

Apple Springs ISD  
*Where Character Counts!*

# FACULTY HANDBOOK

2022-2023



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Vision

*Apple Springs ISD*  
*A Student-Centered Family United to Build Tomorrow's*  
*Future*

The Mission of Apple Springs Independent School District

***Based on the belief that school exists for the sole purpose of educating children, the mission of the Apple Springs Independent School District is to challenge all students academically, physically, socially and emotionally to achieve their greatest potential. Developing respect for self and others will enable students to effectively manage change and promote lifelong learning.***

As Apple Springs ISD ventures into the 21<sup>st</sup> Century, technology and its applications will enable the facilitation of learning amid a caring and cooperative atmosphere. Apple Springs ISD will be responsible for accomplishing this mission in a safe, orderly environment. The primary key to this accomplishment is a competent, dedicated and professional faculty who respond to a profound sense of calling to the profession of education.

**ASISD ADMINISTRATION**

**Dr. Cody Moree**  
Superintendent of Schools

**Kevin Plotts**  
Principal

**Loretta Eddins**  
Counselor

**Chase Nielsen**  
Business Manager

**April Davis, R.N.**  
Nurse

**Cheryl Hildebrand**  
Student Data Coordinator

**Susan Campbell**  
Assistant to the Superintendent

**Brenda Brister**  
Administrative Assistant

**Greg Campbell**  
Director of Operations

**Renee Turner**  
Food Service Director

**Gay Smith**  
Custodial Director

**ASISD BOARD OF TRUSTEES**

**Amanda Roden, President**  
**Jenny Sanders, Vice President**  
**Daniel Murray, Secretary**  
**Shandi Baird, Member**  
**David Hildebrand, Member**  
**Bob Melton, Member**

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**Tonya Odom, Member**

**2022-2023 ASISD Faculty**

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<b>Brandy Brister</b>	Instructional Assistant
<b>Brenda Brister</b>	Administrative Assistant
<b>Greg Campbell</b>	Director of Operations
<b>Susan Campbell</b>	Assistant to the Superintendent
<b>Tara Campbell</b>	Primary ELAR
<b>Linda Clark</b>	Elementary Special Education
<b>Wesley Clark</b>	Secondary Math
<b>Belinda Conner</b>	Custodial Services
<b>Sarah Conner</b>	Instructional Assistant
<b>April Davis</b>	District Nurse, Athletics
<b>Loretta Eddins</b>	Counselor, District Testing Coordinator
<b>Nicole Eddins</b>	Reading Specialist
<b>Richard Gibson</b>	Administrative Associate
<b>Sally Gillham</b>	Instructional Assistant
<b>Kimberly Hanson</b>	Secondary Special Education
<b>Cory Head</b>	Fine Arts, Multi-Media, Webmaster
<b>Cheryl Hildebrand</b>	Registrar
<b>Katie Hildebrand</b>	Instructional Assistant
<b>Noah Jackson</b>	Social Sciences, Athletics
<b>Melanie Jayroe</b>	Instructional Assistant
<b>Elisabeth Johnson</b>	Elementary ELAR
<b>Megan Jones</b>	Pre-Kindergarten
<b>Ken Karber</b>	Grounds, Custodial Services
<b>Holly Loitz</b>	Elementary Math
<b>Cindy Lovejoy</b>	Custodial Services
<b>Cody Moree</b>	Superintendent, Athletic Director
<b>Katie Nash</b>	Secondary Science
<b>Chase Nielsen</b>	Business Manager
<b>Jenny Nielsen</b>	Math Specialist
<b>Karen Oldham</b>	Primary Math
<b>Leigh Oliver</b>	Secondary ELAR, Yearbook
<b>Sydney Pierce</b>	Elementary ELAR
<b>Kevin Plotts</b>	Principal, Athletics
<b>Michael Powell</b>	Social Sciences, UIL Academics, Athletics
<b>Amy Smith</b>	Kindergarten
<b>Connie Smith</b>	Food Services
<b>Craig Smith</b>	Ag Science, FFA
<b>Gay Smith</b>	Custodial Services
<b>Debbie Snowden</b>	Food Services
<b>Rita Stanton</b>	Instructional Assistant
<b>Renee Turner</b>	Food Service Director
<b>Penny Thornton</b>	Elementary Math
<b>Michele White</b>	Instructional Assistant
<b>LaWanda Williamson</b>	Technology Director
<b>Michael Wolf</b>	Elementary PE, Athletics

