessional, auxiliary and substitutes. Current employees must submit applications for open certified and paraprofessional position through the AppliTrack portal. Certified, paraprofessional and substitute applications must be submitted online through the AppliTrack portal. Auxiliary (Food Service, Transportation & Maintenance) applications may be submitted through the AppliTrack portal or in person, by U.S. mail or fax.

## Annual Appraisals

**(Board Policy DNB (LEGAL/LOCAL)**
**Administrator T-PESS**

Appropriate forms are stored in Eduphoria/STRIVE to be accessed by the administrator and Superintendent.

**Classroom Teacher T-TESS**

Completed appraisal forms are to be stored in Eduphoria/STRIVE. Evaluations will be conducted in accordance with Board Policy DNA (LEGAL & LOCAL).

**Other Professional Staff**

Appropriate forms are in Eduphoria/STRIVE; Completed appraisal forms are to be stored there. Each professional employee is required to have an appraisal each year.

**Auxiliary and Paraprofessionals**

Appropriate evaluation forms will be submitted to the campus or department supervisor. Completed evaluation forms are due to the Human Resources office before the employee leaves the campus for summer break or before the school year ends.

## Automated Absence Reporting – Frontline (formerly AESOP)

All district employee absences must be recorded the Frontline Absence Management system for leave tracking. Classroom teachers, nurses, and paraprofessional absence information are also used to pay district substitutes. A confirmation number must be assigned to the absence for the absence to be properly recorded. The system is available 24 hours a day, 7 days a week and can be accessed via internet and phone. The Campus Frontline administrator has the ability to override any absence information entered in the system. **Absence from Duty forms are to be retained on campuses.** All other district employee absences, including Food Services, Operations and Transportation should be recorded in Frontline before the end of the week of the absence.

## Compensatory Time

Compensatory time is shown on each employee's monthly Wage and Earning Statement and updated each pay period. [See DEC (LOCAL)] Compensatory time earned by nonexempt employees may not accrue beyond a maximum of **60** hours. If an employee has a balance of more than 30 hours of overtime, the employee will be required to use compensatory time or, at the District's option, will receive overtime pay. An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a fiscal year, the employee shall receive overtime pay. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. The District may require an employee to use compensatory time when in the best interest of the District.

## Contract Termination

Effective 9/28/2011, Texas Education code 21.103 and 21.1.6 changes the deadline for providing notice of probationary contract termination or term contract renewal or proposed nonrenewal from 45 days before the last day of instruction to 10 days before the last day of instruction. It also specifies the delivery mode: Hand delivery or if the teacher is not present on the delivery date, certified mail or express delivery service to address of record. If postmarked on or before deadline, it will be timely delivered.

## Criminal History Record Information (CHRI)
## Proper Access, Use and Dissemination Procedures

**Purpose:** The intent of the following policies is to ensure the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI) until such time as the information is purged or destroyed in accordance with applicable record retention rules.

The following policies were developed using the FBI's Criminal Justice Information Services (CJIS) Security Policy. The *Navarro ISD* complements this policy with a DBAA (Local) policy; however, the CJIS Security Policy shall always be the minimum standard. The local policy may augment, or increase the standards, but shall not detract from the CJIS Security Policy standards.

**Scope :** The scope of this policy applies to any electronic or physical media containing FBI CJI while being stored, accessed or physically moved from a secure location from the *Navarro ISD*. In addition, this policy applies to any authorized person who accesses, stores, and/or transports electronic or physical media.

**Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)**

CJI is the term used to refer to all of the FBI CJIS provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

CHRI, is a subset of CJI and for the purposes of this document is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use and dissemination of CHRI. In addition to the dissemination restrictions outlined below, Title 28, Part 20, Code of Federal Regulations (CFR), defines CHRI and provides the regulatory guidance for dissemination of CHRI.

**Proper Access, Use, and Dissemination of CHRI:** Information obtained from the Interstate Identification Index (III) is considered CHRI. Rules governing the access, use, and dissemination of CHRI are found in Title 28, Part 20, CFR. The III shall be accessed only for an authorized purpose. Further, CHRI shall only be used for an authorized purpose consistent with the purpose for which III was accessed. Dissemination to another agency is authorized if (a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (b) the other agency is performing noncriminal justice administrative functions on behalf of the authorized recipient and the outsourcing of said functions has been approved by appropriate CJIS Systems Agency (CSA) or State Identification Bureau (SIB) officials with applicable agreements in place.

**Personnel Security Screening:** Access to CJI and/or CHRI is restricted to authorized personnel.  Authorized personnel is defined as an individual, or group of individuals, who have been appropriately vetted through a national fingerprint-based record check and have been granted access to CJI data.  Agencies located within states having passed legislation authorizing or requiring civil fingerprint-based background checks for personnel with access to CHRI for the purposes of licensing or employment shall submit fingerprint-based record check within 30 days of employment or assignment on all personnel with who have direct access to CJI, those who have direct responsibility to configure and maintain computer systems and networks with direct access to CJI, and any persons with access to physically secure locations or controlled areas containing CJI.  Agencies located within states without this authorization or requirement are exempted from the fingerprint-based background check requirement until such time as appropriate legislation has been written into law.

**Security Awareness Training:** Basic security awareness training shall be required within six months of initial assignment, and biennially thereafter, for all personnel who have access to CJI.

**Physical Security:** A physically secure location is a facility or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect the FBI CJI and associated information systems. The perimeter of the physically secure location shall be prominently posted and separated from non-secure locations by physical controls.

Only authorized personnel will have access to physically secure non-public locations. The *Navarro ISD* will maintain and keep current a list of authorized personnel.  All physical access points into the agency's secure areas will be authorized before granting access.  The agency will implement access controls and monitoring of physically secure areas for protecting all transmission and display mediums of CJI.   Authorized personnel will take necessary steps to prevent and protect the agency from physical, logical and electronic breaches.

**Media Protection:** Controls shall be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed.  "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. "Physical media" includes printed documents and imagery that contain CJI.

The agency shall securely store electronic and physical media within physically secure locations or controlled areas. The agency shall restrict access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data shall be encrypted per Section 5.10.1.2.

**Media Transport:** Controls shall be in place to protect electronic and physical media containing CJI while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure and use.  The agency shall protect and control electronic and physical media during transport outside of controlled areas and restrict the activities associated with transport of such media to authorized personnel.

**Media Sanitization and Disposal:** When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store and/or transmit FBI CJI shall be properly disposed of in accordance with measures established by Navarro ISD.

**Does not apply – no FBI CJI:** Physical media (print-outs and other physical media) shall be disposed of by one of the following methods:

1) shredding using *Navarro ISD* issued shredders.

2) placed in locked shredding bins for NA to come on-site and shred, witnessed by NA personnel throughout the entire process.

3) incineration using *NA* incinerators or witnessed by *NA* onsite at agency or at contractor incineration site, if conducted by non-authorized personnel.

Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier Hard-drives, etc.) shall be disposed of by one of the Navarro ISD methods:

**DOES NOT APPLY:**
1) **Overwriting (at least 3 times)** - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.

2) **Degaussing -** a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.

3) **Destruction –** a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from *Navarro ISD***'**s control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

**Account Management:** The agency shall manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. The agency shall validate information system accounts at least annually and shall document the validation process.

All accounts shall be reviewed at least annually by the designated CJIS point of contact (POC) or his/her designee to ensure that access and account privileges commensurate with job functions, need-to-know, and employment status on systems that contain Criminal Justice Information. The POC may also conduct periodic reviews.

**Remote Access:** Navarro ISD shall authorize, monitor, and control all methods of remote access to the information systems that can access, process, transmit, and/or store FBI CJI. Remote access is any temporary access to an agency's information system by a user (or an information system) communicating temporarily through an external, non-agency controlled network (e.g., the Internet). **DOES NOT APPLY**

Navarro ISD shall employ automated mechanisms to facilitate the monitoring and control of remote access methods. The district shall control all remote accesses through managed access control points. The district may permit remote access for privileged functions only for compelling operational needs but shall document the rationale for such access in the security plan for the information system.

Utilizing publicly accessible computers to access, process, store or transmit CJI is prohibited. Publicly accessible computers include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.

**Personally Owned Information Systems:** A personally owned information system shall not be authorized to access, process, store or transmit CJI unless the agency has established and documented the specific terms and conditions for personally owned information system usage. A personal device includes any portable technology like camera, USB flash drives, USB thumb drives, DVDs, CDs, air cards and mobile wireless devices such as

82

Androids, Blackberry OS, Apple iOS, Windows Mobile, Symbian, tablets, laptops or any personal desktop computer. When bring your own devices (BYOD) are authorized, they shall be controlled using the requirements in Section 5.13 of the CJIS Security Policy.

**Reporting Information Security Events:** The agency shall promptly report incident information to appropriate authorities to include the state CSA or SIB's Information Security Officer (ISO). Information security events and weaknesses associated with information systems shall be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures shall be in place. Wherever feasible, the agency shall employ automated mechanisms to assist in the reporting of security incidents. All employees, contractors and third-party users shall be made aware of the procedures for reporting the different types of event and weakness that might have an impact on the security of agency assets and are required to report any information security events and weaknesses as quickly as possible to the designated point of contact.

**Policy Violation/Misuse Notification:** Violation of any of the requirements contained in the CJIS Security Policy or Title 28, Part 20, CFR, by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and/or termination.

Likewise, violation of any of the requirements contained in the CJIS Security Policy or Title 28, Part 20, CFR, by any visitor can result in similar disciplinary action against the sponsoring employee and can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

## Disciplinary Procedures for any Employee

Contact the Superintendent immediately, as any investigation needed will be coordinated by the Superintendent or designee. Documentation of disciplinary action must be approved by the Superintendent.

## Disqualifying Criminal History

Navarro ISD has determined that certain individuals should be disqualified from employment or volunteer positions in our district. The District reserves the right to disqualify any applicant or volunteer who has ever been convicted of any disqualifying offense, been on probation or received deferred adjudication for any disqualifying offense, including any person who is presently on deferred adjudication or had disqualifying criminal history per Texas Education Code Sec. 22.085 (a) for all public-school employees:

1. Applicant convicted of:
   a) A felony offense under Title 5, Penal Code (offenses against persons);
   b) An offense or conviction of which a defendant is required to register as a sex offender under Chapter 62, Code of Criminal Procedure;
   c) An offense under the laws of another state or federal law that is equivalent to an offense under a) or b) above; and

2. At the time of the offense, the victim of the offense was under 18 or enrolled in a public school.

**Disqualifying criminal history information designated by Navarro I.S.D. includes crimes that involve moral turpitude as described in the guidelines below:**
   ● sex related offenses
   ● child related offenses
   ● drug and alcohol related offenses
   ● weapons offenses
   ● felony robbery/burglary offenses
   ● fraud related offenses and
   ● crimes against persons and property.

Crimes that do not involve moral turpitude include minor traffic violations, if limited in number, shoplifting misdemeanors, if limited in number, and misdemeanors matters arising out of organized civil disobedience activities.

Other offenses not listed above may result in disqualification is at the discretion of the Superintendent. Determining factors of disqualification would include the following:
- The nature and severity of the criminal conduct
- The length of time since the criminal conduct occurred
- The age of the applicant at the time of the criminal conduct
- Job history

## Drug-Free Schools and Drug-Free Workplace Requirements

To comply with P.L. 100-690, Sec. 5153 and 34 CFR 84.205 Federal regulations, the Safe and Drug Free Schools notice must be posted on each campus and in each district workplace in a high visibility area.  These requirements should be discussed at an employee meeting. Be sure to note the item on a staff meeting agenda, and maintain a copy of this agenda for your files.  Health and wellness information can be found at www.nisd.us/staff/staff resources.  A listing of community drug and alcohol counseling, rehabilitation and reentry programs should be placed in the employee handbook.

## Employee Background Checks/Fingerprint-based Applicant Clearing House (FACT)
### Board Policy DBAA (LEGAL)

Senate Bill 9, enacted during the 80th legislative session mandated that all school districts fingerprint and review the associated state and national criminal history record of a person who is an applicant for employment or holder of a certificate is employed by a school district.  The applicant must submit fingerprints and have the state and national criminal history record information reviewed by the school district. To comply with Education Code Chapter 22.0834, and Section 411.085 of the Texas Government Code, criminal history record information on all district employees may be accessed in the Tx. Department of Public Safety FACT clearing house. If a prospective employee does not have fingerprint records on file in the FACT clearinghouse the district shall upload their name and other identifying factors to the State Board of Education (SBEC) to receive an application for that prospective employee to be fingerprinted by the Tx DPS. Once fingerprinted, the fingerprint results are entered in the FACT clearinghouse and a subscription is created. After review and a hiring decision is made, the subscription may either be left in the FACT with your agency or if the applicant was not hired, the subscription must be disabled. Once the employee leaves the employment of said district, the fingerprint subscription must be disabled. Additional HELP Resources available at Tx Department of Public Safety, FACT Clearinghouse User guide. See Criminal History Record Information (CHRI) Proper Access, Use and Dissemination Procedures on page  82 for the complete district policy. See Board Policy DBAA Local for Employment Requirements and Restrictions Pre-employment Reviews.

## Employee Complaints
### Board Policy DGBA (LEGAL/LOCAL)

For all employee complaints, contact the Human Resources Director immediately, who will immediately identify the necessary steps to provide employees an orderly process for prompt and equitable resolution of complaints.  In resolving complaints, time is of the essence.  All time limits shall be strictly observed unless extended by mutual consent. The Employee Complaint Form is located on the district website under Staff/Forms.

## Employee ID Badges

District employees are issued ID badges to enhance student safety and district security; the security swipe card that is issued to every employee by the campus or department may be printed for the Employee ID Badge. Employees are expected to wear ID badges at all times while on duty. If a badge is lost or stolen, the employee must have the badge replaced immediately and pay the required charge. Damaged badges will be replaced free of charge; however, the old badge must be surrendered to receive a new badge.

## Exempt Employees

Exempt employees include, but are not limited to, administrators, teachers, librarians, counselors, nurses, psychological associates, diagnosticians, full-time managers and other professional employees.

## Exit Interview Questionnaire

The Human Resources Director will conduct exit interviews of all terminating staff. Exit Interview forms will be forwarded to each employee upon receipt of resignation letter. Completed exit interview forms will be submitted to Superintendent for review and to the Campus administrator or Supervisor for review.

## Fair Labor Standards Act for Non-Exempt Employees

General Guidelines: (For complete guidelines, please access the Dept. of Labor website)
District employees, supervisor and managers must abide by Fair Labor Standards Act for Non-Exempt Employees issued by the Department of Labor. Non-exempt employees include, but are not limited to: custodians, teacher aides, secretaries, maintenance, food services, transportation, and student employees.

## Hiring Process

Upon receipt of a recommendation from the hiring manager, the Human Resources office will reaffirm the selection by verifying that all paperwork is in order, references checked, fingerprint record viewed and subscribed to, applicant properly certified (if required), after which candidate packet will be submitted to Superintendent for review and approval. For professional positions, if approved, the name will be placed on the next board agenda as an action item. Upon board approval, the Human Resources office will contact the candidate; make the job offer, present the employment contract and schedule Human Resources, Benefits & Payroll session. *Administrators must provide candidates with salary information prior to submission of recommendation form to Human Resources.*

## Hours Worked

The hours worked by an employee includes all time that an employee is required to be on duty and all time that an employee is required or permitted to work for the employer. This applies even if the employee is not actively engaged in performing the work. Waiting time for periods of inactivity is considered time worked when the time belongs to and is controlled by the employer. Meal periods of 30 minutes or more are not counted as time worked if the employee is completely relieved from duty. Rest periods or breaks of short duration, from 5 to 20 minutes, must be counted as hours worked. *The employer is not required to provide breaks for employees.* **Straight time will be earned for holidays worked unless weekly total exceeds 40 hours.**

## Independent Contractors/Contractors with Employees

Board Policy CJA (Legal)

Senate Bill 9 requires all Contractor employees doing work on school property to be fingerprinted. This process is done through the Texas Department of Public Safety Crimes Records Services as the prints must be submitted and researched in the national criminal history records maintained by Texas Department of Public Service and the FBI. Fingerprint based Applicant Clearinghouse of Texas (FACT). The contractor's fingerprints must be subscribed to during the entire duration of the contract. Upon completion of contracted services, the subscription must be disabled.

## Interview Process

When principals and hiring administrators are ready to fill a vacancy, they must access Frontline AppliTrack System and review applications, transcripts, letters of interest, current resumes and other documents submitted by applicant. An interview committee must be established, and candidates scheduled for interviews. Interview questions should be related to job duties listed on job descriptions. Human Resources vacancy packets are on Google Docs and include:
● Confidentiality statement to be signed and dated by each member of the interview committee
● Reference forms, if needed.

## Job Descriptions

All positions in the district must have job descriptions developed. Draft job descriptions will be developed and reviewed by the employees and administrators and approved by the Superintendent. All auxiliary and paraprofessional employees must review and sign their job description. A copy must be in their personnel file. Professional employees receive contracts and are not required to sign a job description.

# Job Postings
Board Policy DC (Legal)

When job vacancies occur, the Human Resources office posts vacant position lists on the district website at www.nisd.us and at the Central Office location. All positions must be posted on the district website for 10 working days.

To be considered for posted positions, in-house personnel must submit a letter of interest for the position through the AppliTrack System. All other applicants must complete online application, submit resumes, letters of interest, proof of education, and other documents for each position they wish to be considered for. Auxiliary applicants may complete a hard copy application at the Central Office.

# Jury Duty
A copy of the employee jury summons must be sent to the Payroll office with the weekly AESOP report.

# Leaves and Absences
Board Policy DEC (Local)

All personnel must submit an Absence from Duty form in advance to their immediate Supervisor for any discretionary absence approval regardless of the reason for leave from duty. An Absence from Duty form must be submitted for non-discretionary sick leave when employee returns to duty. All employees must submit a medical certification stating they are fit to return to regular duty if absent five (5) or more consecutive workdays due to personal illness or submit a medical certification stating illness in the immediate family.

The following information must appear (printed) on the Absence from Duty form:
- Employee name
- Employee number
- Campus location
- Date of request
- Type of absence must be completed for each absence before sending report to the Supervisor for approval.

# On The Job Injury/Workers Compensation Procedure

**Accident resulting in a major injury, medical attention required, assess the injured employee and take the following steps:**
1. Call **911** if medical treatment (more than First Aid) is required, update employee and keep them comfortable (**ALL INJURED EMPLOYEES TRANSPORTED BY EMS WILL BE TAKEN TO GUADALUPE REGIONAL HOSPITAL IN SEGUIN**) , then
2. Call campus nurse or district trainer **and** Human Resources at ext. 6000 (Ingrid Davenport);
3. Check to see if employee would like to have family members contacted; make the call if necessary;
4. Be prepared to answer questions regarding the accident if employee cannot- or has been transported by medical personnel;
5. Complete Accident/Incident Investigation Report, sign and forward to Human Resources as soon as possible.

