Regular

Monday, July 18, 2005 5:00 PM
Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048

1. **Call to order**
2. **Personnel - Goal 6**
   a. Review/Revise Superintendent's 2005-06 evaluation instrument
   b. Staff appointments
   c. Consider appointment of Athletic Director
3. **Invocation**
4. **Pledges - U.S. Flag & Texas Flag**
5. **Superintendent's Report - Goals 1, 2, 3, 6, 7**
   a. Hood County Appraisal District Budget
   b. GISD 2005-2006 Technology Plan
   c. May 31, 2005 financial statements
   d. Update DEA policy findings
   e. 2005-2006 Budget Update
6. **Board members special reports**
7. **Consider Consent Agenda Items - Goals 2, 3, 5**
   a. Minutes of the June 13, 2005 regular meeting
   b. Budget amendments
   c. Computer and copy paper bid no. 2005-26
   d. TCPN purchase - Grainger - Security cameras and accessories
   e. Disposal of surplus buses
   f. Sale of equipment to Charter Communications IV, L.L.C.
   g. School specialty purchase of Telescoping Seating for Pirate Gym
8. **Consider policy Update 75, affecting (LOCAL) policies**
   a. BDAE (LOCAL) - Officers and Officials/Duties and Requirements of Depository, BDB (LOCAL) - Board Internal Organization/Internal Committees, BDD (LOCAL) - Board Internal Organization/Attorney, CLB (LOCAL) - Buildings, Grounds, & Equipment Management/Maintenance, CNA (LOCAL) - Transportation Management/Student Transportation, DAA (LOCAL) - Employment Objectives/Equal Employment Opportunity, DH (LOCAL) - Employee Standards of Conduct, DHB (LOCAL) - Employee Standards of Conduct/Harassment, DHC (LOCAL) - Employee Standards of Conduct/Sexual Harassment/Sexual Abuse DIA (LOCAL) - Employee Welfare/Freedom From Harassment, EC (LOCAL) - School Day, EIE (LOCAL) - Academic Achievement/Retention and Promotion, FB (LOCAL) - Equal Educational Opportunity, FFD (LOCAL) - Student Welfare/Student Insurance, FFF (LOCAL) - Student Welfare, Student Safety, FFH (LOCAL) - Student Welfare/Freedom From Harassment, FNC (LOCAL) - Student Rights and Responsibilities/Student Conduct, FNCE (LOCAL) - Student Conduct/Telecommunications Devices, FNCJ (LOCAL) - Student Conduct/Sexual harassment/Sexual Abuse, FNCL (LOCAL) - Student Conduct/Harassment, GBA (LOCAL) - Public Information Program/Access to Public Information, GBAA (LOCAL) - Information Access/Requests for Information
9. **Consider Student Code of Conduct**
10. **Consider 2005-06 employee handbook**
11. **Technology purchase - Dell SAN - DIR pricing**
12. **Policy DEC (LOCAL)**
13. **Public comments/audience participation**

14. **Adjourn**

Granbury ISD Technology Plan

2005 - 2006

William Harris

Superintendent

DISTRICT PROFILE

ESC Region	11
City, State Zip	Granbury, TX 76048-2046
Phone	(817) 408-4000
Fax	(817) 408-4014
County District Number	111901

Number of Campuses	12
Total Student Enrollment	6627
District Size	5,000 - 9,999
Percent Econ. Disadvantaged	31.02%

Technology Expenditures		$1,627,500.00
Technology budgets reported in plan by category	Teaching and Learning Budget	$117,500.00
	Educator Preparation and Development Budget	$102,500.00
	Administration and Support Services Budget	$607,500.00
	Infrastructure for Technology Budget	$800,000.00
	Total:	**$1,627,500.00**
Technology Expenditure Per Pupil	$245.59	
Number of Campuses with Direct Connection to Internet	12	
Percentage of Campuses with Direct Connection to Internet	100.00%	
Number of Classrooms with Direct Connection to Internet	351	
Percentage of Classrooms with Direct Connection to Internet	100.00%	
Computer/Student Ratio	4 student(s) for every computer	
Computer/Teacher Ratio	1 teacher(s) for every computer	
Number of campuses that need to complete the Texas Campus STaR Chart	12	