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**“Who Do I Talk to About...?”**

<b>Athletics.....</b>	<b>Cody Moree</b>
<b>Attendance.....</b>	<b>Cheryl Hildebrand</b>
<b>Cafeteria.....</b>	<b>Renee Turner</b>
<b>Calendar.....</b>	<b>Susan Campbell</b>
<b>Child Protective Services.....</b>	<b>Loretta Eddins</b>
<b>Climate Control.....</b>	<b>Greg Campbell</b>
<b>Curriculum.....</b>	<b>Kevin Plotts</b>
<b>Digital Network.....</b>	<b>Cory Head</b>
• Website	
• Mobile App	
• District Social Media	
• Audio / Visual Production	
<b>Discipline.....</b>	<b>Richard Gibson / Kevin Plotts</b>
<b>District Safety.....</b>	<b>Cody Moree</b>
<b>Electronic Sign.....</b>	<b>Cody Moree</b>
<b>Emergency Absence from Duty.....</b>	<b>Brenda Brister</b>
<b>Employee Benefits / Insurance.....</b>	<b>Chase Nielsen</b>
<b>Extracurricular Events.....</b>	<b>Cody Moree</b>
<b>Faculty Sign In/Out.....</b>	<b>Cheryl Hildebrand</b>
<b>Federal Programs.....</b>	<b>Chase Nielsen</b>
<b>Field Trips.....</b>	<b>Kevin Plotts</b>
<b>Financial Requests.....</b>	<b>Chase Nielsen</b>
• Check Requests	
• Credit Card Use	
• Purchase Orders	
• Reimbursements	
<b>Grade Reporting.....</b>	<b>Kevin Plotts</b>
• Progress Reports	
• Report Cards	
<b>Health / Wellness.....</b>	<b>April Davis</b>
<b>Mail.....</b>	<b>Susan Campbell</b>
<b>Maintenance / Work Orders.....</b>	<b>Greg Campbell</b>
<b>Media.....</b>	<b>Cody Moree</b>
• Newspapers	
• Radio	
• Television	
<b>Payroll.....</b>	<b>Chase Nielsen</b>
<b>PEIMS / Student Data.....</b>	<b>Cheryl Hildebrand</b>
<b>Pre-arranged Absence from Duty.....</b>	<b>Kevin Plotts</b>
<b>Receipts.....</b>	<b>Susan Campbell</b>

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<b>Safety Drills.....</b>	<b>Kevin Plotts</b>
<b>Schedules.....</b>	<b>Loretta Eddins</b>
<b>Scholarships.....</b>	<b>Loretta Eddins</b>
<b>School Board.....</b>	<b>Cody Moree</b>
<b>School Closures / Delays.....</b>	<b>Cody Moree</b>
<b>Special Populations.....</b>	<b>Kevin Plotts / Loretta Eddins</b>
<b>Student Admits / Sign In / Sign Out.....</b>	<b>Brenda Brister</b>
<b>Student Incentives.....</b>	<b>Kevin Plotts</b>
<b>Substitutes.....</b>	<b>Brenda Brister</b>
<b>Technology.....</b>	<b>LaWanda Williamson</b>
• Email	
• Hardware	
• Scheduling Repairs	
• Software	
• Trouble Shooting	
<b>Testing.....</b>	<b>Loretta Eddins</b>
<b>Texas Education Agency.....</b>	<b>Cody Moree</b>
<b>Textbooks / Instructional Materials.....</b>	<b>Brenda Brister</b>
<b>Transcripts.....</b>	<b>Loretta Eddins</b>
<b>Transportation.....</b>	<b>Greg Campbell</b>
<b>University Interscholastic League.....</b>	<b>Cody Moree</b>
<b>Visitor Sign In / Sign Out.....</b>	<b>Brenda Brister</b>

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**Apple Springs ISD**  
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In the rapidly changing landscape of the 21<sup>st</sup> century, The Apple Springs Independent School District is committed to preparing every student for real-world success regardless of his or her post-secondary agenda. Apple Spring ISD is dedicated to making our students ***Life Ready***.

To be ***Life Ready*** a student must be proficient in all of three of the ***Life Principles***.

***Character***

Respect \* Ethics \* Diligence \* Honesty \* Integrity

***Communication***

Written \* Spoken \* Electronic

***Critical Thinking***

Computation \* Problem Solving \* Exploration \* Synthesis \* Analysis





## **OPERATING PROCEDURES**

### **Employee Schedule**

All faculty members are expected to be on duty no later than 7:15 a.m. Teachers with no after school requirements may leave campus at 4:10pm.