**For Emergencies and after-hour treatment: Guadalupe Regional Medical Center, 1215 E. Court, Seguin, Texas**
**Accident resulting in a minor injury, medical attention required:**
1. Call campus nurse or district trainer and Human Resources at ext. 6000 (Ingrid Davenport);
2. Ensure employee is receiving First Aid by district medical staff and provide all information about the accident.
3. Notify employee of their option to receive Worker's Compensation medical attention at any of the following medical facilities:

| Guadalupe Regional Medical Group | Guadalupe Regional Urgent Care at Clear Springs |
|---|---|
| Dr. Frank Wright | 1761 S. State Hwy 46, Suite 104 |
| 411 S. King Street | New Braunfels, Tx 78130 |
| Seguin, TX 78155 | (830) 484-7816 |
| (830) 484-4201 (call office first) | |

**Accident resulting in minor injury, no medical attention required:**
1. Complete Accident/Incident Investigation Report form (employee or supervisor)
2. Sign completed form (employee and supervisor)
3. Submit completed form to Human Resources as soon as possible after the incident.

**If injured employee elects medical attention, complete form #1 from OJI packet: Accident/Incident Report, employee receives the following copies:**
1. **Form # 2** Injured Worker Instructions
2. **Form # 3**:GRMG Treatment Authorization,
3. **Form #1:** forward completed form to Human Resources ASAP.

**OR they may go to their own doctor if that doctor accepts worker's compensation insurance. The district health insurance WILL NOT pay for any work-related injuries, nor will the Workers Compensation insurance pay and doctor that is not in the W/C network.**

**Form Assistance, Instructions and extra W/C packets, please contact:**
1. Central Office Secretary, Ingrid Davenport Reception or
2. Human Resources Office

# Personnel File Information
### Board Policy DBA (LEGAL/LOCAL)
The following documents/forms must be included in a professional personnel file, but not limited to:
- Completed employment application
- Official transcript(s)
- Virtual certificate
- NCLB 'Highly Qualified' verification (from previous years)
- TECAT - (for teachers certified before EXCET or TxEIS)
- Official Service record
- Verification of birth date
- Copy of valid picture ID and Social Security card
- Original contract
- Signed copy of job description, for auxiliary staff, paraprofessionals, for those employee paid by federal funds, and any manager/supervisors.

The following documents/forms must be included in a paraprofessional/auxiliary personnel file, but not limited to:
- Completed employment application
- Service record
- Verification of birth date
- High school diploma or High school transcript. GED certificate (if applicable)
- Copy of valid picture ID and Social Security card
- College transcript(s) if applicable
- Paraprofessional certificate if applicable
- Signed copy of job description

# Poster Requirements
- Concealed Handguns Prohibited (English & Spanish versions)
- Tobacco Use Prohibited
- Equal Employment Opportunity is the Law (English & Spanish versions)
- Fair Labor Standards Act (English & Spanish versions)
- Family and Medical Leave Act of 2009 (English & Spanish versions)
- Notice to Employees Concerning Worker's Compensation in Texas (English & Spanish versions)
- Notice Regarding Legal Restrictions on Steroids (Gymnasium)
- Notice of Pest Control Treatment
- Texas Hazard Communication Act (English & Spanish versions)
- Whistle Blower's Act (English & Spanish versions)

# Recommendations
Board Policy DBA (Local)

When a hiring recommendation is made, all interview packets (including the scripted notes, signed and dated confidentiality statements and rating sheets) are to be kept together and forwarded to the Human Resources office. The person making the recommendation shall complete and submit the AppliTrack Recommendation Form, hiring rationale (for certified positions) and call the most recent principal/supervisor for a reference check. A reference check from immediate past principal/supervisor **must** be checked and submitted with hiring packet. AppliTrack References forms must be reviewed.

# Recruitment Process

Human Resources Manager and district administrators will participate in on-site college and university and Educational Service Center Job Fairs. Recruiting tables are set up, applicants are screened, district information and employment opportunities are distributed, resumes are reviewed and application procedures are discussed. Qualified applicants are encouraged to submit an online employment application. After job fairs and college/ university visits, qualified applicant resumes are forwarded to principals for review.

# Staff Development Documentation

Staff development documentation is maintained and entered in Eduphoria/STRIVE by the individual educator for tracking purposes. All hard copies of documentation are to be retained by the educator after entering into the system.

# Student Teachers

Student Teacher coordination and placement falls under the scope of the Human Resources Department. Student teacher placements will be a coordinated effort between Human Resources, the Campus Principal, and the requesting University. Per Policy DEC (Local) A NISD full-time classroom teacher who is supervising a student teacher shall earn one additional personal leave workday per assignment per semester. A student teacher may perform a "thank-you" day for the teacher, where the teacher may be absent from the classroom in lieu of the additional personal leave day.

All Student teachers must have acceptable fingerprint results on file and attend the Student Teacher Orientation before starting the assignment. As stated above, upon completion of the required four weeks of student teaching, student teacher may volunteer one day as a "thank-you" to the supervising teacher.

# Substitute Procedures and Requirements

Substitute request and securing rules:
● An absence must be entered into Frontline (formerly AESOP) to secure a substitute for instructional employees. A confirmation number must be recorded for the absence to be valid.
● Employees may request and assign specific substitutes, at the discretion of the campus administrator.
● Daily absence reports must be signed by the substitute, and then submitted to Payroll weekly.
● Weekly absence reports must be reviewed and signed by the principal, then submitted to the payroll office.

**Campus Substitute Procedures:**
The campus must provide a substitute folder for all substitutes. Included in this folder should be:
● Lesson plans for the day
● Electronic device, if available
● Answer keys for worksheets and tests so they can be better equipped to help students
● The teacher's daily schedule
● Seating Chart
● Campus Discipline Plan
● List of helpful and special needs students
● Emergency procedures and numbers (campus extensions)
● Code for the telephone and emergency numbers
● A map of the campus

**Substitute Hours of Duty**:

Substitutes may work two (2) half days if the substitute takes a lunch or break during the day. Full-day substitutes will be allowed a 30-minute lunch. Flexibility and a willingness to work with each substitute on an individual basis is strongly suggested. Classroom doors should be unlocked for the substitute. The substitute will be responsible for signing their Frontline pay report with the campus secretary before leaving the campus. The report will include:

- Date of absence
- Full day, or AM/ PM
- Employee name
- Job confirmation number
- Position

## Termination of Employment

If an employee terminates employment, the supervisor is responsible for approving all time for payment of all compensatory time. The employee will be paid for any unused compensatory time. The employee will be given the option to using his accrued compensatory time in lieu of work. If an employee resigns without giving a two-week notice, they are not eligible for rehire unless approved by the Superintendent prior to a job offer.

## Title IX and Sexual Harassment
Board Policy DIA (Legal & Local); Board Policy FFH (Legal & Local)

If a circumstance arises or an allegation is made, concerning sexual harassment in your department, or at your campus, the following procedures must be followed:

- Contact the Superintendent or Human Resources Director immediately.
- The Superintendent will review the information gathered, and make the appropriate recommendations.
- All suspected cases should be identified and addressed even if no formal complaint has been made. New Title IX regulations pertaining to sexual harassment by students and employees will go into effect on August 14, 2020. NISD receives federal funds and is required to comply with all aspects of these new regulations which differ substantially from how alleged sexual harassment has traditionally been handled. The regulations also significantly impact how discipline may be imposed for conduct alleged to be sexual harassment.

## Tobacco Use
Tobacco use, **including electronic cigarettes**, is prohibited on school property.
Board Policy DH (LEGAL/LOCAL): Employee Standards of Conduct
Board Policy GKA (LEGAL): Community Relations, Conduct on School Premises
Board Policy FNCD (LEGAL): Student Conduct, Tobacco Use and Possession

## Volunteer Application and Criminal History Background Checks
Board Policy GKG (LEGAL)

Volunteer applications and Confidential Criminal History (CCH) background check forms must be completed by all volunteers each school-year. As of 9/16/2021, background name-based checks will not be run on parents, grandparents and guardians and other relatives of current students per the Texas Education Code 22.0835. A new process will be implemented for the 2022-2023 school year:

- Volunteers complete the volunteer application located on the district website.
- Application are returned to the campus secretary.
- Campus secretary reviews the applications.
- If the volunteer is **not** a parent, grandparent or relative of a current student and the **"other"** box on the application is checked, then that application should be forwarded to Ingrid in HR for approval.
- If the volunteer is a parent or grandparent of a current student, campus staff should scan that volunteer's ID into Raptor and a badge generated for the volunteer.
- A list of the "other" volunteers will be sent out as needed.
- If a volunteer has students at multiple campuses, each campus must scan the ID and print a badge when they perform volunteer duties.

## Volunteers as Coaches and Sponsors

Under the federal Fair Labor Standards Act (FLSA), a person who performs services for an employer is entitled to minimum wage and overtime, unless the person is both salaried and exempt from the minimum wage and overtime requirements. As a rule, an employee cannot "volunteer" to work for free. There may be some exceptions if the service to be performed is not the same type of service which the individual is employed to perform for the district. Any exception must be approved by the Director of Human Resources. (*29 U.S.C. 201 et seq*)

# Student Health Services

## Health Services

**Nurse's Duties**

The primary responsibility of a school nurse is to implement a comprehensive program of health services for the assigned schools, including direct health services to students. Serve as health advocate for students and staff. Promote health education and preventive health practices for students. Assist in the development of the comprehensive program. Additionally, the nurse shall:

- Implement a complete and functioning program management to provide emergency health care and participate in the development of the program.
- Assist in the control of communicable diseases by interpreting policies and procedures for the control of communicable diseases within the school.
- Maintain student immunization records and insure students enrolled are in compliance with state law.
- Coordinate referrals to health care professionals for diagnostic services and treatment as needed
- Consult with staff members on student health problems, as appropriate, and provide assistance with individual cases as needed.
- Enforce procedures for administration, safety, and security of medications, first aid supplies and equipment, and participate in the development of procedures.
- Participate in the implementation of the health curriculum.
- Coordinate health service activities with the instructional program.
- Compile, maintain, and file all reports and other documents as required.
- Implement and comply with policies established by federal and state law, State Board of Education rule and local Board policy in the area of health services.
- Provide relevant counseling and guidance to students and parents so they may assume responsibility for maintenance of student health.
- Serve as advisers for School Health Advisory Committee (SHAC).
- Help families use community resources for health-related needs.
- Supervise campus nurse aide and LVNs.

# Dispensing Medication and other Health Care Procedures

District employees designated by the Superintendent may administer medication to students or perform other prescribed special health care procedures in accordance with the following provisions and/or with the IEP requirements of a student with disabilities:

- The Principal will appoint responsible persons, such as the School Nurse, to supervise the storing and dispensing of all medications brought to school and the maintenance of equipment items needed for special health care procedures.
- The Principal will provide locked storage space where all medication and special equipment may be maintained apart from other clinic supplies and to which unauthorized employees will not have access.
- Each student's prescription medication must be brought to school by parent/guardian in the original container and have a label including the student's name, the name of the medication, directions concerning dosage and schedule for administration.
- Each student's nonprescription medication must be brought to school by a parent in the original container and have a written request to dispense from the parent, including the student's name and the name of the medication, except for over the counter medication for grades 7-12, which may be brought in by the student along with the parent note. If parents want the dosage to be less frequent than indicated on the container's instructions, they must specify in their written request. School employees are not allowed to increase dosage beyond the container's instructions unless it is prescribed by the physician.
- Special equipment items will also be identified by the student's name, and such items will be restricted for use by that student only. The student's parents will be instructed to furnish sterile disposable syringes and needles, which will be disposed of according to identified procedures.
- When a student requires specialized health care services while at school, the school's identified health care providers (i.e. nurse/nurse aide) should adhere to the following guidelines:
  o Secure parent permission to provide care.
  o Follow written orders provided to the school by the student's physician.
  o Maintain accurate records regarding services provided.

# Food Allergy Management Plan

The Superintendent has designated the following staff person as the District food allergy coordinator for students: Veronica Schnautz, RN, Navarro Elementary School, 380 Link Rd, 830-372-1933.

In accordance with state guidelines, and for the purposes of these procedures, the following definitions will apply:

**Food Intolerance:** An unpleasant reaction to a food that, unlike a food allergy, does not involve an immune system response or the release of histamine. Food intolerance is not life-threatening.

**Allergic Reaction:** An immune-mediated reaction to a protein. Allergic reactions are not normally harmful.

**Severe Food Allergy:** An allergy that might cause an anaphylactic reaction.

**Food Allergy Management Plan:** A plan developed and implemented by the District that includes general procedures to limit the risk posed to students with food allergies and specific procedures to address the care of students with a diagnosed food allergy who are at risk for anaphylaxis.

**Food Allergy Action Plan:** A personalized plan written by a health-care provider that specifies the delivery of accommodations and services needed by a student with a food allergy and actions to be taken in the event of an allergic reaction.

**Emergency Action Plan:** A personalized emergency plan written by a health-care provider that specifies the delivery of accommodations and services needed by a student in the event of a food allergy reaction.

**Individualized Health-Care Plan:** A plan written by a school nurse based on orders written by a health-care provider that details accommodations or nursing services to be provided to a student because of the student's medical condition.

**The District food allergy coordinator will:**
1. Coordinate the development and ensure implementation of the District's FAMP.
2. Be responsible for disseminating applicable District policies, procedures, and the FAMP.
3. Develop, or assist in the development of, food allergy request, notice, and incident report forms, as well as District-approved forms for FAAPs, EAPs, and IHPs. [See FD, FFAC, and FFAF(EXHIBIT)]
4. Ensure that specific food allergy information is requested from parents and students of the District. [See FD and the student handbook]
5. Pursue ongoing, specialized training in the management of food allergies in the school setting.
6. Ensure specialized training is received by any other employees responsible for development, implementation, and monitoring of the District's FAMP.
7. Provide general food allergy awareness training to employees. See TRAINING, below.
8. Develop general strategies for reducing exposure to common food allergens at District facilities and activities. See ENVIRONMENTAL CONTROLS, below.
9. Coordinate the composition, responsibilities, and procedures of campus food allergy management teams (FAMT), if applicable.
10. Ensure that employees and other individuals supervising a student with a diagnosed severe food allergy receive training, as necessary, regarding implementation of the student's FAAP, EAP, IHP, and/or Section 504 plan, as applicable, and on specific strategies to reduce the risk of the student's exposure to the diagnosed allergen.
11. Develop procedures related to student self-administration of allergy medicine, including epinephrine auto-injectors prescribed to a student. [See FFAC]
12. Coordinate with the District's record management officer to develop and implement procedures for record retention. [See FD and FL]
13. Collect and maintain incident reports after a student's anaphylactic reaction at school or at a school-related activity.
14. Review individual student plans and procedures periodically and after an anaphylactic reaction by a student at school or at a school-related activity.
15. Review the FAMP and related District policies and procedures annually, including any recommendations from campus FAMTs or school health advisory councils (SHAC).
16. Develop procedures for response to fatal reactions.

The campus Food Allergy Management Team (FAMT) is at each campus consists of the District RN or LVN. Additional staff may be included when a student requires an individual care plan. The FAMP and related District policies will be reviewed at least annually.

**The campus FAMT will:**
1. Assist in the development, implementation, and monitoring of the District's FAMP.
2. Be responsible for disseminating applicable District policies, procedures, and the FAMP.
3. Ensure that specific food allergy information is requested from parents and students of the campus. [See FD and the student handbook]
4. Pursue ongoing, specialized training in the management of food allergies in the school setting.
5. Ensure specialized training is received by any other employees responsible for development, implementation, and monitoring of the District's FAMP.
6. Provide general food allergy awareness training to employees. See TRAINING, below.
7. Implement general strategies for reducing exposure to common food allergens at campus facilities and activities. See ENVIRONMENTAL CONTROLS, below.
8. Implement the FAAP, EAP, IHP, and/or Section 504 plans, as applicable, for a student with a diagnosed severe food allergy.
9. Develop and implement specific strategies to reduce the risk of exposure to a diagnosed allergen for a student with a severe food allergy.
10. Ensure that employees and other individuals supervising a student with a diagnosed severe food allergy receive training, as necessary, regarding implementation of the student's FAAP, EAP, IHP, and/or Section 504 plan, as applicable, and on specific strategies to reduce the risk of the student's exposure to the diagnosed allergen.
11. Implement procedures related to a student's self-administration of allergy medicine, including epinephrine auto-injectors prescribed to the student. [See FFAC]
12. Implement procedures for record retention developed by the District food allergy coordinator, and record management officer. [See FD and FL]
13. Create and submit incident reports to the District food allergy coordinator, after a student's anaphylactic reaction at school or at a school-related activity.
14. Review individual care plans and procedures periodically and after an anaphylactic reaction by a student at school or at a school-related activity.
15. Review the FAMP and related District policies and procedures annually and provide input to the District food allergy coordinator.
16. Implement, if necessary, procedures for response to fatal reactions.

**The District's FAMP will include the following components:**
**Training**
The District will provide specialized training to employees who are responsible for the development, implementation, and monitoring of the FAMP. In addition, the District will provide general food allergy awareness training addressing:
1. The FAMP and applicable District policies and procedures;
2. General strategies to reduce the risk of exposure to common food allergens;
3. Signs and symptoms of food allergies;
4. Emergency response in the event of an anaphylactic reaction at school or at a school-related activity; and
5. Bullying awareness and response. [See Board policy FFI]

**Environmental Controls**
The District's general procedures to reduce the risk of exposure to common food allergens will include:
1. Limiting, reducing, and/or eliminating food from classroom(s) and other learning environments used by students diagnosed with food allergies who are at risk for anaphylaxis.
2. Implementing appropriate cleaning protocols in the school, with special attention to identified high-risk areas.
3. Posting visual reminders promoting food allergy awareness.
4. Educating students about not trading or sharing food, snacks, drinks, or utensils.
5. Assigning staff members who are trained in the administration of epinephrine auto-injectors as monitors in the food service area, as appropriate.

6. Implementing appropriate risk reduction strategies for high-risk areas in the school, including, but not limited to, the cafeteria, classroom(s), and common areas; the school bus; extracurricular activities; field trips; school-sponsored activities; and before- and after-school activities.

**Information Requests**

The District will use the following methods for requesting specific allergy information from the parent of a student with a diagnosed food allergy [see FD]:
1. Asking parents to fill out the AGR Card
2. Requesting that parents fill out and return the Food Allergy Information Sheet (every student) with the severe food allergy listed on the AGR card.

# Lice

The presence of lice in the hair of students is a health problem and should be identified promptly. Elimination of lice and nits is the responsibility of the parents. NISD procedures to control lice and nits are as follows:
1. Teachers or parents may request screening by the nurse/nurse aide.
2. If live lice are present, the student is immediately sent home with a letter and instructions for care. A letter, signed by the parent and verifying treatment, must accompany the student upon return to school; students will be screened when re-entering school after treatment.
3. If nits only are present, the student will remain in school for the day. At the end of the day, the student is sent home with a letter and instructions for care. Upon return to school, the teacher will send the student to the nurse/nurse aide for a recheck. Students who return to school with lice or nits will be subject to repeat actions and be rechecked within five days.
4. An absence is excused on the day a student is sent home due to lice. An absence is not excused on each day a student does not return following the day he/she is sent home due to lice.
5. When a case of lice has been identified, the school nurse will send a letter of notification to parents of elementary school in the affected class without identifying the student with lice.
6. In all other grade levels, when three (3) cases of lice/nits occur in one classroom, the school nurse/aide will send a letter of notification to parents of all students in the class.