Percentage of campuses that have completed the Texas Campus STaR Chart	100.00 %

Plan Introduction

Plan Last Edited 03/31/2005

Plan status:	approved
Years Included in the Plan:	2005 - 2006
Number of years covered by the plan:	1
Years Approved for the Plan:	2005 - 2006
Number of approved years:	1

Technology Planning Committee

Mr. Ton Potappel, Director of Technology – Ms. Sharon Whitefield, Director of Curriculum – Mr. Curtis Starnes, Network Administrator – Ms. Amy Wood, Instructional Technology Coordinator – Ms. Jana Reid, DAC Member – Mr. John Dafoe, DAC Member – Ms. Carol Horton, DAC Member – Ms. Anja Carlisle, DAC Member

Executive Summary

Granbury Independent School District has prepared this 2005-2006 Technology Plan to articulate a common vision for technology in the district and to identify strategies that will help Granbury ISD use advanced technology to improve academic achievement, including technology literacy, of all students.

Technology has developed rapidly since the Granbury ISD created its first five-year technology plan in 1998. The purpose of that plan was to establish technology as an integral part of the educational setting. The plan called for the proliferation of hardware and software to meet increasing demands for access to technology. Granbury ISD has also developed a staff development and maintenance component to a complete technology plan and set in motion procedures to ensure its success. The growth of the Internet and the access to information worldwide has been the single most important change during the past 7 years.

The use of technology has become an indispensable component in the classroom. The previous plan effectively brought network infrastructure and instructional computers into Granbury ISD classrooms. The integration of technology placed Granbury ISD among the leaders in technology implementation around the state. This new plan will build on those achievements, enhance the role of technology in curriculum design and delivery, provide a higher level of staff development, and maintain to provide access to community entities throughout Hood County.

Today’s kindergarten will graduate in the year 2017. We must begin to prepare these students to live and learn in a technology rich environment now! The Long Range Plan for Technology will build on the strengths of Granbury ISD in a way that facilitates today’s students for tomorrow’s technology. This plan will enable Granbury ISD to become the model of Educational Technology in Texas.

Needs Assessment

Assessment Process:
A comprehensive needs assessment utilizing inventories, Campus Improvement Plans, and the Texas (Teacher/Campus) STaR Charts was conducted to analyze the current status of technology in the district and determine future needs. Items analyzed included: infrastructure, hardware, software, technology resources, staff development, and technical support.

To facilitate the development of the plan, and to ensure that all areas of Granbury ISD were considered, the District Advisory Council (DAC) was utilized to assist in the development of the needs assessments and campus goals/objectives/activities and evaluations. This council is made up of teacher and administration representatives from across Granbury ISD and represents a cross section of schools and departments that would constitute a 'stakeholder' in the technology planning process.

Existing Conditions:
Granbury ISD is currently experiencing an increased usage of technology by both teachers and students. However, according to the Texas STaR Chart, the district is only at the Developing Tech level in the areas of Teaching and Learning and Educator Preparation and Development.

The district offers a wide variety of software. Programs include curriculum-specific software packages for all of the core subject areas as well as technology tools, webbing and multimedia programs. Most software programs are integrated into the core curriculum subjects through the district curriculum guides.

All district staff and students have Internet access with E-Mail. Teachers can take their students on electronic field trips to sites around the world and students are using the Internet for research and other learning activities. E-Mail is allowing teachers and students to communicate with other classrooms within the districts and other parts of the world.

Current Conditions:

• A district Wide Area Network (WAN) is in place linking all campuses and ancillary facilities together by the use of Fiber Optic cable.

• A Fast Ethernet Local Area Network (LAN) is in place on every campus.

• All campus electronics have been standardized and all cable plants reworked to a district standard.

• Centralized purchasing for technology products has been set up for standardization of computer equipment and supplies.

• Cisco CallManager is in place to support the district’s IP Telephony communications network. CallManager is the software-based call-processing component of the Cisco IP Telephony solution, part of Cisco AVVID (Architecture for Voice, Video and Integrated Data).

• Granbury ISD Web server is in place providing district information and student work.