### **Employee Absence**

Emergency: Contact Brenda Brister as soon as possible to arrange a substitute and then inform your Principal.

Pre-Arranged Absence: Professional and personal absences must be approved by the Principal at least five days in advance. All requests may not be granted.

Personal or Comp Days May NOT be taken on the day prior to a school holiday.

Substitute Lesson Plans: It is the responsibility of the teacher to have all materials and instructions ready for the substitute, regardless of the reason for the absence. Teachers must adhere to the following guidelines for substitute lesson plans.

- Simple and complete instructions
- Students should be able to complete assignments within the regular classroom. Do not leave lab or library work with a substitute.
- Leave more work than can reasonably be completed and have additional back-up assignments.
- Leave seating charts, attendance records and other pertinent information for the substitute.

### **Lesson Plans**

To be determined by the Principal.

### **Faculty Meetings**

Faculty meetings will be held in the Media Centre. Meeting dates and times will be announced in advance. All faculty members are expected to attend.

### **ARD/504 Meetings**

These student benefit meetings are a requirement of state and federal law. Should you be selected to participate your attendance, even in short notice, is mandatory. \*Note: All such proceedings are strictly confidential.

### **Campus Communication**

It is the responsibility of the Administration to provide current, pertinent communication. It is the responsibility of the Staff to stay informed. Staff should check email at least twice daily.

### **PA Announcements**

State law requires non-emergency intercom use be kept to a minimum. Morning announcements will be made at 8:05a.m. Please provide announcements to counselor by **7:30am**.

### **Grading**

Teachers are responsible for all student grades within their classes. Grades must be entered on weekly basis in the electronic gradebook.

Teachers are responsible for generating and posting three-week progress averages for all students. This report will be sent home to parents, typically on the following Thursday.

Teachers are responsible for posting final nine week and semester grades. A date for posting will be established by the principal. Report cards will usually be issued on the first Thursday following the end of an official grading period.

### **Assignments and Grades**

Instructors must consult the latest edition of the Apple Springs ISD Student Handbook for assignment and grade requirements. Minimum requirements are posted for both the elementary and secondary campuses.

### **Minimum Grade Policy**

It is the officially adopted policy of the Apple Springs ISD Board of Trustees that no grade lower than **65** shall be recorded or posted on report cards and official transcripts.

**It is highly recommended that all final grades of 68 or 69 be rounded up to 70.**

### **Homework Policy**

Homework should be seldom and not daily. Teachers must take the students' overall life and situation into consideration before assigning homework. Teachers are to confer with the Principal before establishing homework practices.

### **IEP/504 Modifications**

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Teachers are responsible for implementing all student modifications as determined by the ARD and 504 committees. Teachers must document how modifications are being met.

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### **Student Absences and Grading**

State law requires that students be given an opportunity to complete missing assignments due to an absence of any nature. Students shall be given a minimum of three days, after returning to class, to turn in assignments with no penalty. Students who have been absent multiple or consecutive days should be given greater consideration to complete assignments.

### **Attendance Records**

Teachers must post attendance every day at the elementary level and in every class period at the secondary level. Attendance must be submitted within the first five minutes of each class period.

### **Classroom Management**

The teacher is responsible for establishing and maintaining a productive learning environment. This can best be accomplished through maximum preparation, keeping students engaged and on task and teaching from bell to bell. Should a student become non-compliant, the teacher must make every effort to resolve the problem and get the student back on task. Measures the teacher may employ include, but are not limited to the following strategies.

- Redirection
- Parent Contact
- Change of Seating
- Counseling / Conference with Student, away from other Students
- Loss of Privilege within the classroom

If necessary, the teacher may refer a student to the principal for further discipline management. The teacher must complete the appropriate referral process with full explanation. Office referrals should only occur after the teacher has exhausted all other methods to achieve resolution or when an offense is such to warrant immediate removal from the classroom.

### **ISS Assignments**

Teachers are required to provide assignments and materials for students assigned to ISS as soon as possible. Students typically finish work faster in ISS than the regular setting so it is important to provide ample lessons.

### **Hall Passes**

All instructional personnel are to follow directives issued by the Principal concerning student hall passes.

### **Student Supplies**

Distribution and collection of computers, textbooks and other district materials is the responsibility of the teacher. Accurate inventory must be kept.