# Self-Administration of Asthma Inhaler

A student with asthma may possess and self-administer prescription asthma medicine while on school property or at a school-related event or activity if:
- The medicine has been prescribed for that student as indicated by the prescription label on the medicine.
- The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health care provider.
- A parent of the student provides to the school:
- Written authorization, signed by the parent, for the student to self-administer the medicine while on school property or at a school-related event or activity.
- A written statement signed by the student's physician or licensed health care provider that states:
  o The student has asthma and is capable of self-administering the medicine.
  o The name and purpose of the medicine.

Board Policy FFAC (LOCAL) Health Requirements and Services, Medical Treatment. These forms may be accessed on the Health Services website or through the campus nurse or nurse aide.

# Serious Communicable Disease Procedures

As soon as possible after receiving medical proof of a serious illness that could affect others within a school population, the following procedures will be implemented:
- The Principal will contact the Superintendent who will in turn contact the county health department, other administrators, school nurses and Board members.
- A planning meeting will be called for key administrators and health officials.
- As soon as possible, the District will send a letter to parents informing them of the situation and how the school plans to handle it. The following guidelines will apply to this communication:
  o The confidentiality of any infected students and their families will be protected.
  o A medical fact sheet from the health department describing the illness will be included.
  o Information will be distributed to all students and parents on the same day.

- To the extent possible, such material will be available in all the languages commonly spoken in the homes of district students.
  - Similar information will be made available to any visitors using the school facilities.
- The district will inform other districts in the area of a potential health emergency.
- Daily updates of the situation will be issued to district employees.
- If vaccination is appropriate, the District may establish vaccination stations in the schools and make school nurses available to assist health department employees with vaccinations.
- Counselors and/or school nurses will meet with pregnant students to discuss possible special concerns related to the disease and their pregnancies.
- The Superintendent will designate one representative to communicate daily with the local health department.
- Only the Superintendent or designee will communicate with the news media regarding the health emergency situation.

Board Policy DBB (LEGAL/LOCAL) Employment Requirements and Restrictions: Medical Examinations and Communicable Diseases
Board Policy FFAD (LEGAL/LOCAL) Health Requirements and Services: Communicable Diseases
Board Policy FFAC (LEGAL) Health Requirements and Services: Medical Treatment

# Steroid Use

Notice Regarding Legal Restrictions on Steroids, TEC § 38.008
To be in compliance with Texas Education Code, Section 38.008, the *Notice Regarding Legal Restrictions on Steroids* must be posted in a conspicuous location in the gymnasium of each District school in which there is a grade level of seven or higher, and in each other place in a building where physical education classes are conducted.
Board Policy FMF (EXHIBIT) Student Activities: Contest and Competition
Board Policy EL (LEGAL) Charter Campus or Program
Board Policy FFAC (LOCAL) Health Requirements and Services, Medical Treatment

# Student Pregnancy

When any staff member learns that a student at their campus is pregnant:
- Be discreet in all dealings with and about the student
- Contact the school counselor
- Facilitate the nurse's assessment of the student's condition and progress

When a pregnant student starts to deliver or has pregnancy-related medical problems:
- Contact the appropriate nurse and contact the student's parents
- Work with the parents and nurse to help the student when appropriate
- If necessary, call 911 for EMS to take the student to the hospital

# Students at Risk for Anaphylaxis

When a student is identified as having a severe food allergy, the Campus Nurse will request that the parent provide the following documents completed by a physician or other licensed health-care provider:
1. The FAAP and EAP.
2. If the parent is requesting meal substitutions or modifications, the Statement Regarding Meal Substitutions or Modifications. [See FFAF(EXHIBIT)]
3. The Authorization for Self-Administration of Asthma and/or Anaphylaxis Medication form, if applicable. [See FFAC(EXHIBIT)]
4. The Request for the Administration of Medication at School form, if applicable. [See FFAC(EXHIBIT)]
5. Additional information regarding the signs and symptoms of an anaphylactic reaction that the student might experience.

The Campus Nurse will use documents completed by the physician or other licensed health-care provider to develop an IHP for the student, if necessary.

**Eligibility for Accommodations under Federal Law**

Upon receipt of the identification information above, a student with a disability who is thought to be in need of special education and related services will be referred for formal evaluation in accordance with law. [See EHBAA (LEGAL)]

A Section 504 committee will convene to determine if accommodations, including substitutions and other school support services, are necessary for the student to receive a free appropriate public education (FAPE) under Section 504 of the Rehabilitation Act. If the committee determines that the student needs these accommodations to participate successfully and safely in the learning environment, the committee will develop a Section 504 plan. [Also see FB]

To the extent the use of epinephrine for a food allergy is not a required service or support addressed in a student's Section 504 plan or individualized education program (IEP), a FAAP, EAP, or IHP does not constitute a service or accommodation under Section 504 or the Individuals with Disabilities Education Act (IDEA).

## Notification and Training

As necessary and in compliance with the Family Educational Rights and Privacy Act (FERPA) and District policy [see FL], notification will be provided to staff, classmates, parents, volunteers, and substitutes of a student with a diagnosed severe food allergy, and the Campus Nurse will provide training addressing:
1. General and specific strategies to reduce the student's risk of exposure to the diagnosed allergen;
2. Signs and symptoms of the food allergy; and
3. Emergency response in the event of the student's anaphylactic reaction at school or at a school-related activity.
Training will be provided annually by the District RN.

## Review

Individual care plans and procedures will be reviewed periodically and after a student's anaphylactic reaction at school or at a school-related activity.

## Reports after an Anaphylactic Reaction

After a student's anaphylactic reaction at school or at a school-related activity, the Campus Nurse should submit an incident report to the District Coordinator and Superintendent identifying:
1. If known, the source of allergen exposure;
2. Emergency action taken, including whether an epinephrine auto-injector was used and whether the student or a staff member administered the epinephrine; and
3. Any recommended changes to procedures.

## Response

After a student's anaphylactic reaction, the Campus Nurse and Principal will:
1. Meet with school staff to dispel any rumors and review administrative procedures.
2. Provide to parents of other classroom students factual information that complies with FERPA and District policy and does not identify the individual student.
3. If the allergic reaction is thought to be from food provided by the school food service, work with the School Food Service department to ascertain what potential food item was served/consumed and how to reduce risk in the cafeteria by reviewing food labels, minimizing cross-contamination, and other strategies.
4. Review the FAAP, EAP, and IHP as applicable, and any other elements of the care plan to address any changes needed or made by the student's health-care provider.
5. If an epinephrine auto-injector was used during the reaction, ensure that the parent/guardian replaces it with a new one.
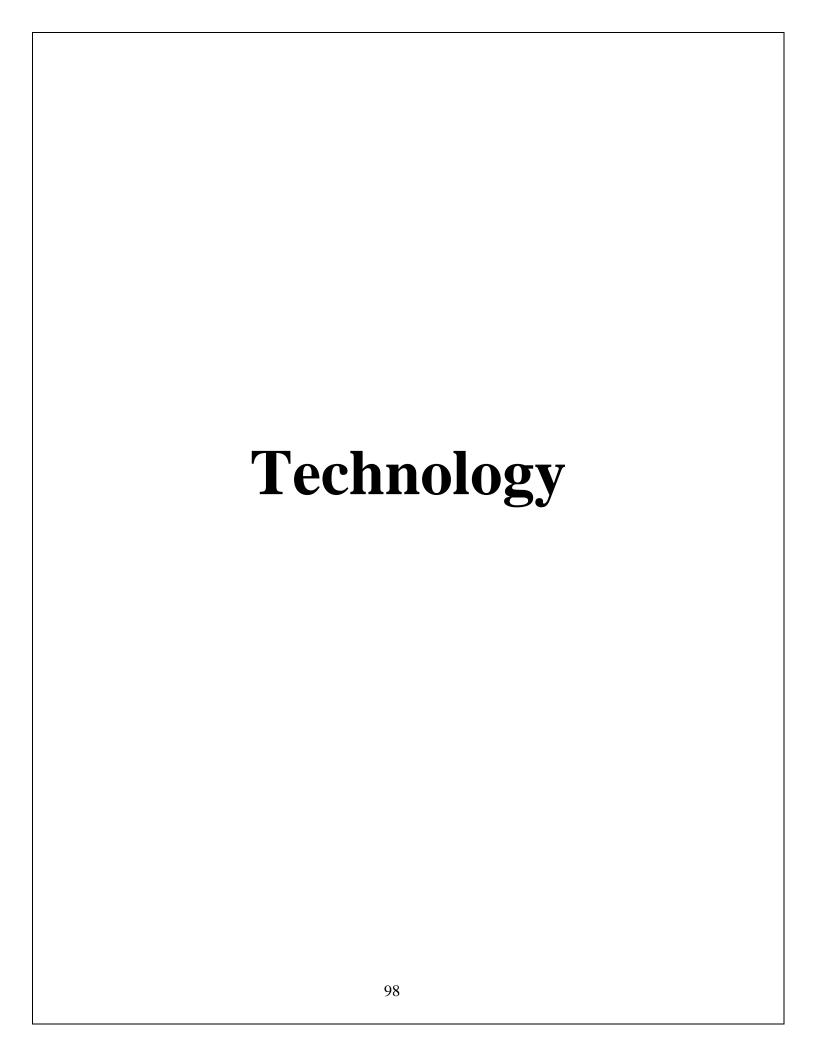
If applicable, the Section 504 committee will convene to review the student's Section 504 plan. If required for the student to remain in the school setting, an IHP will be implemented. If applicable, a student's IHP must be coordinated with his or her Section 504 Plan.

## Note

See FB for information regarding the application of Section 504 of the Rehabilitation Act to students who qualify for an IHP. Information and procedures related to special healthcare plans can be found at FFAF (LEGAL) AND IN Chapter 7 of the TDSHS *Texas Guide to School Health Programs.* Link to website:
http://www.dshs.state.tx.us/schoolhealth/shpguide/chap7.pdf.

## Non-Licensed Trained Diabetic Staff

Elementary: Susan Kohl                           Intermediate: Megan Ramos
Junior High: Hope Schneider                      High School: Darla Perron

# Technology

# Technology Administrative Regulations

**Overview:**

The Navarro Independent School District provides Internet and electronic communication access to the staff and students in the Navarro Independent School District. We bring this access and believe the Internet and electronic communication offer vast, diverse, and unique resources. Our goal in providing this service is to promote educational excellence in the Navarro Schools by facilitating resource sharing, innovation, and communication. **Commercial use by individuals of the District's system is strictly prohibited.**

The Internet is an electronic highway connecting thousands of computers all over the world. It is a network of many types of communication and information networks. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network, it is impossible to control all materials, and an industrious user may discover controversial information. It is possible that you may run across some material you might find objectionable. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

Internet access is coordinated through complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to these guidelines. These guidelines are provided here so that you become aware of the responsibilities you are about to acquire. If a Navarro user violates any of these provisions, his or her account will be terminated, and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

The Technology Director will oversee the District's electronic communications system. Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes consistent with the District's mission and goals and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use imposes no tangible cost on the District; does not unduly burden the District's computer or network resources; and has no adverse effect on an employee's job performance.

The District will provide yearly training in proper use of the system and upon request, will provide all users with copies of Acceptable Use Guidelines. These guidelines are also posted in First Class. All training in the use of the District's system will emphasize the ethical and professional use of this resource.

## Technology Services

The Navarro ISD Technology Department supports Technical Support and Networking Services.

The Technical Support division includes maintaining all district technology equipment and maintaining the district-wide telephone systems.

The Networking Services division includes evaluating, supporting, maintaining, and monitoring the District's local area and wide area networks including all devices that support those networks; and coordinating the implementation of new and replacement systems as the need arises.

The Technology Department includes the operation and maintenance of servers and all related functions; producing statistics, files, and queries; and the creation, maintenance and submissions of the district's and state's databases.

The Technology Director oversees working with departments and campuses district-wide to determine technology requirements and to establish long-range (multi-year) and short-range technology goals and objectives. The Technology Director will manage a district-wide technology budget from formulation to execution thereby being responsible for defending technology plans, programs, and resource requirements in support of established goals and objectives. The department is responsible for managing district-wide technology from concept formulation through implementation and evaluation, ongoing maintenance, development, acquisition of district wide technology systems, and training of all district employees.

The Navarro ISD Technology Plan provides planning information for Navarro ISD decision-makers regarding the goals, strategies, and activities related to the ongoing effective implementation of technology in Navarro ISD. It is intended to provide guidance and direction to those activities by identifying the time-line and primary decision-makers and leaders associated with each activity. This plan is congruent with the goals and activities described in the Texas Long-Range Plan

for Technology and the general requirements of the federal ESSA. This planning document is evolutionary in nature; that is, only through ongoing review and revision of the goals, strategies, and activities described here, will the plan remain current and useful in the attainment of the mission of the Navarro Independent School District.

**Vision**

The students entering NISD today will graduate and live in the 21st century - a computer and technology-based society. Navarro Independent School District recognizes computers as instructional tools and perceives their usefulness to its educational staff as an aid to teacher-guided instruction. The responsibility of this school district is to prepare students, administrators, teachers, and parents to live in this computer and technological-based society. The vision of the district to incorporate technology in its educational program so that the district will:

- Achieve equity and access in the systematic implementation of technology in educational settings throughout the district for students, teachers, administrators and staff.
- Empower teachers to guide the instruction of their students in the most appropriate and efficient ways.
- Provide for both current and future technological needs.
- Implement a comprehensive information system.
- Encourage participation by the entire educational community including families, local businesses, organizations and local colleges and universities.
- Provide the opportunity for connectivity among technology users on individual campuses, among campuses, with the Internet resources, and with the homes in the community.

**Goals**

The Navarro Independent School District's technology goals are to:

- Provide student-centered learning.
- Encourage problem solving, exploration and learning in the classroom.
- Encourage instruction which emphasizes using the computer as a tool for collection and manipulation of data.
- Provide ongoing staff development.
- Provide access to technology for all students and staff.
- Provide connectivity for inter-district and intra-district communication and distance learning capabilities.

# Acceptable Use of Electronic Devices

This policy is intended to protect Navarro ISD from any access issues and to ensure that district electronic device usage does not interfere with the mission of the district or the Navarro ISD network resources. All policies listed apply to the use of district devices whether on or off campus. **Personal Computers, laptops and tablets are not allowed on the Navarro ISD district network.**

**Equipment Acquisition:**

- It is the responsibility of the technology department to purchase electronic devices for district use.
- All electronic devices will be setup and configured by the technology department. The technology department will add the electronic device to the online inventory.
- District electronic device users must adhere to the district rules and regulations regarding Internet and electronic communication access when using the Navarro ISD network.
- The District Technology Department will approve all requests for the installation and access of software applications and programs on electronic devices. These requests must be submitted through Eduphoria.
- Campus electronic device users will checkout equipment from the campus library.

**User Responsibilities:**

- District/Campus users will not download any versions of software or load into the Navarro ISD network system any versions of software before gaining approval from the Technology Director.
- District/Campus users will not attempt to install any personal hardware devices or peripherals on any device or part of the Navarro ISD network system without first gaining approval from the Technology Director.
- District/Campus users will not attempt to duplicate any district/campus licensed software that is installed on any district/campus computer, personal laptop or home computer.
- District/Campus users will not attempt to personally uninstall or modify the settings of any school-licensed software installed on any district computer or laptop.

- District/Campus users will adhere to scheduled routine inspections, maintenance, and monitoring of district laptops, which may occur at least once a year.

**District Responsibilities:**

The Technology Director reserves the right to shut down network access for laptop users at any time for maintenance or if there is a danger to the integrity of the network; for example, if a laptop computer has a virus, or is using an unacceptable amount of network bandwidth.

### Operating System, Equipment Not Owned by NISD and Software Installation

#### Installation of operating systems and/or software

Users may not install operating systems (ex. Windows 9X, Me, XP, Macintosh OS 9.x, OS X, etc.) and/or software on district computer stations, or on stations connected to and/or gaining access to the district's network. Installation of software is performed by campus technologists or district technology department staff only. Operating system selections are based on the technical specifications of the system, network configuration and security, staff and student file management and instructional software needs/requirements.

### Equipment

Personal computing devices (i.e. computers, tablets, game consoles, etc) will not be connected to the district network. Personal cell phones for employees are the exception. Each employee is able to connect a personal phone to the network. Student access to the network via cell phone is prohibited.

### Software

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright and permission from the Technology Department.

### Procedure for Approval of Software for Instructional Use

Installation of software programs purchased with non-district funds must be approved by the Principal and Technology Director. All purchases must be in accordance with the Vertical and Horizontal District Coordination and Consistency. Software Preview/Acquisition Procedure: Installation of software will be performed by campus and/or district technology personnel. **Installation of games and non-instructional related software is not allowed and is strictly prohibited.**

### System Access:

Access to the District's electronic communication system will be governed as follows:
- Granted within 24 hours of an employee being added to the Information system (ASCENDER).
- The District will require that all passwords be changed every 90 days.
- Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system and will be dealt with according to Board policy.
- The Superintendent or designee may request access to the district systems as needed for and when in the best interest of the district.

### Individual User Responsibilities:

The following standards will apply to all users of the District's electronic information/communications systems:

### On-Line Conduct:

- The individual in whose name a system account is issued will be responsible at all times for its proper use. System users may not use another person's system account. System users may not give their ID and passwords to another person.
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
- *Use for commercial, income generating or "for profit" activities, selling of items/services (non-school related), and product/service advertisement are prohibited.
- *A request that can generate product/services advertisements is prohibited.
- *Dissemination of political lobbying and advertisements supporting or opposing a candidate for public office, a political party, a public officer, a particular piece of legislation or local/state election (office or proposition) is prohibited.

- *Use of the electronic communication system to forward emails received from lobbyist groups, professional associations, political parties, individual candidates, or other associations urging action on any political or legislative issue is prohibited.
- Sending unsolicited junk mail, or chain letters is prohibited.
- Users may not distribute personal information about themselves or others by means of the electronic communication system.
- *Users are to immediately delete email with attachments from senders they do not recognize. It is most likely "spam", or possibly contains malicious content (virus/worm). Caution: Users are discouraged from opening web links in messages from unknown sources.
- To conserve disk space, users are encouraged to delete unwanted messages.
- System users may **not** download public domain programs to the system.
- System users may not send, post, or purposefully access messages that are abusive, obscene, sexually oriented, threatening, harassing, illegal, and/or damaging to another's reputation.
- System users should be mindful that use of school related electronic mail addresses may cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.
- System users may not waste District resources related to the electronic communications system.
- *Accessing games, video (to include video streaming, video clips, advertisements, etc.), audio (to include audio streaming, Internet radio, music purchase sites, etc.) and non-instructional multimedia rich sites (Flash/Java/Shockwave based sites, etc.) via the Internet for non educational purposes is strictly prohibited.
- System users may not gain unauthorized access to electronic resources.
- System users must abide by guidelines established by the District concerning church/state opinions.
- System users who wish to distribute electronic information district wide using system resources other than e-mail conferences/forums must submit the material to the Superintendent. If approved, the Superintendent will forward the electronic material to the appropriate electronic resource(s).
- Accounts, which are inactive for more than ninety (90) days, may be removed along with that member's files without notice given to the member.

Board Policy (CQ Local) states: Electronic mail transmissions and other use of the electronic communications systems by students and employees shall not be considered private. Designated district staff shall be authorized to monitor such communication at any time to ensure appropriate use.