• Internet and distance learning access is maintained and distributed throughout the district from a central source. A direct connection to the Internet is in place via four T1 lines. For distance learning, one T1 line is in place between the districts’ WAN and the Regional Service Center.

• Refer to Server Software Programs for a complete listing of the programs used within the district.

• Staff development has been going on over the past four years during the summer months and at selected times during the school year.

• Technology hardware such as digital cameras, DVD players, LCD projectors, scanners, TVs, and VCRs are available in all libraries for checkout.

• Video conferencing/distance learning equipment is available on all campuses.

• Written policies are in place on acceptable use of E-Mail, the Internet, and World Wide Web content.

• Written policies are in place on supported technology hardware equipment and software usage.

Technology Needs:
Findings from the needs assessment are as follows:

• Continue infrastructure maintenance and lease agreements of network hardware and telecommunication services.

• Develop and implement network redundancy and disaster recovery.

• Replace current student and finance information system running on AS/400 with new SIF compliant solution.

• Provide additional classroom technology such as: interactive whiteboards, digital cameras, LCD projectors, mobile computer labs (COWs), etc.

• Provide additional opportunities through staff development classes and teacher technologist training that will enable teachers to learn how to integrate technology into their curriculum.

• Provide additional opportunities through staff development classes and teacher technologist training that model project-based activities or collaborative learning.

Goals, Objectives, and Strategies

GOAL 1: Teaching and Learning -- Utilize technology as a tool to foster improvement in academic achievement, curriculum integration, and increased accessibility and innovation.

OBJECTIVE 1.1: The district will strive to have 100% of students achieve technology proficiency and academic success.

Budget Amount $62,500.00
LRPT category: Teaching and Learning

E-Rate Correlates: ER01
NCLB Correlates: 01, 02, 04a, 11

Strategies		*State/Status:*	*Timeline:*	*Person(s) Responsible:*	*Evidence:*
1.1.1:	Develop integrated subject lessons according to TEKS. LEA LRPT Correlates: TL01, TL07, TL08	State: Original Status: In Progress	Ongoing	Instructional Technology Coordinator	Database of instructional lessons
1.1.2:	Use data disaggregation software (Ed-Soft) to analyze strengths and weaknesses of student success. LEA LRPT Correlates: TL02	State: Revised Status: In Progress	Ongoing	Director of Curriculum, Instructional Technology Coordinator, Principals, Teachers	Test results and statistics of software use

OBJECTIVE 1.2: 100% of Campuses will integrate technology skills into all subject areas/ curricula.

Budget Amount $75,000.00
LRPT category: Educator Preparation and Development

E-Rate Correlates:
NCLB Correlates: 01, 02, 04a, 07, 11

Strategies	*State/Status:*	*Timeline:*	*Person(s) Responsible:*	*Evidence:*

1.2.1:	Develop technology integration lessons that teachers can use. LEA LRPT Correlates: AS01, AS02, TL08	State: Revised Status: In Progress	Ongoing	Instructional Technology Coordinator	Lesson database and implementation of Agile Mind
1.2.2:	Develop and host training sessions that focus on technology integration into the curriculum. LEA LRPT Correlates: AS01, AS02, TL08	State: Original Status: In Progress	Ongoing	Director of Curriculum, Instructional Technology Coordinator	Participant sign-in sheets
1.2.3:	Technology integration will be part of Campus Improvement Plans. LEA LRPT Correlates: EP13, TL09	State: Original Status: In Progress	Ongoing	Campus Technology Committees	Campus Improvement Plans

OBJECTIVE 1.3: Increased accessibility and innovation.