## **FINANCIAL PROCEDURES**

### **Purchasing / Ordering**

All purchases using district funds must be approved, in advanced, by the superintendent. Submit a completed purchase requisition to the business manager containing all of the following information.

- Complete vendor information
- Quantity, description and price
- Shipping costs
- Type of payment needed, purchase order or check

Once the requisition is approved, the business office will forward a purchase order or check to you. At that point, you may order. The superintendent or office staff will not place the order. Typically, purchase orders can be obtained within 72 hours. Checks are written once monthly. PLAN AHEAD. PLAN AHEAD. PLAN AHEAD. PLAN AHEAD.

**All purchases will require receipt / invoice documentation which must be turned in to the business office.**

### **Reimbursement**

All potential reimbursements must be approved, in advance by the superintendent. Employees must complete an employee expense form and submit it along with receipts to the superintendent. Reimbursements will be issued once monthly.

### **Cafeteria Charges**

All employee charges not paid in full by the 15<sup>th</sup> of each month will be automatically deducted from that month's salary.

### **Credit Card Use**

The school credit card is to be used **only** when no other form of payment will be accepted. Approval for credit card use must be obtained from the superintendent. The credit card is kept in the business office.

### **Repairs / Maintenance**

To request a repair, or item replacement, submit a completed work order form to the director of maintenance. Work orders will be approved according to need and resources.

## **EAGLE EXTRACURRICULAR EVENTS**

### **Coaches / Sponsors**

Employees with dual or multiple assignments are responsible for all issues of compliance in their respected activities. This includes, but is not limited to, completion of all required courses and certifications as required by the Texas Education Agency, The University Interscholastic League, Future Farmers of America, ASISD Board Policy and ASISD Administrative Directives. **It is the responsibility of the individual coach or sponsor, not the superintendent, principal to insure that his/her professional credentials are current and compliant.**

Coaches and sponsors are responsible for all matters of student eligibility within their organization. This includes, but is not limited to, eligibility reports, game reports, registrations, grade checks, medical forms and releases.

Individual coaches and sponsors should actively communicate with parents about all matters pertaining to their child. Likewise, coaches and sponsors should always inform the principal and superintendent of any and all matters pertaining to district operations, schedule changes and student welfare.

**Coaches and sponsors must provide the District Webmaster, Cory Head, with schedules, rosters, schedule changes and summaries of games or events in a timely manner.**

### **Field Trips / Special Activities**

All student trips and activities must be approved by the principal prior to scheduling. All events should provide a relevant educational opportunity and every effort must be made to keep students from missing more class time than is absolutely necessary. Once an activity has been approved, submit a detailed itinerary to the principal. If out of district travel occurs, signed parental permission forms must be obtained before departure.

### **Transportation Requests**

Submit all requests for district vehicles to the Transportation Director as far in advance as possible. Do not assume you have transportation until you receive a confirmation.

### **Fund Raisers**

**All potential fund raisers must be approved in advance by the principal.**

**Sunday Prohibition**

*Apple Springs ISD prohibits students from practice, participation, rehearsal, performance and / or preparation in or for any and all officially sanctioned co-curricular and extra-curricular activities. Apple Springs ISD personnel will not schedule any student events on Sundays.*

*Exceptions (a) Apple Springs ISD students may participate in events scheduled on Sundays by state level agencies over which Apple Springs ISD has no control and failure to participate in such events would prove to be detrimental to ASISD students and programs.*

*(b) Apple Springs ISD students may travel to and from activities on Sundays when absolutely necessary.*

## **PROFESSIONAL CONDUCT**

### **Professional Dress Code**

Educators must serve as positive, visible role models for students at all times. ASISD employees shall be professional, modest, clean and neat in appearance at school and school activities. The following items are expressly prohibited.

- Hats of any kind on males or females. (Exceptions: Athletic Events, Ag Shop, Kitchen Staff)
- Hairstyles that could be considered distracting to the educational environment. This includes, but is not limited to, unusual colors, cuts, symbols, hair that is too long for males and others.
- Athletic shorts on males or females with the exception of Athletic Classes and Events.
- Facial hair that is not kept neat and groomed.
- Visible undergarments.
- Revealing, see-through or excessively tight clothing.
- No bare mid-drifts or exposed cleavage.
- Body piercings other than female earrings.
- Any clothing promoting unwholesome or unhealthy slogans or activities.

School spirit and special themed days will occur from time to time. Faculty members are expected to participate while still maintaining professional dress standards.