**Campus Level Responsibilities:**
As the campus level coordinator for the electronic communications system, the principal or designee is responsible for:
- Disseminating and enforcing applicable district policies and acceptable use guidelines for the District's system at the campus level.
- Ensuring that all users of the district's system complete and sign an agreement to abide by district policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's office.
- Ensuring that employees supervising students who use the district's system complete the required district's training and provide student training emphasizing the appropriate use of this resource.

**District Level Coordinator Responsibilities:**
As the District level coordinator for the electronic communications system, the Technology Director will be responsible for:
- Disseminating and enforcing applicable district policies and acceptable use guidelines for the district's system.
- Ensuring that all users of the district's system complete and sign an agreement to abide by district policies and administrative regulations regarding such use.
- Ensuring that employees supervising students who use the district's system provide training emphasizing the appropriate use of this resource.
- Ensuring that all software loaded on computers in the district is consistent with District standards and is properly licensed.
- Be authorized to monitor or examine all system activities, including electronic mail transmission and web access to ensure proper use of the system.
- Be authorized to establish a retention schedule for messages on any conference and to remove messages posted locally that are deemed to be inappropriate.

- Setting limits for data storage within the district's system.
- Denying, revoking, or suspending specific user accounts, with or without cause or notice, for lack of use, violation of network regulations, or as a result of other disciplinary actions against the user.

**Vandalism Prohibited:**

Any malicious attempt to harm or destroy district's equipment, materials, data, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited.

Deliberate attempts to degrade or disrupt system performance are violations of district policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the downloading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. (See DH, FN series, FO series, and the Student Code of Conduct).

**Forgery Prohibited:**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

**Information Content/Third Party Supplied Information:**

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material. A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher(s). A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the campus/district technology staff. An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Board policy. An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to the disciplinary action in accordance with Board policies. (See DH)

**Participation in Chat Rooms/Newsgroups/Social Network Sites**

Students are prohibited from participating in any non-educational chat room or newsgroup accessed on the Internet. Such participation is permissible for employees, in accordance with District policies.

**Electronic Communications between Employees and Students**
**Policy DH**

**Employee Contact with Students**

District employees are **REQUIRED** to use the REMIND app
District employees shall not communicate directly with students between the hours of 10 p.m. and 5:30 a.m.
District employees shall not communicate directly with students using a non-district email address.

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with currently enrolled students; however, those district employees shall not communicate directly with any currently enrolled student between the hours of 10 p.m. and 5:30 a.m. using **any** type of electronic communication device. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district is strictly prohibited. **Employees should not 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.

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

- *Electronic communications* mean 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 e-mail, text messages, instant messages and any communication made through an Internet website, including 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 communications. 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 for knowingly communicating with the student 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.
- A teacher, trainer or other employee who has an extracurricular duty must use REMIND and SPORTSU and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
    - Teachers with classroom responsibilities, an athletic trainer or a district employee who has an extracurricular duty must use REMIND to communicate with students. These individuals may only communicate in this manner with students who participate in that teacher's classroom or the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using REMIND shall comply with the following protocol:
- The employee shall limit the 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 may 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 10 p.m. and 5:30 a.m. using any type of electronic media or communication device. 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. [See 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 numbers, 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 any 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.
- An employee shall notify his or her 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.

**District and Campus Websites:**

District and campus websites are under the direction of the District Webmaster. System users are expected to observe the following procedures for website development and updates:

- Each campus must designate a webmaster for the site.
- The district/campus webmaster must coordinate and work with district/campus personnel to ensure that district/campus websites are maintained and up to date.
- Individual teacher pages are the responsibility of the teacher to maintain. Campus webmasters are responsible for communication with campus personnel whose pages become inactive or out of date.
- If a webpage contains student work, the student and parent/guardian must sign the Release Form for Electronic Display of Work. Campus webmasters are responsible for verifying the receipt of the release prior to posting any student work.
- Campus webmasters are responsible for ensuring that campus pages and materials meet the following minimum criteria:
    o Student images may be accompanied by last name and first initial only unless a request has been made via the student handbook to not have this information posted.
    o No picture of adult(s) with their name may appear on the pages unless the Release for the electronic Display of Personal Information form has been obtained.
    o Materials included are accurate and represent Navarro ISD in a positive light.
    o Complete a thorough review of information to be linked to the website prior to posting.
    o Ensure that information is timely, up to date and accurate in posting.
- Campus webmasters will meet with the district webmaster at least once per semester.

No original work created by any district student or employee will be posted on a web page under the District's control unless the District has received written consent from the student, and the student's parent or employee who created the work (See Policy CQ exhibit).

No personally identifiable information about a district student will be posted on a web page under the District control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as stated in the Family Education records Privacy Act and District policy (See CQ Exhibit).

**Campus Technology Employees**
**Navarro Elementary**
      Campus Webmaster: Sheri Stevens
      Grade book Help: Amanda Lindsey
      Computer Passwords: Sheri Stevens/Carly Rierson
      Grade book Passwords: Amanda Lindsey

**Navarro Intermediate**
      Campus Webmaster: Nicki Helms
      Grade book passwords: Amber Haley
      Computer Passwords: Barbara Ott-Slaven, Laurie Berry

**Navarro Junior High**
      Campus Webmaster: Morgan Cavazos
      Grade book Help: Hope Schneider
      Computer Passwords – Hope Schneider
      Grade book Passwords – Hope Schneider

**Navarro High School**
      Campus Webmaster: Vacant
      Grade book Help:  Dana Andrews
      Computer Passwords – Cindy DuBois/Sandra Hensley
      Grade book Passwords – Dana Andrews

**Network Etiquette:**
    System users are expected to observe the following network etiquette:

- Be polite. Some readers consider messages that are typed in capital letters to be the equivalent of shouting and are considered rude.
- Use appropriate language. Swearing, vulgarity, ethnic, or racial slurs, and/or inflammatory language is prohibited.
- *Take the time to proof your message. Use the spell check, full sentence structure and proper grammar.
- *It is encouraged to fill in the Subject: field with a brief and concise description of the content of your email.
- Pretending to be someone else when sending/receiving message is considered inappropriate.
- Transmitting obscene messages or pictures is prohibited.
- *To conserve disk space, users are encouraged to delete unwanted messages.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.
- *Users are to immediately delete email with attachments from senders they do not recognize. It is most likely "spam", or possibly contains malicious content (virus/worm). Caution: Users are discouraged from opening web links in messages from unknown sources.

**Disclaimer:**
The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitations, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the systems user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected. Opinions, service providers, services, and all other information expressed by system users, information providers, or other third party individuals in the system are those of the providers and not the District.
The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system. A word of caution: Emails are public record. Nearly all emails ever sent are retrievable. The district may be asked to produce copies of all emails received, sent, and/or deleted.

**Revocation of system access upon Termination or Resignation.**
System access will be revoked for persons whose employment has been terminated (either voluntary or involuntary). Specific scope, definitions and process of this procedure is available for view on the Technology website under Department Procedures.

# District Cell Phones

**Purpose**
The purpose of this policy is to provide information for the use of Navarro I.S.D. business cell phones and to ensure such equipment is used in the most efficient and professional manner. The issuance and use of cell phones for official school business shall be in accordance with these procedures.

**Eligibility and Acquisition**
The assignment of a cell phone is based on an employee's need for immediate two-way communication with the employee's office, other district departments, outside organizations, and members of the public. Such assignments must be fully justified and approved by the Superintendent prior to an employee acquiring a cell phone from the NISD Technology Office. The assignment of cell phones should not be considered a benefit to district employees but a necessary tool in service delivery and official school business.

**Procedures**
All district assigned cell phones will be acquired through the district's currently approved providers according to current district purchasing procedures. The Superintendent shall determine an employee's plan needs in accordance with the employee's job duties. The Technology Director shall be responsible for disseminating this policy and procedures to District Employees.

**Use of District-Issued Cell Phones**
- Because cellular transmissions are not secure, employees should use discretion and practice reasonable caution in relaying confidential information. Reasonable precautions should also be made to prevent equipment theft and vandalism.
- Cell phone billings may be subject to disclosure under the Public Information Act.

- An employee will be required to pay replacement or repair cost for any lost cell phone and equipment or for any damage to a phone or equipment caused by the employee's carelessness.
- An employee must surrender the assigned cell phone upon request by the Superintendent or Technology Director.
- The district reserves the right to review, audit, and inspect district-issued cell phone records at any time, with or without notice.
- An employee who is on approved leave of absence is required to turn in their cell phone to the Technology Office effective their first day of absence unless prior approval has been given by the superintendent or designee.

## Personal Use of District-Issued Cell Phones

All district-owned cell phones are a public resource and are to be used exclusively for district business. Any call made or received to or from a personal phone number will require the employee to reimburse the District in a timely manner for all personal minutes used.

## Cell Phone Misuse

The following acts will subject an employee to removal of cell phone usage and/or disciplinary action up to and including discharge from employment:
- Use of district-issued cell phones to engage in any activity or communication other than official district business.
- Failure to provide reimbursement to the district within ten (10) business days of statement receipt unless otherwise warranted by extenuating circumstances; or,
- Any use which violates local, state, or federal law or district policy or procedures.

# Electronic Communication and Data Management
Board Policy CQ (Local)

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

## Availability of

Access to the District's electronic communications systems including the Internet shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Access to electronic communication and district resources will be granted within 24 hours of the employee or student being added to the Employee Information System (TxEIS).

Limited personal use of the system shall be permitted if the use:
- Imposes no tangible cost on the District;
- Does not unduly burden the District computer or network resources; and
- Has no adverse effect on an employee's job performance or on a student's academic performance.

## Use by Members

Access to the District's electronic communications system, of the public including the Internet, shall be made available to members of the public, in accordance with administrative regulations. Such use may be permitted so long as the use:
- Imposes no measurable cost on the District; and
- Does not unduly burden the District's computer or network resources.

Members of the public who are granted access shall be required to comply with all District rules, regulations, and policies governing appropriate use of the system.

## Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright. [See Board Policy EFE].

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

**Internet Safety**

The Superintendent or designee shall develop and implement an Internet safety plan to:
- Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
- Ensure student safety and security when using electronic communications;
- Prevent unauthorized access, including hacking and other unlawful activities; and
- Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

**Social Media**

Navarro ISD maintains social media sites. This procedure is designed to provide rules and guidelines associated with appropriate content for posting to Navarro ISD social media sites as well as procedures for requesting information to be posted. A full version of this procedure is located on the Technology Website under Department Procedures.

**Filtering**

Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices and shall not authorize the disabling of a filtering device for any reason.

**Monitored Use**

Electronic mail transmissions and other use of the electronic communications systems by students and employees are not private and may be monitored at any time by designated District staff to ensure appropriate use.

**Intellectual Property Rights**

As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created for its use by an employee even when the author is no longer an employee of the District. **Students shall retain all rights to work they create.**

**Disclaimer of Liability**

The District shall not be liable for user's inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistake or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

**Information Services Duties**

- **Management of Server Software:** Establish work areas, maintain users, maintain user assignments, coordinate program changes, install software updates, maintain software and data backups, and perform system operator functions.
- **Management of Access to District Data Base:** Develop and generate state-mandated reports, print and sign checks, run payroll, direct deposit programs, print labels (student address, staff address, staff names), print employee service records.
- **Data Archiving:** Archive student reports, archive financial reports and archive payroll and local maintenance activity checks.
- **Management of District Computers' Maintenance:** Install hardware, provide instruction, coordinate vendor support, troubleshoot problems, provide local repair, and provide preventative maintenance.
- **Provide Software Support for Applications:** Perform help desk functions, provide instruction, evaluate software updates, maintain virus control, and upgrade user software.
- **Management of Data Communications Systems:** Manage telephone systems, interface with telephone vendors, and provide FAX user training and configuration setup.
- **Direct Management Information Services:** Assign tasks, coordinate and meet user requests, evaluate staff performance, and maintain budget.
- **Local Area Network (LAN) and Wide Area Network (WAN) Management:** Administer, troubleshoot, configure and maintain the administrative LANs and WAN.
- **INTERNET Connection:** Issue user accounts, administer, train, troubleshoot, configure and maintain the domain name server.

**Instructional Technology Duties**

The Academic Services office will work with campus principals in the implementation of technology usage in the instructional program throughout the District, and the development of curriculum, handouts, manuals, guidelines and/or training materials. The Academic Services Office will:

- Evaluate and recommend materials, equipment and infrastructure needs, including sources and costs for District and campus purchases.
- Coordinate software and other materials preview. Prepare purchase requisitions for the acquisition of district instructional technology hardware, software, and supplies and approve all technology purchases.
- Maintain an inventory of District hardware, software and licensing agreements.
- Ensure equity and access to technology and materials for all of the District's students.
- Schedule, plan and implement all staff training (technology skills, applications, multimedia, campus networks, etc.).
- Develop curriculum, handouts, manuals, guidelines and/or training materials.
- Annually review the usage, appropriateness and economic viability of applications, software and online programs for continuation within the academic and instructional setting.

## Hardware/Equipment Guidelines

- Computers should be near outlets (electrical and Ethernet).
- Computers and printers should be plugged into power strips.
- Outlets (electrical and Ethernet) should be visible and accessible at all times.
- Do not stack items or place furniture in front of outlets.
- Workstation and printer areas should be free of clutter.
- Do not store/stack items on top of computer keyboards.
- Printers are to be stored on tables and/or desks. Do not store on top of filing cabinets.
- Replacement of printer cartridges and/or paper is to be done by the teacher, who should request a replacement cartridge from the Eduphoria Help Desk.  The teacher will return the used cartridge to the campus library/computer lab.
- Technology equipment should not be stored near areas where dust can accumulate easily (i.e. Chalk boards).
- The Technology Department will dispose of equipment in accordance with applicable laws and recycling electronics.

## New Teacher Technology Competencies

All Navarro ISD teachers are required to possess basic technology competencies (use of e-mail system, navigation of LAN, WAN, Internet and electronic grade book.) The District has and will continue to offer staff development sessions to ensure its staff members possess these technology skills. This staff development is required before employees obtain access to the district's network, e-mail, Internet and grade book program. "New" teachers to the district must attend the sessions (18 hours total) during the week of New Teacher Orientation. Please refer to page 48 for a complete list of the required courses.

## Supplemental Device Protection Fee (SDPF):

Navarro ISD will issue one Chromebook and one charger to students at the beginning of the school year. This device is to be used as a supplemental resource to enhance classroom instruction. The SDPF will be collected annually to provide protection if there is damage to the device.

Students will pay a $40.00 SDPF when they receive their devices. Manufacturer defects will be covered at no additional cost to the student; however, they must be reported as soon as practical.

Loaner devices will be stored at each campus library for students to use while their device is being repaired. Loaner devices are to stay at the school and will be checked out in the mornings and checked back in before the student leaves for the day.

**Fee Waiver:** Anyone identified by PEIMS Student Data as disadvantaged, the SDPF fee will be waived.

**Stolen device:** A police report must be filed, and a copy of the active report must be provided to the NISD Technology Department. There will not be an additional cost to the student once the police report is provided, then they will be issued a new device.

**Lost Equipment**-Students will be responsible for paying for replacement devices in the event of lost equipment. The amount will be calculated based on the year, make and model of the lost device and the current value.

**Intentional damage**-If it is found that the student intentionally damaged their equipment, they will be responsible for paying the cost of the repairs or for a replacement device. Students who damage their devices beyond repair more than once a year will only be allowed to check loaner devices in and out from their campus library; they will not be allowed to take them home at the end of the day. If they would like a device to take home, they must pay for a new device. The amount charged will cover the device and an additional SDPF for coverage. The cost of the device will be determined by the year, make and model being used at their grade level.

Please contact Brad Bettis, Director of Technology, 830-372-1930 x 6500 or by email brad.bettis@nisd.us if you have questions or concerns regarding SDPF.

Students may turn in a check or cash (exact amount) at their campus library along with the signed **Parent/Student Chromebook Check-out Procedures and Signature** form. Please make checks payable to Navarro ISD.

# Telecommunications Network Application

**Privileges**

The use of the NISD network, Internet and the electronic mail system is a privilege not a right. Inappropriate use will result in cancellation of those privileges. The Technology Director will deem what are inappropriate uses and his/her decision is final. The system administrators(s) may close an account at any time as required or as deemed appropriate and without notice. The administration of Navarro ISD may request the system administrator(s) to deny, revoke, or suspend specific user accounts, with or without cause, for violation of Navarro ISD regulations and guidelines, or because of other disciplinary action against the user.

**Account Access**

Access to the NISD network system and applications will be granted within 24 hours of the employee or student being added to the employee information system (ASCENDER).

**Termination of Account**

System access will be revoked for persons whose employment has been terminated (either voluntary or involuntary). Specific timelines for termination of access is outlined in the full procedure located on the Technology website under department procedures.

# Technology Work Order Procedures

All technology related needs such as hardware, software, LAN, WAN, telephone, etc., must be submitted via Eduphoria.

# Library Media Center

**Mission Statement**

The mission of the Navarro Independent School District Library Media Program is to encourage the development of each student as an independent learner by providing intellectual and physical access to resources and activities that contribute to:

- Lifelong learning
- A love of reading
- An appreciation of multicultural diversity
- The development of information literacy and problem solving skills
- Ethical and responsible use of information and ideas

**Objectives**

Instructional materials are selected by the school district to implement, enrich, and support the educational program for the student.  Materials must serve both the breadth of the curriculum and the needs and interests of individual students. The district is obligated to provide for a wide range of abilities and to respect the diversity of many differing points of view.  To this end, principles must be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality and appropriateness.

- Encourage reading.
- Guide students in the selection of materials.
- Teach students the basic organization and use of media centers.
- Encourage patrons to appreciate the purpose and function of library media centers.
- Maintain an accessible, flexible media center schedule.
- Provide an attractive atmosphere that will arouse interest and encourage learning.
- Instruct patrons in the use of current information technology.
- Make quality materials available and accessible for the support of the curriculum, for self-education, pleasure, and enrichment.
- Encourage suggestions of materials to be purchased.
- Provide materials to enrich teaching programs and make the materials easily accessible.
- Acquaint staff with materials available and assist with reference and bibliographic services.
- Support, implement, and enrich the curriculum through the provision of materials suited to the needs of the individual student.
- Provide information resources to support the curriculum, including but not limited to books, audiovisuals, vertical file, union catalogs, online databases, and other internet sources.
- Promote Information Literacy Standards
- Promote Curriculum integration of the TEKS.

**Statement on Library Standards**

The Navarro ISD will attempt to achieve exemplary status for each of its library programs in accordance with the Texas State Library Standards.
See TLA Library Standards

**Collection Development and Maintenance**

(Selection and Acquisition, Processing, Weeding, Inventory, Reports)

**Responsibility for selection and the selection process**

The school library media specialist is responsible for materials selection, acquisition, and collection development. Guidelines in materials selection include:

- Ensuring that all subjects in the curriculum are supported and strengthened.
- Ensuring that adequate reading materials are available to meet demand.
- Reviewing requests of the library community.
- Ensuring that materials are appropriate for the level of the K-12 community.

- Materials selection is made by consideration of review media, announcements of new publications by publishers, user recommendations, and librarian personal review, study of bibliographies on specific subjects and examination of present collection.