Budget Amount $55,000.00
LRPT category: Teaching and Learning

E-Rate Correlates: ER01
NCLB Correlates: 02, 03, 04a, 08

Strategies		*State/Status:*	*Timeline:*	*Person(s) Responsible:*	*Evidence:*
1.3.1:	Provide adaptive hardware and software including adaptive keyboards, adaptive math software, Alphasmarts, augmentative communication, on-screen keyboards, touch screens, trackballs, word prediction software, etc. LEA LRPT Correlates:	State: Original Status: In Progress	Ongoing	Special Education Adaptive Technology Committee	IEP reports

	TL10				
1.3.2:	Maintain and expand mini-labs in classrooms for special projects. Explore the purchase of mobile computer labs (COWs) and interactive whiteboards. LEA LRPT Correlates: I04, I05, TL10	State: Revised Status: In Progress	Ongoing	Director of Technology, Instructional Technology Coordinator	Number of requested units
1.3.3:	Offer United Streaming videos and other online videos via a streaming video server. LEA LRPT Correlates: EP11, TL16	State: Original Status: In Progress	Ongoing	Director of Curriculum, Director of Technology, Instructional Technology Coordinator, Teachers	Statistics of use

GOAL 2: Educator Preparation and Development -- Promote growth on educators' effectiveness in integrating technology into the curriculum, achieving proficiency in SBEC Technology Standards, and transforming teaching practices by promoting student-centered learning.

OBJECTIVE 2.1: 100% of Instructional Staff will be expected to implement and teach the Technology Application TEKS in conjunction with the integrated technology requirements in the core curriculum TEKS.

Budget Amount $12,500.00
LRPT category: Educator Preparation and Development

E-Rate Correlates: ER02
NCLB Correlates: 01, 03, 04b, 07, 11

Strategies		*State/Status:*	*Timeline:*	*Person(s) Responsible:*	*Evidence:*
2.1.1:	Continue to offer staff development courses for horizontal and vertical teams and librarians that focus on integrating technology into subject areas. LEA LRPT Correlates: EP01, EP03, EP04, EP09, EP12, TL03, TL04, TL05	State: Revised Status: In Progress	Ongoing	Director of Curriculum, Instructional Technology Coordinator	Course tracking of staff development classes
2.1.2:	Form technology committees on each campus level. LEA LRPT Correlates: EP01, EP03, EP05, EP09, EP12, TL05	State: Revised Status: Planned	Fall 2005	Director of Curriculum, Instructional Technology Coordinator	Meeting schedules and records of staff attendance

OBJECTIVE 2.2: 100% of Instructional Staff will be encouraged to meet SBEC standards for technology literacy.

Budget Amount $7,500.00
LRPT category: Educator Preparation and Development

E-Rate Correlates: ER02
NCLB Correlates: 01, 03, 04b, 11

Strategies		*State/Status:*	*Timeline:*	*Person(s) Responsible:*	*Evidence:*
2.2.1:	Develop training to accelerate the technology literacy of instructional staff. LEA LRPT Correlates: EP05, EP11, EP12, TL04, TL16	State: Original Status: Planned	Ongoing	Director of Curriculum, Director of Technology, Instructional Technology Coordinator	Login reports and study group activities
2.2.2:	Evaluate staff in terms of SBEC standards via Texas (Teacher/ Campus) STaR Charts and TexasTTCC. LEA LRPT Correlates: EP05, EP09, EP12, TL15	State: Original Status: In Progress	Ongoing	Director of Technology, Instructional Technology Coordinator, Principals	Completed Texas (Teacher/Campus) STaR Charts and TexasTTCC certificates
2.2.3:	Develop and establish a framework of minimum technical skills for instructional staff. LEA LRPT Correlates: EP05, EP09, EP12, TL15	State: Original Status: Planned	Spring 2006	Director of Curriculum	Framework of minimum technical skills
2.2.4:	Provide opportunities for instructional staff to demonstrate competencies in minimum technical skills. LEA LRPT Correlates: EP05, EP09, EP12, TL15	State: Original Status: In Progress	Ongoing	Director of Curriculum, Intructional Technology Coordinator	Certificates of competency

OBJECTIVE 2.3: 100% of Staff will be encouraged to transform educational practices to include collaborative environments and other specialized curricula.