***Fridays are always school color, Eagle days!***

All ASISD employees have a responsibility to demonstrate professional standards to our students. Often, we are the only examples of how a professional adult should look and act in the workplace. This being so important, all employees are urged to dress their best every day.

### **Conflict Resolution**

Professional people are expected to act professionally in a consistent manner, even when in disagreement with another individual or policy. If such a situation occurs, seek resolution, not restitution. If necessary, speak with your principal or superintendent, realizing that all other parties involved will be given the same opportunity. ASISD employees are not to participate in verbal, written or electronic communication that could be deemed critical or derogatory of a colleague, parent, or student, or a policy or procedure of Apple Springs ISD. Such participation will be considered an act of insubordination and may result in disciplinary action up to and including termination.

### **Other Standards of Conduct**

In addition to this handbook, all staff members are required to read and adhere to the state mandated Employee standards of Conduct from the Texas Education Agency, all policies established by the Board of Trustees and all directives issued by Administration.

### **Professional Relationships**

**Students:** This relationship must be one of love, decorum, respect and professionalism. The educator must serve as the students' advocate and not a peer. It is the responsibility of the educator to establish and maintain professional boundaries. All employees must adhere to the following **directives**. **Failure to comply *will* lead to serious disciplinary action that may include suspension, termination, loss of professional credentials and imprisonment.**

- Never allow yourself to be alone with a student or any in situation that could be deemed as compromising.
- Do not permit students to refer to you by your first name, nick name or without the proper salutation.
- Electronic communication with students must be limited to that pertaining to official school business.
- Employees are not to participate in social, casual, confrontational or entertaining exchanges with students. Such action is strictly forbidden regardless of format or method of delivery, including but not limited to, personal, verbal, written or electronic communication.

**Parents:** Open lines of communication are key to establishing a good working relationship with parents. The educator should make contact with parents frequently, especially given an opportunity to share something positive. Contact parents every time a student is having difficulty. These conversations must not be seen as complaints but rather an attempt to help the student succeed. Teachers are required to contact parents any time a student has three failing grades or missing assignments within a nine week period. The contact should be documented and a copy provided to the principal.

**Colleagues:** Teamwork and a spirit of family are largely responsible for making ASISD successful. We must demonstrate a sense of appreciation for each member of the team. **We must share resources, facilities and, most importantly, the time and talents of our students. Students must never be made to feel that they should select one organization or activity over another. We must never give the impression that we deem our own activities to be more important than others.** When concerns arise, they must be addressed professionally and with the goal of reconciliation, not restitution. Complaints should be handled in an open meeting with an administrator and all parties involved. If the matter is not resolved in this setting, then an employee may file a formal, written complaint. The



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complaint will become an item of documentation and be retained in personnel files. District policy will then be implemented.

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**Electronic Communication**

Faculty members are not to make or accept personal phone calls during class time. To make long distant calls for business purposes, obtain a calling code from the central administration office. School phones are to be used only for school business.

All on-line activity must be above reproach. An electronic record is kept of all internet users from every station in the district.

Apple Springs ISD is a client of *Thrill Share Technologies* via *The Aptegy Corporation*. This arrangement provides us with our own mobile app as well as push notifications to social media websites. The District will maintain only **one official media presence**. It is imperative that our message, branding and electronic profile remain consistent across the multiple outlets. Therefore, the District Webmaster, Cory Head will publish / post all electronic content for the District. **No one, other than Cory Head or Cody Moree, is authorized to publish, post or blog any electronic content as a representative of Apple Springs ISD.**

***It is strongly recommended that employees of Apple Springs ISD do not engage with or respond to parents or other members of general public who elect to use social media to criticize programs, policies or staff members of ASISD. Simply ignore them!***

## REQUIRED INFORMATION

### **Other Standards of Conduct**

In addition to this handbook, all staff members are required to read and adhere to the state mandated Employee standards of Conduct from the Texas Education Agency, all policies established by the Board of Trustees and all directives issued by Administration.

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

OCR complaints and lawsuits alleging discrimination, harassment, and retaliation have underscored the need to disseminate district policies prohibiting all such behavior. It is a imperative that those who interact with student be aware of their responsibility to respond immediately and appropriately to allegations. Relevant policies include:

- DH and FO-Policies and exhibits addressing standards of conduct for employees and students.
- DIA, FB, and FFH-Policies regarding discrimination, harassment, and retaliation, including the relevant exhibits containing contact information for reporting such behavior, for employees and students.