**Criteria to be used in the selection of library materials**

No criteria can be completely satisfactory. However, every attempt will be made to consider all acquisitions in terms of the following standards.

**Goals of Selection**

Navarro ISD Libraries select, make available, and promote the use of library materials, whatever the format, which:

- Enrich and support the educational, recreational, and informational needs of the users, taking into consideration their varied interests, abilities, and learning styles;
- Represent differing viewpoints on a subject;
- Reflect the global community as it is, with its problems, attitudes, and ideals;
- Support the curriculum of the school;
- Stimulate self-understanding and growth;
- Enhance students' ability to become a world citizen;
- Appropriate to the level of the user.
- Suitability of physical form for library use;
- Suitability of subject, style and format for the intended age level;
- Present and potential relevance to the community interests and needs;
- Number and nature of requests;
- Current or historical significance;
- Relationship to the existing library collection and to other materials on the subject which are available in those collections;
- Reputation and significance of the author, illustrator, publisher, or producer;
- Attention of critics, reviewers, reference books such as the Wilson's High School Catalog, Wilson's Middle School Catalog, and Wilson's Elementary School Catalog;
- Use of current reviewing media accepted by school library professionals;
- Appropriateness and effectiveness of medium to content;
- Physical limitations of the building;
- Commercial availability of the material;

**Acquisitions**

To build a collection that is vital and useful to the community, the Library strives for prompt acquisition of new materials and elimination of worn-out and dated materials. Materials may include, but are not limited to, books, audio-visual software such as video tapes, DVDs, CD-ROMS, audio CDs, audio tapes, and computer programs, serial publications (magazines, newspapers, and journals), online databases and other internet services.

Purchase requests - patron and staff requests are carefully considered and weighed in relation to the total library collection and budget.

Gifts of materials that have no conditions as to use, location, rebinding, or disposal are accepted by the library, and may be added even though they would not have ordinarily been purchased. Generally, the same standards of selection are applied to gifts.

Duplication - Duplicate copies of materials are purchased to take care of permanent or temporary demands, i.e., dictionaries, thesauri, class sets of fiction titles, materials used in school wide units, books for Accelerated Reader.

Replacements: In considering replacement of library materials withdrawn because of theft, damage, or wear, each case is weighed with regard to several factors. If there are duplicate copies, other books that adequately cover the subject area, similar material that is more recent, and demand for the title are all considered. In the book collection, superseded editions are weeded regularly and replaced with the latest editions. Every effort is made to replace important titles.

**Weeding the Collection**

Weeding is the removing of materials from a library collection in a systematic and deliberate way. It is an ongoing part of collection development, a planned and thoughtful action that will ensure library materials are current and enticing. The following criteria are considered when weeding the collection:

- Circulation and Duplicates: Duplicate copies of titles that are no longer in demand; Three to five years without circulating and librarians knowledge that it has not been used in the library for reference would probably warrant discarding.
- Physical Condition: Books that are worn, damaged, or not in sufficient demand to justify extensive repair or rebinding;
- Content: Materials that is relevant to the needs and curriculum of the school
- Superseded: Books that contain out-of-date material and which are superseded by more current titles in any given category. Titles which have been superseded by newer editions

## Copyright

Copyright: Use copyright dates as a clue to look more carefully at the content. General copyright markers to consider in conjunction with other guidelines.

## Dewey Classifications

| | | | |
|---|---|---|---|
| 000 | 2-10 years | 500 | 5-10 years |
| 100 | 10 years | 600 | 5-10 years |
| 200 | 2-10 years | 700 | 5-15 years |
| 300 | 5-10 years | 800 | flexible |
| 400 | 10 years | 900 | 15 years |

**Biographies**

Flexible

**Fiction**

10 years

**Encyclopedia**

5-7 years

**Reference**

Evaluate on individual basis

**Periodicals**

5 years

**Almanacs/Yearbooks**

3 years in reference, 3 additional years in circulation

## Materials to consider keeping are:
- Classics, award winners
- Local History
- Annuals and School Publications
- Titles on current reading lists
- Out of print titles that are still useful
- Biographical Sources

## Inventory and Reports

An annual inventory is taken each school year. A physical inventory of the media center including equipment and furniture is also made. Each librarian keeps inventory reports on file, and a copy is turned in to the designated campus or district administrator.

Monthly circulation reports are generated and kept on file for reference. Other reports are generated, such as over dues, collection age, used/unused barcodes, etc. on an as needed basis to insure an accurate and efficient operation.

## Budgets

Budget proposals are prepared during the spring semester for the following school year. Each librarian is responsible for preparing the library budget proposal for his/her respective campus. Consultation with the District Librarian/Technology Coordinator and/or campus Principal during the process of drawing up the proposal is desirable and/or recommended. Budget Proposals are District Librarian/Technology Coordinator.

Budget Proposals are reviewed and revised as needed by the Navarro ISD administrators, then submitted to the school board for approval. Budgets are approved by the school board prior to the beginning of the school's fiscal year, September 1.

Purchasing against the budget can usually begin in September with notice from the Superintendent and campus Principals.

Librarians must follow the purchasing procedures outlined by the district business office. Budget requests are placed on a purchase order to be approved by the campus principal, and then forwarded to the business office.

## Circulation and Catalog Systems

All NISD libraries use Follett's Destiny for their library management System. At the beginning of each year the support agreement with MrLibs is renewed by the district librarian or designated appointee for all campuses.

Software manuals are available on each campus for both Circulation and Catalog Plus and/or online on Follett's website. As a resource for cataloging materials, the Librarian may utilize such items as MarcMagician (computer software), downloads from freely accessible union catalog holdings, the Library of Congress, Follett's Alliance Plus Online (subscription), MrLibs or other available resources. For technical assistance:

Cherry Fuller, Coordinator Library Services/MrLibs, ESC Region X1, cfuller@esc11.net

3001 North Freeway, Fort Worth, Tx 76106

Voice (817) 740-3617, Fax (817) 740-3650

## Cataloging

Cataloging is the administrative responsibility of cataloging and classifying materials. It is performed by each of the campus librarians for his/her respective campus library. In addition to these primary duties, extended and related responsibilities include physical processing, in-house repair and mending, bar-coding, retrospective conversion, and re-cataloging duties.

## Cataloging Standards

In order to make the cataloging of individual items as expeditious as possible, and recognizing that conforming to national standards is essential for any library in a shared cataloging environment, the Cataloging Department follows Library of Congress practice whenever it can be ascertained. AACR2 and the Library of Congress' interpretations of AACR2 are followed.

Authority work is done at the time of cataloging. Local authority records are input into the Follett system. AACR2 and MARC authority format are followed. The following is a list of the aids utilized by the cataloging librarians:

- Abridged 13, Dewey Decimal Classification, Abridged 13
- Library of Congress Subject Heading for Children
- Anglo-American Cataloguing Rules (AACR2)

## Cataloging Priorities

- Items for which there is an immediate and specific need.
- Items which consist of material which will soon be out of date.
- Added volumes and copies.
- Items for which Library of Congress cataloging is available.
- Items requiring input with LC
- Items requiring original input for which no like material is available through OCLC.

## Reclassification

Materials are reclassified as needed.

## Call Numbers

Although call numbers may differ slightly between libraries (e.g. FIC or F), each library uses call numbers standard to most school libraries and maintain a consistency within their respective collection which best serves the patrons served at their level. A list of call numbers may be obtained from the library staff on each campus if desired, or accessed through the OPAC (Online Public Access Catalog).

## Intellectual Freedom

The principles of intellectual freedom are inherent in the First Amendment to the Constitution of the United States of America and are expressed in the *Library Bill of Rights*, adopted by the Council of the American Library Association. If instructional materials are questioned, the principles of intellectual freedom should be defended rather than the materials.

The Navarro ISD librarians, administration and school board subscribe in principle to the statements of policy on library philosophy as expressed in the *Library Bill of Rights,* a copy of which is appended to and made a part of this policy.

**Controversial Issues**

"The selection of library acquisitions on controversial issues shall endeavor to maintain a balanced collection representing various views. Library materials shall be chosen to clarify historical and contemporary forces by presenting and analyzing intergroup tension and conflict objectively, placing emphasis on recognizing and understanding social and economic problems." Board Policy EFA (Local)

**Challenged Materials**

Occasional objections to instructional material will be made despite the quality of the selection process. Therefore, "Any parent of a Navarro ISD student, employee, or other resident may formally challenge an instructional resource used in the districts educational program on the basis of appropriateness." Board Policy EFA (Local)

The school receiving a complaint about the appropriateness of an instructional resource shall try to resolve the matter informally using the procedure outlined in the Navarro ISD School Board Policy.

**Copyright Statement**

All students and staff will adhere to the copyright guidelines as stated in the following sections of the Navarro ISD School Board Policy Manual. These sections may be accessed on the internet using the following link. https://pol.tasb.org/Policy/Search/552?filter=copyright.

EFE (LEGAL) Instructional Resources: Copyrighted Material
EFE (XHIBIT) Instructional Resources: Copyrighted Material
EFE (LOCAL) Instructional Resources: Copyrighted Material
CQ (LOCAL) Electronic Communication and Data Management
GBA (LEGAL) Public Information Program Access to Public Information

Numerous translations and interpretations of "Fair Use" copyright law for teachers and students are available both in print and on the internet which may help to clarify, in layman's terms, situations which frequently arise in education. Library staff may be contacted for directions to access information. The Association for Library Guidelines and Technical Services (ALCTA), a division of the American Library Association (ALA) states in their Copyright and Fair Use Situation Report that the "United States Copyright Office of the Library of Congress remains the single best source on copyright legislation and trends in the marketplace."

The Navarro ISD librarians recommend accessing and following the "fair use" guidelines as presented in the government fact sheet FL102 Fair Use which is available online at the United States Copyright Office of the Library of Congress website located at http://www.copyright.gov. Scroll down the list to the topic "Publications" then click on "Forms." Scroll down to the FL102 Fair Use factsheet and click on the link to access the document.

Librarians encourage students and staff to ask for assistance when in doubt. However, library staff may not be held responsible for any individual's copyright infringement that might occur. See the Disclaimer of Liability below.

**DISCLAIMER OF LIABILITY**

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet. [Excerpt from Navarro ISD Policy CQ (LOCAL) Electronic Communication and Data Management]

**Maintenance and Provisions**

Audio-visual equipment will be provided for support of school courses, meetings, and other public functions held in school facilities. Requests for loan of equipment should be made as far ahead as possible to allow for scheduling of the desired equipment. A minimum of 24-hours advance notice is requested to insure effective service.

Equipment will be checked out to district personnel. This is their agreement to accept responsibility for the proper use and safe return of the items borrowed. They also agree to provide safe storage when it is not in use.

Audio-visual equipment will be provided for student projects upon the personal request of the appropriate faculty or staff group sponsor. Equipment will be picked-up and checked out to the requesting faculty or staff member only. Requests for pick-up by students alone will not be honored.

Audio-visual equipment will be provided to non-school functions which meet in on-campus facilities. The leader of the function or their designated substitute will sign for each piece of requested equipment and will provide for its safe and proper use until it is returned to the library.

Library personnel will endeavor to insure that patrons understand and can effect proper operation of the loaned equipment.

Every effort will be made to provide patrons with equipment in good condition. Equipment in poor condition will not be loaned. Patrons will be required to provide for repair or replacement of equipment which is lost, stolen, or returned to the center in poor or non-operable condition (due to its misusage).

Equipment will be repaired by the library staff in a timely manner as parts or funds for repair by outside maintenance are made available.

Procurement of new, up-to-date equipment to enhance the libraries' services to the district will occur as funds allow. Selection of new equipment will be made by the librarian according to the following criteria:
● Equipment which meets the educational or professional needs of the district
● Equipment of good construction to render long and effective service
● Equipment designed to be as multi-functional as possible, and still carry-out its primary tasks in an outstanding manner
● Equipment which is designed to be as easy to use as possible.

Old equipment, which is deemed no longer useful or non-repairable by the librarian will be designated to be sold at auction or disposed of within the guidelines of EPA standards.

**Audio-Visual Services**
● The librarian will assist school patrons with the set-up and operation of equipment whenever possible.
● A minimum of one-day notice will be required for requests for equipment set-ups to allow for scheduling of equipment and personnel.
● Emergency situations will be handled as required.
● The librarian will assist patrons with equipment selection, set-up suggestions, and media production and selection, according to their expertise.
● The librarian has the right to refuse services which violate current copyright laws, rules or regulation.

**Media Production**
The library has limited production facilities. Media production projects will be accepted according to staff time and availability and equipment limitations. Patrons are expected to reimburse the library for materials used.

**Circulation Policies and Procedures**
(Checkout, over dues, lost and damaged materials, Reserves)
One of the major functions of the Navarro ISD Libraries is to provide easy access to information for the school community. This community includes:
● Students
● Faculty
● Administrative Staff
● Staff
● Community Members

All citizens will be accorded the privilege of use of any materials in the library; however, not all citizens may check out materials.

Each person with borrowing privileges must check out materials on their own name. Materials must be returned to the library and should not be loaned to another person. Patrons are responsible for materials checked out in their name until the item is returned to the library and checked in on the library's circulation system.

## EACH PERSON WITH BORROWING PRIVILEGES MUST CHECK OUT MATERIALS ON THE FOLLOWING TERMS:

| Material Formats, Circulation Periods, and Patron Privileges | | | | | |
|---|---|---|---|---|---|
| | Format and Circulation Period | | | | |
| Patron Classification | Books | AV Material | Reference | Journals | Equipment |
| Administrators, Faculty, and Staff | 30 days | 30 days | 24 hours | 5 days | As needed |
| Elementary Students | 5 days | In-House | In-House | In-House | In-House |
| Intermediate School Students | 10 days | In-House | In-House | In-House | In-House |
| Jr. High Students | 10 days | In-House | In-House | In-House | In-House |
| High School Students | 10 days | 24 hours | In-House | In-House | In-House |
| Guest Presenters | Special Arrangement with librarian | Special Arrangement with librarian | Special Arrangement with librarian | Special Arrangement with librarian | Special Arrangement with librarian |
| Community Members | Same as students on respective campus | In-House | Same as students on respective campus | Same as students on respective campus | Same as students on respective campus |
| Inter Library Loan | 20 days | 20 days | N/A | N/A | N/A |
| Bindery/Repair | 90 days | 90 days | 90 days | 90 days | 90/days |

## Patron Definition & Categories and Rules Controlling Usage
### Students
- Those persons currently enrolled at Navarro ISD.
- Students have the right to first priority access to information because of the nature of their time constraints.
- Students may check out books for the time periods indicated in the chart above.
- If a book is checked out, students may request that the book be placed on hold for them. The student will be notified when the book becomes available.
- If faculty/staff or student has a book for more than two weeks, a student may request that the library RECALL the book. If the borrower is other than faculty/staff or student, the RECALL may be made at any time the book is needed.
- Enforcement of circulation regulations will be as follows:
  - Overdue notices will be periodically computer generated and sent to students through their designated classroom teacher.
  - On Navarro Intermediate, Jr. High and High School campuses, charges will be made for lost or damaged materials. Unpaid charges for replacement of books damaged or not returned will generate a financial encumbrance on the student's account. Students are not allowed to recheck out new materials until these fines are cleared.
  - Elementary Students will not be allowed to receive report cards nor will the school release student records to another school until their account is cleared.
  - Intermediate, Jr. High and High School students will not be allowed to complete registration and receive schedules until their account is cleared. Seniors will not be permitted to graduate until their financial records are cleared.
  - High School students must have student ID to check out materials.
- Patron cards to check out materials are kept in the library.

117

- Patrons requesting a non-cataloged item will be asked to wait until it is cataloged. The library staff will make every attempt to expedite the cataloging of requested non-cataloged materials.

### Faculty/Administrative Staff
- Those persons who are employees of Navarro ISD employed as professional staff members including, but not limited to teachers, librarians, counselors, and campus and district administrators.
- Books checked out by members of the faculty and administrative staff must be returned at a designated time.
- If a book is checked out, staff members may request that the book be placed on hold for them. The staff member will be notified when the book becomes available. Students have priority in the hold system at the Intermediate, Jr. High and High School levels.
- Materials that have been checked out for two weeks are subject to library RECALL.
- Patrons requesting a non-cataloged item will be asked to wait until it is cataloged. The library staff will make every attempt to expedite the cataloging of requested non-cataloged materials.
- High School students may check out calculators, cameras, camcorders, etc., but must receive parental consent prior to checking these materials out. The parent/guardian is responsible for replacement cost of said items if it is not returned in the same condition.
- Enforcement of circulation regulations on faculty/administrative staff will be as follows:
  o Computer generated lists of items charged to each staff member will be sent periodically throughout the year.
  o Prior to the end of the Faculty/Administrative Staff circulation period, the computer will generate and send a listing of items charged to each Faculty/Administrative Staff member. A second such notice will be generated and sent the last day of school.
  o Faculty/Administrative Staff members attempting to clear employment when leaving the school district will not be cleared until obligations to the Library are cleared.

### Staff
Those persons who are auxiliary employees of Navarro ISD including, but not limited to para-professional, maintenance, custodial, or cafeteria staff. Staff members have the same library privileges as Faculty/Administrative Staff members.

### General Rules and Regulations

#### Fines
Fines are accrued at the following rates:
- $.10 per day at the high school campus
- $.05 per day on the Intermediate school campus.

Fines are not charged on the elementary campus.
Fines will not exceed the cost of the book.

On all Navarro ISD campus libraries:
- If a book is not returned, it will be charged to Lost.
- If a book is Lost or Damaged the patron will be assessed the cost of the book.

#### Bindery Fee
If a book is returned in damaged condition, at the time of check-in, the Librarian will note any damage to the item and flag it for repair or rebinding. A $10.00 bindery charge may be levied, but not to exceed the cost of the book.

#### Inter-Library Loan
Librarians from other campuses may request the loan of a book or video for one of their patrons. If the material is not on loan or hold, then it can be sent to the requester for a loan period of 20 days. Materials may be subject to RECALL if a patron from the lending campus needs it.
Librarians from the Navarro ISD campuses may request to borrow materials from other libraries for their patrons. Loan of the requested item is subject to its availability and the policies of the lending institution.

#### Special Requests
Navarro ISD Librarians accept requests for the purchase of materials by all members of the school community. Every effort will be made to acquire the desired items within the parameters of the Navarro ISD Selection and Acquisition policies. Acquisition of an item is subject to the availability of funds and its accessibility from a vendor.

**Donations**

Members of the school community often request to donate a book or an item in memory of or in honor of a loved one or in commemoration of a special event. A bookplate is inscribed with the desired information and placed inside the front cover of the book or in a conspicuous place on the item donated. Contact the library staff on the desired campus for details.

**Reserve Policy**

The Navarro ISD Libraries may set aside course related, high-demand materials from the collection to be placed on reserve. The reserved materials may be assigned a restrictive loan period or designated for on-campus or in-library use only so as to assure greater availability to a larger number of library patrons.

**Types of Reserves**

### Overnight Reserve

Material on overnight reserve may be checked out at the end of the day and returned before 9:00 a.m. the next day. A patron may check out no more than two reserve items at one time. Reserve items may be renewed if not held for another patron. Fines for overnight reserve items are $1.00 per hour for each hour overdue, to a maximum of $10.00. If the item is lost, the charge will be the replacement cost.