Budget Amount $7,500.00
LRPT category: Educator Preparation and Development

E-Rate Correlates: ER02
NCLB Correlates: 04b, 08, 11

Strategies	*State/Status:*	*Timeline:*	*Person(s) Responsible:*	*Evidence:*

2.3.1:	Distance learning opportunities are encouraged whenever possible, including connections between campuses and external resources. LEA LRPT Correlates: EP03, EP05, EP14, TL04	State: Original Status: Planned	Ongoing	Instructional Technology Coordinator, Campus Staff	Certificates of participation and system usage reports
2.3.2:	External technology courses and online (Tegrity) courses will be investigated for appropriateness for classroom teachers. LEA LRPT Correlates: EP03, EP05, EP11, EP12, TL04	State: Revised Status: Planned	Ongoing	Director of Curriculum, Director of Technology, Instructional Technology Coordinator	(Tegrity) Courses in place

GOAL 3: Administration and Support Services -- Improve quality of communication to facilitate data-driven decision making processes in the areas of student records (achievement, attendance, discipline, and special ed), community partnerships/parent awareness and involvement, and other support services.

OBJECTIVE 3.1: 100% of Campuses will utilize technology as a tool to access and maintain student records.

Budget Amount $550,000.00
LRPT category: Administration and Support Services

E-Rate Correlates: ER02
NCLB Correlates: 04b, 08, 11

Strategies		*State/Status:*	*Timeline:*	*Person(s) Responsible:*	*Evidence:*
3.1.1:	Select, plan, and implement a new student and finance information system. LEA LRPT Correlates: AS02, AS03, AS04, AS05	State: Original Status: Planned	Summer 2006	Executive Director of Finance, Director of Curriculum, Director of Technology	New information system in place
3.1.2:	Maintain an online curriculum database, which is updated regularly. LEA LRPT Correlates: TL11	State: Revised Status: In Progress	Ongoing	Director of Curriculum, Principals	Database solution
3.1.3:	Maintain an electronic grade book for student grades and generate reports for student, parent, and teacher use. LEA LRPT Correlates: AS02, AS03	State: Revised Status: In Progress	Ongoing	Director of Curriculum, Director of Technology, Campus Staff	Electronic records

3.1.4:	Staff will receive training in administration and support systems. LEA LRPT Correlates: AS02, AS07, EP07, TL11	State: Original Status: In Progress	Ongoing	Executive Director of Finance, Director of Curriculum, Director of Technology, Principals	ProWeb and other training attendance records
3.1.5:	Maintain MS Outlook Public Folders and Granbury ISD Web site with current forms and documents available in MS Excel, MS Word, and PDF, giving 100% of pertinent staff access to digital files. LEA LRPT Correlates: AS03, TL11	State: Original Status: In Progress	Ongoing	Director of Technology, Department Representatives	MS Outlook Public Folders and Granbury ISD Web site

OBJECTIVE 3.2: 100% of Instructional Staff will be encouraged to utilize electronically delivered information to communicate with parents and concerned community members, as appropriate.

Budget Amount $10,000.00
LRPT category: Administration and Support Services

E-Rate Correlates:
NCLB Correlates: 09, 10, 12

Strategies	*State/Status:*	*Timeline:*	*Person(s) Responsible:*	*Evidence:*

3.2.1:	All staff will be encouraged to utilize electronic means to communicate student progress, including the use of E-Mail, parental access to online grade books, electronic bulletins, newsletters and magazines. LEA LRPT Correlates: AS05, AS07, TL09, TL17, TL19, TL21	State: Original Status: In Progress	Ongoing	Director of Curriculum, Director of Technology, Principals	Web site hit count and E-Mail statistics
3.2.2:	The Granbury ISD Web site will be revised and updated with news and information for community members, including campus Web sites, current employment opportunities, and resources for adult literacy and continuing educational opportunities. LEA LRPT Correlates: AS04, AS05, AS07, TL17, TL21	State: Original Status: In Progress	Ongoing	Director of Technology, Principals, Department Representatives	Web site hit count and postings of current news and information
3.2.3:	The District Advisory Committee (DAC) will be utilized to develop and regularly evaluate the district technology plan. LEA LRPT Correlates: EP14, I09, TL09, TL19, TL21	State: Original Status: In Progress	Ongoing	Director of Technology, District Advisory Committee (DAC)	Meeting agendas

OBJECTIVE 3.3: 100% of Support Staff will streamline information reporting and decision-making processes by utilizing electronic productivity tools.