### **Bullying**

A separate policy, FFI(LOCAL), addresses student bullying, including cyber-bullying, and establishes procedures for reporting, investigating, and dealing with bullying of district students.

### **Child Abuse and Neglect**

Employees are required to know and practice all federal, state and district laws and policies concerning child abuse and neglect and the proper reporting of such incidents. Policies related to these concerns may be found at:

- BQ(LEGAL), referring to the district plan for addressing sexual abuse and other maltreatment of children.
- DH(LOCAL) and (EXHIBIT), addressing employee standards of conduct.
- FFG(LEGAL), (LOCAL), and (EXHIBIT), addressing child abuse and neglect.
- GRA(LEGAL) and (LOCAL), addressing child abuse investigations.

### **Crisis Intervention**

Policies found at FFB and DMA(LEGAL) address this issue.

### **Drug-Free Workplace**

Apple Springs ISD and all property owned by Apple Springs ISD is declared an official drug-free workplace as established by DH(LOCAL).

### **Student Discipline**

Chapter 37 of the Texas Education Code contains standards pertaining to student discipline. Policies FN and FO also contain information about student discipline. A copy of the Student Handbook/Student Code of Conduct is provided to all employees annually.

### **Employee Contracts**

Chapter 21 of the Texas Education Code requires that all professional employees serving as teachers, counselors, nurses, and administrators execute either a term or probationary contract with the district. Each professional employee's contract is kept in their permanent personnel file.

### **Employment Policies**

Employees should be informed of where employment issues may be found in district policies. This includes the following:

<u>Policy Code</u>	<u>Topic</u>
CAA	Financial ethics
CDC	Solicitation of gifts
CQ	Electronic devices and communication
CRD	Health and life insurance
CY	Intellectual property and copyright
DA	Equal employment opportunity, nondiscrimination
DBAA	Criminal history and credit reports
DBD	Conflict of interest
DC	Employment practices
DCB	Term contracts
DEA	Salaries and wages
DEC	Leaves and absences
DECA	Family and medical leave
DECB	Military leave
DF	Termination of employment
DFA	Termination and/or return to probationary contracts
DFB	Termination of term contracts
DFD	Hearings before an examiner
DFE	Resignation
DFE	Reduction in force
DFFA	Reduction in force due to financial exigency
DFFB	Reduction in force due to program change
DG	Employee rights and privileges
DGBA	Employee complaints/grievances
DH	Employee standards of conduct
DHB	Reports to SBEC
DHE	Searches and alcohol/drug testing
DI	Employee welfare
DIA	Freedom from discrimination/harassment/retaliation

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Assignment of schedules

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**Meal Policies**

Any employee responsible for meal preparation, service and/or collection of fees and reimbursements must adhere to all USDA regulations and Policy CO(LOCAL). This includes any administrator who may supervise any such employee.

**District Goals and Planning**

Information about locally adopted goals and plans may be found in the following policy sections.

<u>Policy Code</u>	<u>Topic</u>
AE	District educational philosophy
BQ	District and campus level planning
EF	Instructional resources
EHBAF	Video cameras in special education settings
EIA	Grading standards and reporting
EIE	Promotion and retention
FB	Protection of students from unlawful discrimination
FE	Student attendance
FFAC	Medical treatment
FFAD	Communicable diseases
FFAF	Anaphylaxis care plans
FFG	Mandated reporting of child abuse and neglect
FFH	Freedom from discrimination/harassment/retaliation
FFI	Freedom from bullying
FL	Privacy of student records
FNA	Student expression
FNAA	Distribution of non-school literature
FNAB	Facility use for non-school purposes
FNG	Parent rights and complaints
FO	Student discipline
GRA	Interaction between students and police/CPS

**Disclaimer**

This information is provided for educational purposes only to facilitate a general understanding of the law and other regulatory matter. This information is neither exhaustive on the subject nor intended to substitute for advice from an attorney or other professional adviser.

**FACULTY HANDBOOK ACKNOWLEDGEMENT**

“I have read and understand the contents of this faculty handbook. I understand that I am responsible for compliance to all portions of this document. I also understand that I am required to read and adhere to all provisions of professional conduct as established by the Texas Education Agency, The University Interscholastic League, the Board of Trustees and the Administration of the Apple Springs Independent School District.”

Electronic receipt and acknowledgement will constitute a legal signature for all purposes of this document.

---

Printed Employee Name

---

Employee Signature

---

Date