### Three Day Reserve

Material on three day reserve may be checked out at any time and returned at any time within three days of check-out. A patron may take no more than two reserve items from the library at one time. Reserve materials may be renewed if no holds have been placed on them. Fines are $1.00 per item for each day overdue, to a maximum of $10.00. If the item is lost, the charge will be the replacement cost of the item, plus a $10.00 late fee.

### One Week Reserves

Material on one week reserve may be checked out at any time and returned at any time within seven days of check-out. A patron may take no more than two reserve items from the Library at one time. Reserve materials may be renewed if no holds have been placed on them. Fines are $1.00 per item for each day overdue, to a maximum of $10.00. If the item is lost, the charge will be the replacement cost of the item, plus a $10.00 late fee.

### Faculty Reserve Periods

All materials will be taken off of Reserve upon notification by the faculty member responsible for making the arrangement.

At the end of each term, all materials will be taken off of Reserve unless prior arrangements are made to keep materials on Reserve for another term.

**Library Scheduling Procedure**

The Texas State Library and Archives Commission has set standards and guidelines for a school library program. They recommend a flexible scheduled program. "The philosophy of curriculum integration requires that students and teachers be able to come to the library throughout the day to use information sources, to read for pleasure, and to meet and work with other students and teachers. Classes are not scheduled in the library media center to provide teacher release or preparation time."

In an acceptable school library program the library provides information through limited access to resources and technologies throughout the instructional day. The librarian will provide adequate but controlled access to professional staff, library facilities, and resources.

The program profile for each rating level of a school library program is described in the School Library Programs Standards and Guideline for Texas in the Texas Education Code 33.021. These standards and guidelines are frequently reviewed and updated. The document may be accessed at:

http://www.tsl.state.tx.us/ld/schoollibs/standards.html

**Request to Block/Unblock a Web Site**

All requests to block/unblock a web site will be submitted through Eduphoria. If a review is not available, then a request may be sent to the Technology Director who will review the site and make the decision to block the site or unblock the site.

**Technology Item Checkout**

All staff must checkout technology equipment either through the campus library or through the Technology Department.

**Software Preview/Acquisition Procedure**

All software regardless of funding source must be approved by the Technology Department.

Installation of games and non-instructional related software is not allowed and is strictly prohibited.

Navarro ISD Software is grouped as follows:

**Classroom\Lab Software**

Classroom and lab software will be evaluated by the classroom teacher who will send the evaluation to the Technology Director for final approval and purchase. All software purchases will be cataloged by the campus library and annually inventoried.

**Textbook Software**

Will be evaluated at the time the textbook selection committee meets. A campus and/or central office technology representative will be included in the textbook selection committees. All software acquisitions will be cataloged by the campus library and annually inventoried.

**Library Media Center**

Collection Software is to be used by students, teachers and staff to enhance curriculum and Instruction. A list of the Library Media Center Collection software will be kept by the Library Media Center Specialists and the Technology Department. This list will be updated on a yearly basis.

All software purchases will have the educational value that will lead to the improvement of instruction and higher student academic achievement for ALL students in Navarro ISD. The purchases will continue to ensure the consistency and equity among campuses, across grade level configurations and across subject areas/departments.

Users may not install operating systems (i.e. Windows 9X, Me, XP, Macintosh OS 9.x, OS X, etc.) on district computer stations, or on stations connected to and/or gaining access to the district's network. Installation of operating system software is performed by campus technologists and/or district technology department staff only. Operating system selections are based on the technical specifications of the system; network configuration and security; staff and student file management; and instructional software needs/requirements.

**Non-District Owned Equipment**

The district will not be responsible for any non-district equipment and will not fix, repair nor troubleshoot non-district owned equipment. Non-district owned equipment includes computers, laptops, LCD projectors, printers, etc., will only be given access to district network after review by the Technology Department. Access may be denied at any time when security is an issue or demand on the network is exceeds normal limits. Flash Drives may be utilized to transport documents. District owned computers are equipped with software to be used for protection against malicious content that may be introduced.

# Textbook Policy

The Navarro Independent School District Textbook Department strives to provide every student in Navarro ISD every textbook he/she might need during the course of any given school year. Whenever textbooks are needed, this office will work as diligently as possible to secure those textbooks through the TEA EMAT system as expeditiously as possible. District Textbook Management will do everything possible to get books to the campus and therefore in the student's hands as soon as possible. If the title needs to be ordered from the state, it may take up to 3 weeks to receive the textbooks and deliver them to the requesting campus. The Academic Services Department will communicate with the campus in the event of this type of delay.

### Overview of Textbook Management

- Textbooks are owned by Navarro ISD.
- The campus is responsible for the replacement cost of the textbooks and learning systems assigned to the campus.
- Textbooks will be protected by book covers. [TEC 31.104 (c)]
- Campus eligibility for textbooks is based on accurate grade or subject enrollment.

**Superintendent**

By law, the Superintendent's textbook responsibility is the reporting of district-wide maximum memberships to the Commissioner of Education using PEIMS.

Because the Superintendent is the chief administrative officer for all activity within the district, it is important that he/she keep abreast of all textbook activity. It is the District Textbook Custodian's responsibility to ensure that the Superintendent is aware of the coordinator's procedures and practices in maintaining accurate textbook records, controlling the textbook funds, and recording the annual campus physical inventories. At the Superintendent's direction, all textbook problems and questions may be routed to the District Textbook Custodian. The TEA Textbook Division will communicate with each district through the Superintendent or his designee rather than individual campuses within the district. All inquiries from teachers, principals, etc. should be referred to the Campus Textbook Coordinator.

**Principal's Responsibilities**
- Every campus shall have a textbook coordinator. This may be the campus principal, or the principal may designate this position to someone on the campus. The Chief Academic Officer should be notified each year of the campus' designee.
- Every textbook transfer in or out of the campus needs to be carefully checked by the principal or their designee to assure accurate textbook inventories.
- Each student and teacher must be held accountable for all textbooks and teaching materials they are issued.
- Notify the Chief Academic Officer if the campus is adding a new course as soon as possible that will require the use of a state-adopted textbook.

**District Textbook Custodian Responsibilities (Chief Academic Officer)**
- Implement accountability procedures.
- Verify membership in a timely manner.
- Adhere to textbook adoption timelines.
- Implement automation of district inventory.
- Conduct unannounced audits of campus textbook operations for implementation of management and operations procedures.
- Require from each campus a complete textbook inventory accounting at the end of each school year.

**Campus Textbook Coordinator Responsibilities**
- Receive shipments of materials as necessary.
- Conduct the campus textbook inventory.
- Keep complete records of books on that campus.
- Require that all textbooks are covered. [TEC 31.104 (c)]
- Require a regular textbook inspection by all teachers.
- Require that all textbooks are pulled and brought to the bookroom or designated area at the end of the school year for the yearly audit.
- Notify the Principal and Chief Academic Officer when the textbook statement is not correct or when textbooks cannot be accounted for according to district accounting procedures.
- Ensure that all textbook reports and payments are made in a timely fashion.

**Teacher's Responsibilities**
- Will require students to enter their names inside the textbooks in the designated place and place their initials next to the students name on the inside label.
- Will conduct an actual physical inventory at least once per semester as requested by the Campus Textbook Coordinator
- Will notify the Campus Textbook Coordinator when books are lost or funds can be collected and the appropriate reports can be filed with the textbook office.
- Will require that all books be covered [TEC. 31.104 (c)]
- Will notify the Campus Textbook Coordinator if additional materials are needed in the classroom.

**The Student, Parent/Guardian's Responsibilities**
- Maintain the proper use and care of district owned textbooks.

- Maintain book covers on all textbooks. [TEC 31.104 (c)]
- Reimburse the school for any stolen, lost and/or damaged textbooks and should pay the school for any fines related to a damaged book.

## Textbook Procedures
### Bookrooms
- The Bookroom will only be used to store State and District owned materials. Related consumable materials (workbooks, study guides, etc.) may also be stored.
- The Bookroom shall be locked at all times. Authorized personnel should be limited to the Superintendent, Technology Director, Principal and the Campus Textbook Coordinator. No unauthorized personnel should have access unless accompanied by an authorized employee.

## Textbook Allocation

Due to funding cuts from the state, TEA has reduced textbook allocations drastically. Usually this means 103% of the enrollment figure for that subject. Some courses (art, theatre arts) have been reduced to a classroom set. All efforts will be made to ensure every regular classroom student will be provided textbooks, either from state or locally. Needs beyond the regular classroom students are not provided by the state and must be handled with local campus funds. Campuses shall be provided with textbooks based on the most recent student enrollment for that grade and subject. As the campus enrollment increases the textbook allocation will increase. If the need for additional textbooks arises based on lost books with fees not collected, modified curriculum, or accelerated student placement, it shall be the responsibility of the individual campus to secure funds from its campus budget for the purchase of those additional textbooks.

1. All student textbooks will be issued as directed by the Campus Textbook Coordinator or Principal of that campus.
2. Standard protocol will be followed using Destiny by Follett. These guidelines will be issued at a later date.
3. Teachers shall make sure all textbooks are covered with an appropriate book cover. [TEC 31.104 (c)]
4. Textbook covers are provided by Walraven Book Company under contract. Please do not make arrangements with any other companies for covers. Please contact the District Textbook Custodian for covers.
5. All state and district owned textbooks issued to students that have been lost or damaged shall be paid by the student or parent/guardian. A new textbook will not be issued until payment is made. The student is entitled to use a classroom copy until the lost or damaged books are paid.
6. When textbooks are damaged through acts of nature (fire, tornado, illness, etc.) or third-party misconduct (theft), the campus shall notify the Technology Director in writing within 5 days of the occurrence. In the case of theft, the student must have done everything in their power to protect the textbook.
7. Each textbook must state that the textbook is the property of or is licensed to Navarro ISD, as appropriate. Each textbook, other than an electronic textbook, must be covered by the student under the direction of the teacher. A student must return all textbooks to the teacher at the end of the school year or when the student withdrawals from school.
8. Each student, or the student's parent or guardian, is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent, or guardian. As provided by policy of the board of trustees or governing body, a school district or open-enrollment charter school may waive or reduce the payment requirement if the student is from a low-income family. The district or school shall allow the student to use textbooks at school during each school day. If a textbook is not returned or paid for, the district or school may withhold the student's records. A district or school may not, under this subsection, prevent a student from graduating, participating in a graduation ceremony, or receiving a diploma.
9. One person will be designated by the Principal of each campus to receive textbook money for lost or damaged books.
10. Receipts will be issued and should include the book title and ISBN number, students and parent(s)/guardian(s) name.
11. Funds collected will be forwarded to the business office for deposit to the Textbook Account.

**Fines and Charges**

The following guidelines shall be used in assessing fines and charges to students and parents for damages to textbook materials.

| | |
|---|---|
| Water Damage | Full price |
| Cover/Binding Damage | $5.00- Full price |
| Missing Page(s) | Full price |
| Writing on cover or page(s) | $2.00- Full price (see note) |
| Torn page(s) | $1.00 per page |
| Tampering with barcodes | Full price |
| Broken, Lost or Damaged CD-ROM | Full Price |

NOTE: The full price of the book shall be assessed for writing that contains profanity, graffiti, highlighting or causes any print to be illegible.

**Selling/Loaning Textbooks**

The selling of textbooks to other organizations or individuals is not permitted. Parents wishing to have a second textbook(s) may purchase the book(s) from the publisher or may pay the required security deposit to be refunded upon return. Students using textbooks for correspondence and/or credit by exam will be required to place a deposit for the price of the book(s) to be refunded upon return. All textbooks issued in this manner will be done by the Campus Textbook Coordinator.

Students required by their ARD to have a second set of textbooks are exempt from this requirement.

**Learning Systems**

Learning systems should be kept intact. Complete systems including teaching materials and reference materials will be kept on the campus inventory. It is the campus's responsibility to replace any missing items from systems issued to that campus.

**Teacher Materials/Editions**

Teacher's Editions will be recorded in Destiny. All TE's and ancillary material are property of Navarro ISD unless noted by the teacher.

**EVI Materials**

Through the special education process, students may be identified as having a visual impairment and need Braille or large print materials. The Special Education Director will be in charge of these materials.

Orders for EVI material shall be submitted no later than the first week in May due to the longer delivery times associated with these materials.

**Inventory/Audits**

The Technology Director shall send out an inventory schedule to each campus by second week in May.

Prior to the textbook inventory, each Campus Textbook Coordinator shall have an accurate count of textbook charges, losses, damaged books, payments collected and deposited.

Prior to inventory each Campus Textbook Coordinator shall make sure that all textbooks are returned to the bookroom or specific location.

Prior to inventory each Campus Textbook Coordinator shall make sure all books are stacked, five books spine in, five books spine out. If books are stacked two or three deep on the shelves, the number must be uniform in each stack, or the front row must have fewer books.

Upon conclusion of the inventory, the Technology Director will submit a bill to each campus for books lost, damaged, or missing and not yet paid.

**Out of Adoption Textbooks**

The Board will designate how Out of Adoption materials will be handled.

**Highlighting**

The highlighting of textbooks for special education students is allowed if the student's IEP calls for such a modification.

# OPERATIONAL SUPPORT SERVICES

# Child Nutrition Services

**DEFINITION**

Recognizing the vital relationship of nutrition and education, our goal is to ensure that every person is offered a high quality, well-balanced, nutritious meal at breakfast and lunch with friendly service, by a qualified staff observing high sanitation and safety standards, utilizing cost-effective management practices, and following the Child Nutrition Program guidelines.

**INTRODUCTION**

All Schools operate under the guidelines of the National School Lunch and Breakfast Act and serve a reimbursable lunch and breakfast, so that a well-balanced, nutritious meal for every child may be provided at no cost.  The food service Department wants to help build a stronger, more alert student.  The Navarro ISD's Food Service Department serves an average of 1,400 reimbursable meals daily.  All food service employees play an important role in making the District educational program a well-rounded one.

**PERSONNEL**
**Child Nutrition Program**

The Child Nutrition Program Director is under the general direction of the superintendent and works with others on developing, administering and supervising the school food service programs. Each school cafeteria is staffed with:
- Manager
- Food Service Specialist

**MEAL REQUIREMENTS**

Navarro ISD operates under the National School Lunch & Breakfast Program Meal Pattern.
- It requires specific food group components in specific amounts for specific age/grade groups
- Menus served must meet the nutrient standards as well as the meal pattern requirements.
- Fat-free (unflavored or flavored) and unflavored 1% low-fat milk.
- Limits on calorie, sodium, saturated fat and the elimination of trans fat.

**OFFER VERSUS SERVE**
- Navarro ISD uses the offer versus serve in our Breakfast and Lunch programs in all grade levels.
- This allows students to choose three items at breakfast and four components at lunch that they intend to consume.
- Students **must** choose ½ cup fruit or vegetable as one **required** component at breakfast and lunch.

**STUDENT CAFETERIA ACCOUNTS**

Parents/guardians are encouraged to monitor and/or pay their child's meal account online by signing up at https://family.titank12.com .

## *MEAL CHARGE POLICY*

It is the goal of the Navarro ISD Child Nutrition Department to provide nutritious meals to students daily.  We realize that meal payments are sometimes forgotten, but in an effort to cover our cost of meals and labor, parents are strongly encouraged to continually monitor their child's meal account balance.  Parents can monitor and/or pay their child's meal account online by signing up at https://family.titank12.com . or by sending the funds to school with the student.

When a student's meal account is depleted, the district will notify the parent.  The student will be allowed to continue purchasing meals for up to 3 days.  Students are allowed to charge for full meals only; no ala carte items may be charged at any time funds are not available. Cashiers will remind a student if money on their account is running low.  Once these charge limits have been reached and the district is unable to work out an agreement with the student's parent on replenishment of the student's meal account and payment of any outstanding balance, the student will receive a low-cost meal (Purple Plate Special) at no charge.  You may contact the Child Nutrition Office for repayment plan options.

**Elementary and Intermediate School Students (Grades K-6)**

- Students are allowed to have no more than $20.00 in the negative of meal charges.
- Daily breakfast will cost $1.25 and daily lunches will cost $2.95

- A la carte(extra's, water, juice, etc.) items cannot be charged.
- If a student is over the $20.00 meal charge limit, charging privileges will be revoked and a low-cost meal will be provided.
- Money remaining in a student's account will be carried forward to the next school year.

**Jr. High School Students (Grades 7-8)**
- Students are allowed to have no more than $20.00 in the negative of meal charges.
- Daily breakfast will cost $1.25 and daily lunches will cost $3.10
- A la carte(extra's, water, juice, chips, ice cream, cookies etc.) items cannot be charged
- If a student is over the $20.00 meal charge limit, charging privileges will be revoked and a low-cost meal will be provided.
- Money remaining in a student's account will be carried forward to the next school year.

**High School Students (Grades 9-12)**
- Students are allowed to have no more than $20.00 in the negative of meal charges.
- Daily breakfast will cost $1.25 and daily lunches will cost $3.35.
- A la carte(extra's, water, juice, chips, ice cream, cookies etc.) items cannot be charged.
- If a student is over the $20.00 meal charge limit, charging privileges will be revoked and a low-cost meal will be provided.
- Money remaining in a student's account will be carried forward to the next school year.

**Visitor Meals**
- There is no charging permitted for Adult meals. The cost is $2.75 for breakfast and $4.75 for lunch.

**Staff Meals**
- Staff meals are not allowed to be charged unless prior arrangements have been made with the Payroll Department.

**Unpaid Charges**
Once the student nears his/her charging limit, the Child Nutrition Department will provide one or more of the following reminders in an effort to help the student continue to receive school meals:
- Student receive verbal reminders from the cashier
- Parent/guardian receives a written reminder via the student
- Parent/guardian receives a written reminder, via mail, when account balance is $5.00 or less
- Parent/guardian receives an automated reminder message

Parents may request a history transaction report detailing their student's meal account from cafeteria manager, Child Nutrition Director, or by signing up and using the online program at https://family.titank12.com/ or navigating from the Navarro ISD website at www.nisd.us.

The Child Nutrition Program does not allow the carryover of unpaid charges from year to year; parents/guardians must be responsible and pay off their child's account prior to the end of the school year.

**Pre-Payment Method**
Parent/Guardian can do any of the following:
1.   Send a payment with your student. When making cash payments; please submit in an envelope and address it to the Child Nutrition Department Manager. Please provide your student's name, ID number (if known), and grade to ensure proper credit to students meal account. The cafeteria cashier/manager accepts cash payment.
2.  Checks should be made out to Navarro (School Name) Cafeteria (any costs and fees incurred by NISD due to insufficient funds shall be paid by the parent or legal guardian).
When making check payments on student accounts, the entire amount of the check must be applied to the account no change will be given.
3.  Mail a payment to: Navarro ISD, Child Nutrition Department, 6450 N. State Hwy 123, Seguin, TX  78155.
4.   Create a personalized meal account at https://family.titank12.com/  and apply sufficient funds to your student's meal account electronically (there is a small fee charged for each time you add funds, but viewing the account is free)  You will need to know your student's ID number, which can be obtained from his/her school office.

**General Information**

Other meal modifications are made for students with special diets that have a Special Diet Request Form, signed by a physician, on file with the school cafeteria.