Budget Amount $47,500.00
LRPT category: Administration and Support Services

E-Rate Correlates:
NCLB Correlates: 04b, 12

Strategies		*State/Status:*	*Timeline:*	*Person(s) Responsible:*	*Evidence:*
3.3.1:	Library automation system software will be used and maintained on all campuses. LEA LRPT Correlates: AS08	State: Original Status: In Progress	Ongoing	Director of Technology, Library Facilitator, Campus Librarians	(Follet) Destiny statistics reports
3.3.2:	Electronic means will be used to maintain and track technology inventory and work orders. LEA LRPT Correlates: AS08	State: Original Status: In Progress	Ongoing	Director of Technology	Track-It database and statistics
3.3.3:	Teacher and librarian evaluations will be maintained electronically with support. LEA LRPT Correlates: TL13	State: Original Status: In Progress	Ongoing	Director of Curriculum, Director of Technology, Campus Administrators	PDAS FileMaker Pro database templates

GOAL 4: Infrastructure for Technology -- All students and educators in the district will have a cost-efficient, effective, and safe educational technology infrastructure.

OBJECTIVE 4.1: 100% of Campuses will have a technology and telecommunications infrastructure that facilitates good communications, instruction, and other services.

Budget Amount $650,000.00
LRPT category: Infrastructure for Technology

E-Rate Correlates:
NCLB Correlates: 05, 06, 11, 12

Strategies		*State/Status:*	*Timeline:*	*Person(s) Responsible:*	*Evidence:*
4.1.1:	Maintain a Gigabit Ethernet WAN between the campuses and a Fast Ethernet LAN on each campus. LEA LRPT Correlates: I01, I02, I07, I10, I11, I12, I14	State: Original Status: In Progress	Ongoing	Director of Technology	Fiber Optic lease contract with Charter Communications, up-to-date network diagrams, and network monitoring/ assessment programs
4.1.2:	Direct user Internet access for every network computer in the district will be ensured. LEA LRPT Correlates: I01, I02, I08, I10, I11, I12, I13, I14, I15	State: Original Status: In Progress	Ongoing	Director of Technology	(9 Mbps) Internet access contract with Southwestern Bell, up-to-date network diagrams, and network monitoring/ assessment programs

4.1.3:	Maintain basic telephone service (2 ISDN Prime Interfaces, 46 ISDN B-Channels, Direct Inward Dialing) shared by the campuses. LEA LRPT Correlates: I01, I02, I08, I11, I12, I15	State: Original Status: In Progress	Ongoing	Director of Technology	Telephone service contract with Southwestern Bell, up-to-date network diagrams, and network/assessment programs
4.1.4:	Maintain a distance learning circuit (T1) to the Regional Service Center. LEA LRPT Correlates: I01, I02, I08, I11, I12, I13, I14	State: Original Status: In Progress	Ongoing	Director of Technology	T1 service contract with Soutwestern Bell up-to-date network diagrams, and network monitoring/ assessment programs
4.1.5:	An overall student to computer ratio of 4:1 and a professional educational staff to computer ratio of 1:1 will be maintained. LEA LRPT Correlates: I01, I02, I03, I04, I05, I06, I07, I08, I10	State: Original Status: In Progress	Ongoing	Director of Technology	Technology inventory database, student desktop computer and teacher laptop computer replacement plan.
4.1.6:	Develop and implement a network equipment replacement plan for district servers, switches, and UPS systems. LEA LRPT Correlates: I01, I02, I08, I10, I14	State: Original Status: Planned	Ongoing	Director of Technology	Technology inventory database

4.1.7:	Maintain network monitoring and management software. Research and develop the implementation of network redundancy and disaster recovery. LEA LRPT Correlates: I01, I02, I08, I14	State: Original Status: In Progress	Ongoing	Director of Technology	Technology inventory database, up-to-date network diagrams, and network monitoring/ assessment programs
4.1.8:	Work to secure outside grant/funding resources to enhance IT infrastructure. LEA LRPT Correlates: I11, I12	State: Original Status: In Progress	Ongoing	Director of Technology	Grants/funds applied and E-Rate funds granted

OBJECTIVE 4.2: Granbury ISD will continue to discover and implement new and emerging technologies where appropriate, to maximize user potential.

Budget Amount $150,000.00
LRPT category: Infrastructure for Technology

E-Rate Correlates:
NCLB Correlates: 05, 08, 12

Strategies		*State/Status:*	*Timeline:*	*Person(s) Responsible:*	*Evidence:*
4.2.1:	Maintain a district-wide standardized IP telephony system with integrated messaging. LEA LRPT Correlates: I01, I02, I08, I14, I15	State: Original Status: In Progress	Ongoing	Director of Technology	Technology inventory database, up-to-date network diagrams, and network monitoring/ assessment programs

4.2.2:	Wireless access points will be maintained and upgraded to 802.11b/g standard throughout each location infrastructure. LEA LRPT Correlates: I02, I07, I10	State: Revised Status: In Progress	Ongoing	Director of Technology	Technology inventory database, up-to-date network diagrams, and network monitoring/ assessment programs
4.2.3:	Shared use of specialized technologies such as digital cameras, digital video cameras, LCD projectors, scanners, and video conferencing systems in place on every campus in the district. LEA LRPT Correlates: TL01, TL08	State: Original Status: In Progress	Ongoing	Director of Technology, Principals	Technology inventory database
4.2.4:	Explore the implementation and use of SIF (School's Interoperability Framework's). LEA LRPT Correlates: I01, I02, I08, I14	State: Original Status: Planned	Spring 2006	Director of Technology	Recommendation for implementation
4.2.5:	Explore the implementation and use of document sharing software. LEA LRPT Correlates: I01, I02, I08, I14	State: Original Status: Planned	Spring 2006	Director of Technology	Recommendation for implementation

Budget

Total amount of Title II, Part D formula funds received for the current year of this plan: $26,000.00

Method of application for formula funds: Local Application

Budget year 2005

Budget item	Cost	Funding Sources with amount per source
Staff Development	$117,500.00	20% Title II, Part D ($23,000) - 80% Local ($94,500)
Telecommunications & Internet Access	$160,000.00	62% E-Rate ($99,475) - 38% Technology Allotment ($60,525)
Materials & Supplies	$550,000.00	100% Local ($550,000)
Equipment	$625,000.00	9% IDEA ($55,000) - 22% Technology Allotment ($138,285) - 69% Local ($431,715)
Maintenance	$47,500.00	6% Title II, Part D ($3,000) - 94% Local ($44,500)
Miscellaneous Expenses	$127,500.00	100% Local ($127,500)
Total	$1,627,500.00	

Evaluation

Evaluation Process:
Granbury ISD actively monitors all technology implementations as part of an ongoing evaluation plan. The district technology plan will be revisited and revised semi-annually by the Technology Planning Committee.

To facilitate the development of the plan, and to ensure that all areas of Granbury ISD are considered, the District Advisory Council (DAC) will be utilized to assist in the development of the needs assessments and campus goals/objectives/activities. The intention of the evaluation will be to make decisions on the impact that technology has on the learning process for all students.

Texas STaR Chart results for each campus in the district will be used to help Granbury ISD assess progress made toward meeting the goals of the Long Range Plan for Technology. A report will be given to the Superintendent and the Board of Trustees after each formal evaluation occurs.

Evaluation Method:
Methods used for evaluation will include:

• Integration of training into the classroom as measured by lesson plans and number and type of technology and distance learning projects.

• Monitoring and documentation of community access to technology resources, including the Granbury ISD Web Site and campus Web Sites.

• Monitoring and documentation of community involvement.

• Records of staff member participation in technology training monitored by sign-in sheets and teacher professional development records.

• Support and maintenance of the technology infrastructure as documented by technical support records.

• Surveys of staff conducted yearly in regards to their use of technology in the classroom.

• Yearly inventory of hardware and software.

Granbury ISD does not discriminate on the basis of sex, disability, race, color, age, or national origin in its educational programs, activities, or employment as required by Title IX, Section 504 and Title VI.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 18, 2005
For: Information

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: July 11, 2005
RE: 05/31/05 Financial Statements

SUMMARY:

Attached are the financial statements for the period ended May 31, 2005 for the general operating fund.