**Blocks on Accounts**

Parent/Guardian can do any of the following:

- Create a parent account on https://family.titank12.com/ to make account restrictions.
- A parent may call the Child Nutrition Department at 830-372-1930 ext 6400 to place a block on their child's account to prohibit the purchase of ala carte items or set a dollar cap or complete an account modification form and submit to the CN Department or campus cashier.

**Refunds**

Request for refunds by parent/guardian is available through the cafeteria manager for amounts $20.00 and under. The cafeteria manager will submit a signed document for refunds $20.00 and over to the Child Nutrition Director which will then process the refund for a check to be mailed. **This process may take up to two weeks.**

**Texas Department of Agriculture Regulations: Free & Reduced Meal Applications**

- A new application must be filled out every year. Federal regulations require every student to receive access to an application on the first day of registration, whether eligible or not.
- Meal Applications must be submitted within the first 30 operating days of the school year
- Applications will be processed within 10 (ten) operating days of the receipt of the application in the Child Nutrition Office. Students will carry over last year's status for the first 30 operating days.
- The previous year's meal eligibility status will remain in effect for students for the first 30 operating days of school. If an application is not received by the Child Nutrition Department after the first 30 operating days of school then the student's status will change to full price status until an application is received and new status is determined.
- New students to the district will come in a full price status until an application is received and processed and an eligibility status is determined.
- Student charges incurred during the application processing will accumulate until the application is processed and approved. Once status is determined the balance will be reversed based on the date application is received.
- Parents/guardians should contact the Child Nutrition Office if an application has already been turned in and you have not received an eligibility status letter.
- Paid students are expected to pay from the 1st day of school.
- Parents/guardians can access the district's online free and reduced meal applications from the district website or directly to https://family.titank12.com/.

The Child Nutrition Program is not allowed to carry over unpaid charges from year to year; parents/guardians must be responsible and pay off their child's account prior to the end of the school year.

**Pre-Payment Method**

Parent/Guardian can do any of the following:

1. Send a payment with your student. When making cash payments; please submit in an envelope and address it to the Child Nutrition Department Manager. Please provide your student's name, ID number (if known), and grade to ensure proper credit to students' meal account. The cafeteria cashier/manager accepts cash payment.
2. Checks should be made out to: Navarro (School Name) Cafeteria (any costs and fees incurred by NISD due to insufficient funds shall be paid by the parent or legal guardian).
   When making check payments on student accounts, the entire amount of the check must be applied to the account no change will be given.
3. Mail a payment to: Navarro ISD, Child Nutrition Department, 6450 N. State Hwy 123, Seguin, TX 78155.
4. Create a personalized meal account at https://family.titank12.com and apply sufficient funds to your student's meal account electronically (there is a small fee charged for each time you add funds, but viewing the account is free) You will need to know your student's ID number, which can be obtained from his/her school office.

**General Information**

Other meal modifications are made for students with special diets that have a Special Diet Request Form, signed by a physician, on file with the school cafeteria.

Blocks on Accounts

Parent/Guardian can do any of the following:
- Create a parent account on www.schoolcafe.com to make account restrictions.
- A parent may call the Child Nutrition Department at 830-372-1930 x6400 to place a block on their child's account to prohibit the purchase of ala carte items or set a dollar cap or complete an account modification form and submit to the CN Department or campus cashier.

Refunds

Request for refunds by parent/guardian is available through the cafeteria manager for amounts $20.00 and under. The cafeteria manager will submit a signed document for refunds $20.00 and over to the Child Nutrition Director which will then process the refund for a check to be mailed.  This process may take up to two weeks.

# Maintenance and Operations

**Definition**

To preserve or retain, to keep in good repair. The maintenance department exists to support the campuses with any maintenance needs that may arise. Our goal is to give you confidence that we will respond to your requests, thus allowing you to focus on the important task of educating children. The most important factor in achieving our goal is communication. Please communicate with us. When reporting your needs, please keep in mind that maintenance is responsible for supporting up to five facilities, each just as important as the next.

**Work orders**

All campus maintenance needs must be reported through the following process:

1. The campus will initiate the work order in Eduphoria.
2. If the repair is a true building maintenance issue with cost association, the maintenance department will generate the necessary purchase order. Examples include: Installing a new door, replacing ceiling tiles, repairing a hole in the wall.
3. If the repair is a new addition or an accessory, the building principal will generate the necessary purchase order. Examples include replacing a white board, installing a pencil sharpener.
4. Upon work completion, the principal receives completed paperwork.

**Emergency calls**

Although the maintenance department will respond immediately to any emergency, for documentation purposes, a work order must be submitted by the requesting campus.

**After hours procedures**

When a problem arises after hours that absolutely cannot wait until the next working day, please call:
   **Robby Castillo, Director of Operations at (830) 556-2992**.

**Custodial Staff**

A vital part of the maintenance effort at each campus is the custodial staff. They can help in the early detection of potential problems. Although custodial staff are on all campuses, they are under the direct supervision of Manuel Jimenez. Principals should report (via email) any issues to Manuel Jimenez and copy Robby Castillo, Director of Operations.

**Grounds**

The grounds personnel are also an important component of the maintenance effort. The care of the campus grounds and the inspection and maintenance of playground equipment may be accomplished through a combined effort between the campus custodial staff and the grounds personnel. As a reminder, our grounds personnel consist of two full time employees and one part-time employee.

# Asbestos Management Plan

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

# Energy Management

Recognizing our responsibilities as administrators of Navarro ISD, we believe that every effort should be made to conserve energy and our natural resources. We also believe that this commitment will be beneficial to our students and taxpayers in prudent financial management and the saving of energy. Annual energy audits are conducted at each campus.

**Objectives of Energy Management:**
   ● Reduce expenditures for all utilities.
   ● Maintain comfortable room temperatures and sufficient lighting conducive to a learning environment.
   ● Maintain accurate records of energy consumption and cost on a monthly basis.

The district understands the importance of installing and maintaining energy-efficient equipment, such as high efficiency lamps, energy-efficient heating and air-conditioning and energy management control devices. We also

understand the fundamental importance of changing the behavior of those who use energy and control its usage. It does little good to design or retrofit a building for energy efficiency if the building and its energy systems are not properly operated and maintained. Even if your school has already been fitted with energy saving systems, you should ensure the following "no cost" energy steps are followed by everyone in your campus.

**No cost campus energy steps:**
**Turn off the lights**

When your classrooms or adjacent rooms are not occupied, make sure all lights are turned off. If only one person is in the classroom, he or she should utilize multiple light switches, if equipped, and use the row of lights over the work area only.

**Close doors and windows**

If the air conditioning or heating system is on, make sure all doors and windows are closed. This will help to provide a more comfortable environment within the classroom.

**Turn off the computer**

When not in use, the computer should be turned off. All computers should be powered off when leaving for the day.

**Benefit from window shading devices**

If your classroom has some type of window shading device such as curtains, mini-blinds, shutters etc., take advantage of the sun on cold winter days by leaving them open to utilize the natural light and radiation heat to warm the room. Conversely, on hot days, leave them closed and let the air-conditioning unit work less.

**Air Conditioning Adjustments**

Air conditioning controls should not be set below **72º F** during the day and set at 78º F at night and weekends.

**Monitor thermostat devices**

Make sure the thermostats are set and maintained at a range of **68º -72º** degrees in the heating season and **72º -78º** degrees in the cooling season. If you have an electric thermostat, make sure that it is turned off at the end of the day.

**Report burnt out light bulbs**

Burnt out fluorescent light bulbs will create poor lighting as well as maintenance problems. If a bulb is burnt out, chances are the others are not far behind. The custodians should wipe clean all light covers. Dirty light covers will restrict the light output in your classrooms.

**Check for running water**

The cost for a leaky faucet or running toilet can add up. If you have this problem, report it to the custodian or building principal to ensure that a work order is generated to correct the problem.

# Golf Cart Safety

**Introduction:** Golf Carts are used daily for various types of work purposes. In an effort to assure the safety of our students, employees, visitors and to avoid situations that may cause injury to people or damage to vehicles, the following Golf Cart Safety guidelines were implemented. Every employee who operates a district golf cart must sign the Golf Cart Safety Guidelines Acknowledgement form**.**

**Purpose:** The purpose of these guidelines is to ensure that golf cart drivers are aware of the hazards that exist when operating a golf cart and to prevent injuries or damage that result from their misuse or lack of awareness and caution. A moving golf cart is a moving vehicle. The driver is responsible and may be held liable if found negligent.

**Safety Guidelines:**
- Report any accidents to supervisor or manager immediately.
- Always give pedestrians the right-of-way.
- Go slow and use extreme caution in turns, corners and blind spots.
- Do not drive near student groups at any time. Stay 20 feet away from all students. Stop and wait if necessary.
- Do not drive into or among groups of people at an event. Stay 20 feet away at all times.
- Park the cart in a safe place away from concession stands and bathrooms during events.
- Do not park at door entrances or on sidewalks.

- Secure any cargo or tools that have been loaded into the golf cart.
- Back up slowly. Always check behind the cart before backing up. Do not rely on mirrors, rear windows or memory.
- Remain seated and hold on while the vehicle is in motion.
- Wear seatbelts if provided.
- Warn passengers of any upcoming turns or bumps.
- Drive only as fast as conditions allow; use caution during bad weather conditions.
- Avoid squeezing through narrow passages or tight spaces, around parking lots, walkways, sidewalks (when in doubt, take another route).
- Keep all limbs in the vehicle until it comes to a complete stop.
- Watch for holes and uneven surfaces.
- Do not overload cart with passengers or cargo.
- When parking, engage the parking break.
- Always remove the keys and take with you when leaving the cart.
- When the cart is put away,
    - Leave the keys in the cup holder;
    - Make sure the cart is plugged in and charging.
- Report any maintenance problems such as brakes, leaks, or charging issues to supervisor.
- Do not use if safety systems are not working properly.
- While operating the golf cart, DO NOT:
    - Use cell phone or read or send text messages;
    - Horseplay or any other risky behavior.

**Golf Carts and "Gators" have recently been declared "motor vehicles" by the Attorney General. Students are not permitted to drive these vehicles on school grounds.**

# Hazard Communication Program

The Texas Hazard Communication ACT (THCA) codified as Chapter 502 of the Texas Health and Safety Code requires all public employers in Texas to provide their employees with information regarding hazardous chemicals to which employees may be exposed to in their workplace. In order to comply with the THCA Rules, the following written Hazard Communication Program has been established for Navarro ISD.

The master copy of the written hazard communication program will be maintained in Central Office. The written program will be available to all interested employees and their representative upon request.

To facilitate administration and compliance with this Program, the following levels of responsibility have been established:

1. The Custodial Services Manager will have overall responsibility for administering and maintaining this program and ensuring that it meets all requirements of the THCA.
2. Custodial and Maintenance Supervisors will be responsible for maintaining chemicals.
3. Individual employees will be responsible for correct usage after training.

**Workplace Chemical List**

The District will develop and maintain a list of hazardous chemicals normally present in the workplace in excess of 55 gallons or 500 pounds. The list will be available for review by employee and their designated representative. The Custodial Services Manager will be responsible for reviewing and updating the Workplace Chemical List as necessary, but by Dec. 31st of each year. The Workplace Chemical List must be maintained for at least 30 years. Information on chemicals listed on the Workplace Chemical List can be obtained by referring to the Safety Data Sheet (SDS) or Material Safety Data Sheet (MSDS) located in each workplace where these chemicals are used or stored.

**Safety Data Sheets and or Material Safety Data Sheets**

The District will maintain a current and appropriate Safety Data Sheet (SDS) or Material Safety Data Sheet (MSDS) for each hazardous chemical purchased. The Custodial Services Manager will be responsible for the SDS/MSDS system for the District and ensure that:

1. Incoming SDS/MSDSs are reviewed for new and significant health/safety information and that any new

information is passed on to the affected employees.

2. Hazardous chemicals received without an SDS or MSDS are withheld from use until a current SDS/MSDA is obtained.
3. Missing SDS/MSDSs are requested from an appropriate source (e.g. chemical manufacturer, distributor, or electronic database) within 30 days from receipt of the hazardous chemical.
4. Affected employees are provided a description of any alternative system (such as electronic databases) being used in lieu of hard copy SDS/MSDSs.
5. As SDSs received from hazardous chemical manufacturers and distributors, they replace the MSDS and the new SDSs should continue throughout the transition period until employers no longer have any of the old MSDSs on file.
6. Emergency responders are provided SDS/MSDSs as soon as practical upon request.
7. SDS/MSDS files for the District will be kept in the main offices of campuses and custodial closets and be readily available for review by employees or their designated representatives upon request.

**Chemical Container Labels**

The District will ensure all containers of hazardous chemicals used or stored will be appropriately labeled. The Custodial Services Manager will be responsible for the hazardous chemical labeling system and will verify that:

1. All primary containers of hazardous chemicals are clearly labeled to include the identity of the chemical as it appears on the SDS/MSDS, the appropriate hazard warning and the name and address of the manufacturer.
2. All secondary containers of hazardous chemicals are clearly labeled to include the identity of chemicals as it appears on the SDS/MSDS and the appropriate hazard warnings.
3. A description of alternative labeling systems, if used, is provided to employees. Examples of alternative labeling systems are the National Fire Protection Association (NFPA) 704m Standard and the Hazardous Material Information Systems.

The District will rely on the chemical manufacturer or distributors to provide labels which meet the above requirement for primary containers of all hazardous chemicals purchased and will re-label containers only when the label is illegible or otherwise does not meet the above requirements.

**Employee Training Program**

The District will provide an education and training program to all employees who routinely use or handle hazardous chemicals in their workplace. The Custodial Services Manager will be responsible for the employee training program and will ensure that:

1. Appropriate training is provided to all covered employees and includes:
    a. The use of information provided on the SDS/MSDS and chemical container labels
    b. The location of hazardous chemicals present in the employees' work areas
    c. The physical and health effects of exposure
    d. Proper use of personal protective equipment
    e. Safe handling of hazardous chemicals
    f. First aid treatment for exposure to hazardous chemicals
    g. Safety instruction on clean-up and disposal of hazardous chemicals.
2. Required training records are maintained and include the date of the training sessions, a legible list of all employees attending the training sessions, the subjects covered and the name of the instructor.
3. All covered employees are identified and incorporated into the training program.
4. Employees are provided information concerning the hazardous chemicals to which they may be exposed during the performance of non-routine tasks.
5. New employees are trained prior to their being required to use or handle a hazardous chemical.
6. The need and frequency for periodic/refresher training is assessed.

Employees subject to these training requirements will sign an attendance roster for each training session attended, verifying that they received and understood the information.

### Reporting Employee Injuries and Deaths

The Human Resources Department will notify the Texas Department of State Health Services, Division for Regulatory Services, Policy, Standards & Quality Assurance Unit, Environmental Hazards Group, of any employee accident that involves a hazardous chemical exposure of asphyxiation, and that is fatal to one or more employees or results in the hospitalization of five or more employees and be responsible for reporting all such accidents to the Texas Department of State Health Services, Division for Regulatory Services, Policy, Standards & Quality Assurance Unit, Environmental Hazards Group, within 48 hours after their occurrence. Notifications must be made either orally or in writing to:

<div align="center">

Texas Department of State Health Services
Consumer Protection Division
Policy, Standards & Quality Assurance Section
Environmental Hazards Unit
Hazard Communication Program
P.O. Box 149347, MC1987
Austin, TX 78714-9347
Phone: (512) 834-6787    Fax: (512) 834-6726

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Employees are responsible for reporting all accidents involving a hazardous chemical to their supervisor. Supervisors must report all accidents involving a hazardous chemical to the Human Resources department.

### Posting the Notice to Employees

The Director of Operations will post and maintain, in all workplaces where hazardous chemicals are used or stored, the most current version of the THCA Notice to Employees, informing employees of their rights under the THCA. The notice shall be clearly posted and unobstructed at all locations in the workplace where notices are normally posted and with at least one location in each workplace. A copy of the notice must be posted in English and Spanish where employees have difficulty reading or understanding English.

### Personal Protective Equipment

The District will provide appropriate personal protective equipment to all employees who use or handle hazardous chemicals.
The Custodial Services Manager will assume overall responsibility for the PPE program and ensure that appropriate equipment and training are provided to include:
1. Proper selection of PPE based on routes of entry, permeability of PPE material, duties being performed, and hazardous chemicals present.
2. Proper fit and functionality of PPE as described by the manufacturer's specifications
3. Appropriate maintenance and storage of PPE.

### Maintaining Employee Rights

The District shall not discipline, harass, or discriminate against any employee for filing complaints, assisting inspectors of the Texas Department of State Health Services, participating in proceedings related to the Texas Hazard Communication Act or exercising any rights under the Act.
Employee cannot waive their rights under the Texas Hazard Communication Act or exercising any rights under the Act. A request or requirement for such a waiver by an employer us a violation of the Act.

# Integrated Pest Management

As part on an Integrated Pest Management program, Navarro ISD has a policy that requires the use of nonchemical pest control tactics whenever practical.  However, pesticides may periodically be applied.
The district applies only pest control products that comply with state and federal guidelines.  All persons performing Pest Management at this district are required to receive special training in current pest management practices and pesticide application.  Except in an emergency, signs will be posted 48 hours before application.  Parents who want to be notified prior to pesticide application inside their student's school assignment area or who have further questions about pesticide use, including the types and timing of treatments, may contact Robby Castillo, the Director of Operations at  (830) 372-1930.

# Rental of School Facilities

To rent district facilities:
1. Access the NISD Rental Agreement Forms on District's webpage and print the forms.
2. Scheduled the rental through the Athletic Secretary, Kathie Epp at the High School.
3. Print and review the "Use of Facilities General Rules & Regulations," then sign prior to completing the "Facility Rental Agreement".
4. Submit all paperwork to the High School Athletic secretary.

**REQUEST FOR FACILITY USAGE MUST BE SUBMITTED AT LEAST 10 CALENDAR DAYS PRIOR TO THE SCHEDULED EVENT.**

All rentals must be approved by Campus Administrator/Department Director. Approval will be determined based on availability. Custodian availability will be approved by Custodial Supervisor and Operations Director.

Copies will be forwarded to appropriate school personnel for approval: Athletic Director, Custodial Supervisor, Campus Administrator, Food Service and Campus Technology coordinator, if applicable.

When rental request is approved, the requestor will be contacted and must submit two (2) checks - One for "Deposit" and one for payment prior to date of rental. At this time, a rental agreement fee will be determined. Rental fees must be paid at least one week in advance.

Upon receipt of checks:
- the application will be processed;
- the event will be put on campus calendar;
- copy of application will be provided to the renter;
- copy of application will be forwarded to the Business Office with payment.

**Terms:** Payment is required in advance. Rentals are limited to a 90-calendar day maximum but may be continued with a new agreement and rental payment, subject to the approval of the campus principal. No refunds will be provided unless rental is preempted by NISD use.

**Insurance:** Users of District facilities will be required to secure general liability insurance for $1,000,000 with the District stipulated as a named insured unless expressly waived by the School Superintendent.

**Classroom and Library rentals are discouraged because of the potential disruption to instructional materials and teacher arrangements.** Principals have the discretion to authorize and charge an appropriate rate in rare instances. Rental fee will be $20 per hour for short term use or $10.00 per student/per semester for long term use.

**Principal Discretion:** Principals maintain discretion to authorize and charge an appropriate rate in those instances where the above rules do not apply.

**All applications for use of school facilities shall be filed and acted upon in order of their filing.**

# Use of Facilities General Rules and Regulations
## Users "A" & "B"

Please read the following procedures carefully and make certain that all members of your group are familiar with them.  Your cooperation will aid us in keeping the sites as safe and clean as possible.  Failure to follow any of the rules listed below may result in termination of the contract.

The Navarro ISD (hereinafter "the District") makes its facilities available in accordance with Board Policy GKD (Local).  The Board permits community use of designated school facilities for educational, recreational, civic or social activities, when these activities do not conflict with school use or with the facilities policy.  By signing this contract, users agree to the following:

1. Turn off lights and Lock all Outside Doors.
2. Leave floors clean and throw all trash in trash cans provided.
3. If serving beverages or food, place all food in trash bags.  Remove trash bags from cans and place in the dumpster on school grounds.  Bags will be available for use.  Big Red is not allowed in the gyms.
4. Security will be required for events that charge admission.  Security will be arranged and paid for by the user.
5. Custodial Services will be required for most User "C "&" D" events.  A custodian and custodial supply fee of $50.00 per hour will be required for one half of the duration of time that the facilities are rented.
6. A Key Deposit of $100 will be made and will be forfeited if the Key is not returned on designated date.  Key Pick Up and Return is at the High School Office and is to be done during school hours. Unauthorized use of the facility will forfeit any future opportunity for that group to use the facilities.  A $25.00 fee will be added to all facility usage fees for all non-school days (school holidays, summer, and weekends) if school personnel is required to come open or close a facility.
7. In the event of an emergency, call (830) 556-2992.
8. The District will not be responsible for accidents which may occur.  The user acknowledges this by signing the Facility Usage Contract, and providing proof of liability insurance, if required.
9. The user representative agrees to be personally responsible for all damages which may occur on the District Property.
10. Only reserved areas may be utilized under the Facility Usage Contract. Thank you for your help in keeping our athletic facilities in good condition
11. The rental agreement includes the rental fee and includes rental or preparation of fields or gyms; plus lights if applicable; and services (bills paid from gross receipts; checks sent to participating schools), plus all applicable custodial fees.
12. The rental fee does NOT cover security cost, officials, timer, ticket taker, gate attendant, bookkeeper, or announcers.  These items will be handled by the Navarro ISD. The amount will be placed in the "Other Fee" section of Requisition for Facility Use.)
13. **REQUEST FOR FACILITY USAGE MUST BE SUBMITTED AT LEAST 10 CALENDAR DAYS PRIOR TO THE SCHEDULED EVENT.**
14. Renters must notify the appropriate school personnel in the event of a Cancellation at least 48 hours before the event takes place.

**I hereby agree with and abide by the above requirements.**

Signature of Individual Responsible: _____     Date: _____

_____     _____

Print Name: _____     Organization: _____

Approved by:_____

_____

# Use of Facilities General Rules and Regulations
**Users "C" & "D"**

Please read the following procedures carefully and make certain that all members of your group are familiar with them. Your cooperation will aid us in keeping the sites as safe and clean as possible. **Failure to follow any of the rules listed below may result in termination of the contract.**

The Navarro ISD (hereinafter "the District") makes its facilities available in accordance with Board Policy GKD (Local). The Board permits community use of designated school facilities for educational, recreational, civic or social activities, when these activities **do not conflict** with school use or with the facilities policy. By signing this contract, users agree to the following:

1. If serving beverages or food, place all food in trash bags. **Big Red is not allowed in the gyms**.
2. Security will be required for events that charge admission. **Security will be arranged and paid for by the user.**
3. Custodial Services will be required for most User "C "&" D" events. A custodial and custodial supply fee of $50.00 per hour will be required for one half of the duration of time that the facilities are rented.
4. A Key Deposit of $100 will be made and will be forfeited if the Key is not returned on designated date. **Key Pick Up and Return is at the High School Office and is to be done during school hours. Unauthorized use of the facility will forfeit any future opportunity for that group to use the facilities.** A $25.00 fee will be added to all facility usage fees for all non-school days (school holidays, summer, and weekends) if school personnel is required to come open or close a facility.
5. In the event of an emergency, call (830) 556-2992, Navarro Operations Manager.
6. The District **will not** be responsible for accidents which may occur. The user acknowledges this by signing the Facility Usage Contract, and providing proof of liability insurance, if required.
7. The user representative agrees to be personally responsible for all damages which may occur on the District Property.
8. Only reserved areas may be utilized under the Facility Usage Contract. Thank you for your help in keeping our athletic facilities in good condition
9. The rental agreement includes the rental fee and includes rental or preparation of fields or gyms; plus lights if applicable; and services (bills paid from gross receipts; checks sent to participating schools), plus all applicable custodial fees.
10. The rental fee does **NOT** cover security cost, officials, timer, ticket taker, gate attendant, bookkeeper, or announcers. These items will be handled by Navarro ISD. The amount will be placed in the "Other Fee" section of Requisition for Facility Use.)
11. REQUEST FOR FACILITY USAGE MUST BE SUBMITTED AT LEAST 10 CALENDAR DAYS PRIOR TO THE SCHEDULED EVENT.
12. Renters must notify the appropriate school personnel in the event of a Cancellation at least *48 hours* before the event takes place.

**I hereby agree with and abide by the above requirements.**

_____          _____
**Signature of Individual Responsible**                                          **Date**


_____          _____
**Print Organization Name**                                                     **Approved by**

# 2022-2023 Facility Fee Recommendation

| | | User "A" | User "B" | User "C" (1st Hr / Each Add. Hr) | User "D" |
|---|---|---|---|---|---|
| EVENT CENTER | | NO CHARGE | $30 / Hr. | $65 / $30 | $100 per hour (4 hr min) |
| HS GYM | | NO CHARGE | $30 / Hr. | $65 / $30 | $100 per hour (4 hr min) |
| JH/ES GYM | | NO CHARGE | $20 / Hr. | $50 / $20 | $100 per hour (4 hr min) |
| HS CAFETORIUM | | NO CHARGE | $25 / Hr. | $50 / $20 | $75 per hour (4 hr min) |
| HS CAFETORIUM w/KITCHEN | | NO CHARGE | $40 / Hr. | $100 / $55 | $100 per hour (4 hr min) |
| JH CAFETERIA | | NO CHARGE | $25 / Hr. | $50 / $25 | $50 per hour (4 hr min) |
| JH CAFETERIA w/KITCHEN | | NO CHARGE | $40 / Hr. | $100 / $55 | $100 per hour (4 hr min) |
| INT/ELEM CAFETERIA | | NO CHARGE | $25 / Hr. | $50 / $25 | $50 per hour (4 hr min) |
| FOOTBALL STADIUM w/LIGHTS | | NO CHARGE | $100 / Hr. | $200 / $75 | Rental Agreement |
| FOOTBALL STADIUM - NO LIGHTS | | NO CHARGE | $40 / Hr. | $100/ $50 | Rental Agreement |
| BASEBALL FIELD w/LIGHTS | | NO CHARGE | Practice Only $30 / Hr $100 / Hr | Practice Only $100 / $30 $200 / $40 | Rental Agreement |
| SOFTBALL FIELD w/LIGHTS | | NO CHARGE | Practice Only $30 / Hr $100 / Hr | Practice Only $100 / $30 $200 / $40 | Rental Agreement |
| PRACTICE FIELD SPACE | | NO CHARGE | $30 / Hr. | $40 / $15 | $50 per hour (4 hr min) |
| HS/JH LIBRARY | | NO CHARGE | $20 / Hr. | $50 / $25 | Not rented |
| CLASSROOMS | | NO CHARGE | $25 / Hr. | Not rented | Not rented |
| TENNIS COURTS | | NO CHARGE | $25 / Hr. | $50 / $25 | Not rented |
| CUSTODIAL FEE | | Clean Up fee if needed. | 50% of Regular Fee | $25 x 1/2 of HRS. BOOKED | $25 x 1/2 of HRS. BOOKED |
| ADDL PERSONNEL (IF NEEDED) | | $25 per hour | $25 per hour | $25 per hour | $25 per hour |
| KEY DEPOSIT | | $100 | $100 | $100 | $100 |
| User "A" | Affiliated Navarro ISD support organizations - PTO's, Booster Clubs, Foundation Organizations, Student Activities Programs. | | | | |
| User "B" | Local Non-Profit Youth Organizations - NYSO, Scouts, etc. | | | | |
| User "C" | General Use by Various Local Organizations - Community Camps, Leagues, City Organizations, County Organizations, Churches, Homeschoolers, etc. | | | | |
| User "D" | Other Organizations - Other School Districts, Educational Institutions, Tournament Groups, and for-profit businesses | | | | |

*All Income Producing Camps Sponsored by NISD Employees Will Pay 10% of Gross Proceeds.
**Approved after school Daycare is negotiated separately.

# Transportation

**Bus/Student Regulations**
Board Policy: CNA (Legal)

**Bus Rider Eligibility:**
### Regular Eligible Student
Student who resides two or more miles from the student's campus of regular attendance, measured along the shortest route that may be traveled on public roads, and who is not classified as a student eligible for special education services.

### Eligible Special Education Student
Student who is eligible for special education services and who would be unable to attend classes without special transportation services.

### Hazardous area student
Student who resides in a designated area within two miles of their district's assigned campus or regular attendance which, as determined by the district board of trustees, would subject them to hazardous traffic conditions if they walked to or from school.

**Bus Rules and Regulations for Extra and Co-curricular Trips**
The rules and regulations for home to school riders are located in the student's handbooks. The following rules are meant for co-curricular and extracurricular trips:
- By law, school buses are allowed to travel 60 miles per hour in daytime on interstate highways and 55 miles per hour on state highways.
- By law, school buses are required to stop at all railroad crossings.
- By law, passengers are not allowed to stand while the bus is in motion.
- A campus sponsor(s) must ride each bus on extracurricular trips.
- If a bus is redirected by the sponsor for any reason during a trip, the additional miles will be charged to the original campus or program account number.
- The driver is ultimately responsible for all decisions regarding the safety of the vehicle and passengers

**Transportation Request**
Trip and vehicles must be reserved at least **one week** in advance. For spring travel requests, please submit requests as early as possible. This requirement allows for vehicle preparation and for the efficient driver assignment. Unavoidable last minute requests must be "walked thru" for immediate processing. The current transportation costs are:  Driver pay - $16.00/hr. and Mileage - $.75/mile. A list of all passengers including students, parents and teachers must be attached to the request. Time and mileage charges for all transportation will begin and end at the bus barn and shall include total driver's time, including time for bus pre-trip, post-trip, cleanup and layover time, if any.

A request for transportation will not be processed unless it has been approved and signed by the campus Principal and reviewed for completeness by the Transportation Department. Ensure all transportation requests are submitted timely to meet the above submission deadline. Please indicate if drop and return on trip request. Occasionally, due to route times and/or trip distance, your trip maybe deemed a drop and return at the discretion of the Transportation Manager. **Incomplete requests will be returned to you.**

**Standard Protocol for the use of Transportation Equipment**
The request for transportation services is online at the district website, Staff>Staff links. Be sure the selection is set to Google Staff forms, NISD employee request for Transportation.
**Step 1:** Once form completed, the automatic approval process begins and must be approved at each step. You will receive an email when approved at each step. **If no email is received, you do NOT have a reserved vehicle or service**. You must then contact your principal to check the request status.
**Step 2:** When principal approved request, it flows to the Transportation Manager for final approval. You will receive an email approval notification. **If no email is received, you do NOT have a reserved vehicle or service**. Please contact Transportation to check the request status.
**Step 3:** When you have both email approvals, your trip is scheduled. If any issues arise before your scheduled departure, you will be contacted by the Transportation Department.

**Step 4:** When driving a district vehicle, you may come to the Transportation Department one hour before your scheduled departure time to pick up keys, fuel card and vehicle inspections sheet with instructions. These items will be located in a white envelope addressed to you and on the cabinet counter.

### Your responsibility as a driver of a district vehicle:
1) Complete vehicle inspection sheet and turn in to designated drop box after each trip. Included on the vehicle inspection sheet is *required* information on student count and mileage, which must be provided to TEA annually.
2) Pre- and post-trip inspections are mandatory. In the event of an accident, law enforcement may request to review the inspection sheet. The post-trip inspection is used by Transportation to identify any needed repairs or address any other concerns.
3) When returning vehicle to the bus compound, ensure you remove all trash and other items from the trip. Please lock all vehicles and remove the keys. There is a metal drop box located at the picnic table inside the compound. Please turn in the following immediately:
   i. keys
   ii. mileage report
   iii. fuel cards
   iv. fuel receipts
   v. inspection reports
4) If the vehicle requires fueling, please use the fuel card located in the envelope. Please do not return a vehicle with an empty fuel gauge reading, as it may cause an issues if the vehicle is scheduled for another trip upon completion of your trip.

**If you are involved in an accident, minor or major, you must contact Daniel Weaver, (830) 401-9953 ASAP.** If you do not receive an answer, leave a message then contact your campus principal or supervisor. For any accident involving another vehicle, contact the local law enforcement and file a report. Please do not leave the scene of any incident/accident before you have spoken with the transportation employee on duty. Instructions will be provided at that time, so please follow them. Minor dents and dings can be handled in-house. All incidents must be reported to Transportation immediately.

If you experience an issue or have a question during your trip, emergency numbers are on your vehicle inspection sheet.

### Eligibility to Drive a District Vehicle

Driving records are reviewed annually of employees who drive district vehicles. If you are a new employee or have never reserved a district vehicle, but might be required to drive in the future, you must turn in a copy of your drivers' license and personal auto insurance to the Transportation Manager. These copies should be accompanied by the district waiver form found on the district website at Staff > Staff links>Google staff forms> Navarro Employee Motor Vehicle Report Waiver.

## After Hours Procedures
### Transportation

For problems that cannot wait until the next working day contact:
Daniel Weaver, Transportation Manager, at (830) 401-9953.

### Bus Discipline

Onboard violations of the bus rules and the student code of conduct will be investigated by the Transportation Manager. Violations that require campus and/or district action will be reported immediately to the appropriate administrator.

## Privately owned passenger vehicles

The use of a passenger vehicle owned by a private person such as a parent or teacher, although discouraged, is allowed with parent permission. The vehicle can only be used to transport fewer than 10 students, to and from school related activities. The driver must ensure that all passengers wear seat belts and that the designed capacity of the vehicle is not exceeded. The owner will be responsible for liability should an accident occur. Under no circumstances should a student be allowed in the bed of a pick-up truck/open vehicle.

**Bus/Transportation Rules**

Safety is the number one goal of the Navarro Transportation Department. The following rules have been implemented to ensure your child's safety and the safety of all other children riding the bus. It is imperative to receive everyone's assistance enforcing the rules to guarantee a safe, healthy and pleasant environment to ride on the school bus.

**General Rules:**

- Only bus eligible students will be transported. (Please refer to the rider eligibility portion of this section).
- Students are required to follow the instructions of the drivers and /or monitors at all times.
- Students are allowed to board and leave the bus only at their designated stops unless a campus bus pass has been issued with different instructions.
- Students must ride their assigned buses. To ride another bus, a parent or guardian must write a permission letter to the school's office. The school office will prepare a bus pass for the student to ride another bus. If the bus pass is not presented to the bus driver, the student cannot ride any bus other than their authorized bus. This includes friends riding home on the bus with friends.
- If a student misses the bus, it is the responsibility of the parents/guardians to transport the student to or from school.

**Loading and Unloading the school bus**

- Never crawl under a stopped bus for any reason or walk between parked busses.
- If possible, your child will be loaded and unloaded on the door side.
- Students are required to be at their designated pick-up points five minutes prior to the scheduled pick-up times as designated by the driver. Supervision for conduct at the pick-up point is the responsibility of the parents. Expectation for student behavior is the same at the bus stop as it is in the classroom.
- When the bus approaches, form a line, twenty feet from the bus and be prepared to load immediately.
- Stand clear of the bus until it has come to a complete stop and the door has been opened to load.
- Walk calmly and quietly to your assigned seat.
- Stay seated until the bus comes to a complete stop at the campus, or the assigned bus stop and the door is opened.
- Wait for your turn to leave the bus. Exit in a single file. No pushing and crowding.
- Students who must cross a road while exiting or boarding the bus must wait for the driver to signal that it is safe to cross the road.
- Always look both ways before proceeding to cross the road.
- Never cross behind the bus.
- Caution, always be alert for vehicles that may not stop when the bus is loading or unloading.
- Do not check the mailbox at the bus stop while the school bus is present.

**School Bus Rules While Riding**

- Students must be respectful and follow the driver's directions.
- Talking is permitted. No yelling, screaming or loud noises are allowed.
- Student shall not stand when the bus is moving.
- Students are to be properly seated and in their assigned seat.
- Eating is not permitted on the bus. Water is always allowed.
- Students are not allowed to sit in the driver's seat, operate the door, emergency exits and /or any other driver controls, except in case of an emergency, evacuation or directed by the driver.
- Damaging, marking on, tagging or vandalizing any part of the bus is forbidden. Violators will be held responsible for the cost of damages and labor.
- Fighting and bullying are prohibited. Students will be suspended from the bus if this type of behavior occurs.
- The use of obscene, vulgar, profane language/gestures, gang signs and paraphernalia are prohibited.
- Do not extend any part of your body out of the windows. Do not hold anything outside the window.
- Throwing anything from the window is prohibited and against the law.

**Bus Conduct Reports**

Transportation is a district provided service. Following the rules assures all students a safe environment. All written conduct reports are given to campus administrators. Potential outcomes could include revoking of transportation services.

**Items not allowed on the bus:**
- Glass objects
- Open containers of food or drink, with the exception of plastic bottles
- Balloons, beach balls, etc.
- Animals or insects
- Weapons: guns, knives, razor blades etc., including toys and models of listed items.
- Skateboards
- Baseball bats must be given to the driver when loading. They will be returned when unloading
- Aerosol devices of any kind, including perfumes or colognes.

**School Cancellation, delayed school opening**

**5:00 a.m.:** Transportation Manager will have performed a road review, consulted with the Sheriff's Department and provided the Superintendent with a comprehensive report regarding the safety of transporting students by school bus.

**5:45 a.m. –** The Superintendent will make the decision to do one of the following:
- o School will be held as scheduled;
- o The start of school will be delayed;
- o School will be canceled.
- **Once the decision is made, a district alert call will be sent out to staff and parents.**
  Each administrator/principal is responsible for ensuring his/her employees are called and or notified.
- **Employees should automatically tune in to Seguin radio station KWED AM 1580 or New Braunfels radio station KNGB AM 1420**
  Or watch San Antonio TV stations: KENS 5, KSAT 12, KMOL 4 OR KWEX 41 for more information.
- **If school is canceled**
  Only those employees responsible for water cutoff and temperature control will be required to report for work. These individuals will receive comp time for reporting to work.
- **If school is delayed**
  Teachers and other instructional staff members are to arrive as soon as safely possible prior to the arrival of the students.
  Principals, other administrative staff members, secretaries, receptionist and custodians should report for work at the regular time, unless it is unsafe to do so.

**This manual will be updated as needed and published annually.**

**Please check the district website for any required forms.**

**Please send all updates and changes to this Procedures Manual to the Human Resources Office, attention Kathy Peel at kathy.peel@nisd.us.**