The statements for the period ended May 31, 2005 include only those transactions that occurred between the period of September 1, 2004 and May 31, 2005. Revenue collected to date equal 91.30% of the budgeted amount compared to 90.01% last year. Expenditures to date represent 69.94% of the budget compared to 72.16% last year.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Emmett Whitefield

Date Submitted: July 11, 2005

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL REGULAR MEETING
MINUTES
June 13, 2005

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Monday, June 13, 2005 at 6:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas

Presiding Officer..... Barbara Herrington

Board Members Present

Bowen Brawner
Jerry Campbell
Charlie Cloud
Brian Condit
Gene Ellis
Doug Funk

School Officials Present

William Harris, Superintendent
Jan Van Dorn, Assistant Superintendent
Sharay Boynton, Executive Director of Finance
Troy Green, Executive Director of Human Resources
Ton Potappel, Director of Technology
Judy Duncan, Recording Secretary

Others Present

School Employees
Media
Community Members

Meeting Called to Order

President, Barbara Herrington, called the meeting to order at 6:00 p.m. and noted that a quorum of board members is present, the meeting has been duly called and that notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Oath of Office

Notary Public, Judy Duncan, administered the oath of office to new board member, Doug Funk. Mr. Funk then took his seat at the board table.

Convened in Closed Session

The Board of Trustees convened in closed session at 6:05p.m. under the Texas Open Meetings Act, Texas Government Codes, Chapter 551.074 - personnel matters and 551.072 – purchase, exchange, lease or value of real property.

Reconvened

The board reconvened at 7:05 p.m.

Invocation & Pledge

Allen Latta, Minister at Generations Church led in the invocation. Board President, Barbara Herrington led in the pledge to the US Flag and Texas Flag.

Board Elections

Charlie Cloud nominated Barbara Herrington for board President. With no other nominations, Barbara Herrington was elected President with a 7/0 vote.

Bowen Brawner nominated Doug Funk for Vice President and Gene Ellis nominated Jerry Campbell. Doug Funk received 2 votes and Jerry Campbell received 3 votes. Jerry Campbell and Doug Funk abstained. Jerry Campbell was elected Vice President.

Charlie Cloud nominated Gene Ellis for Board Secretary. With no other nominations, Gene Ellis was elected Secretary with a 7/0 vote.

Superintendent's Report

Rebecca Johnson, Mambrino School Principal, recognized Judy Willingham, Mambrino teacher, for receiving the Sylvan Learning Center Teacher award.

Transportation Director, Terry Slemmons recognized the owner of the Granbury McDonalds, Martha Hartman and the McDonalds manager, Maria Bautista for their work with the GISD Transportation Department and the Bus of the Month Award program.

Sharay Boynton, Executive Director of Finance, presented the April 30, 2005 financial statements.

Sharay Boynton gave a report on the year-end projects and answered questions from the board.

Boynton presented a report on the district finance/student software program, the AS400, that is currently being used in the district. Boynton reported that a committee has met over the past 13 months and after reviewing many different programs, the district will continue to monitor the market for proven product development, continue to monitor Pearson's development of the CIMS product, monitor the support received by ESP over the next year, re-look at this project next fiscal year and consider reserving a portion of Fund Balance for the purchase/implementation costs of a new system in the near future

The board received a copy of Update 75 (Local and Legal Policies) for their review. Update 75 will be presented at the July 18, 2005 board meeting for approval.

Sharon Whitefield, Director of Curriculum presented the preliminary TAKS results to the board. When the final results are received from TEA, an additional report will be presented to the board.

Board Member's Special Reports

Jerry Campbell thanked Crossland Intermediate and the staff for the dedication service and the bench donated in memory of Barbara Tidwell.

Charlie Cloud thanked Judy Duncan for participating in the 3-Day Walk to raise money for the Susan G. Komen Foundation.

Consent Agenda

Items b, j, l, o & q were pulled from the consent agenda for a separate vote.

A motion was made by Charlie Cloud and seconded by Brian Condit to approve consent agenda items "a" (as amended), "c", "d", "e", "f", "g", "h", "i", "k", "m", "n" and "p" as presented. **MOTION CARRIED**. Yes 7 – Noe 0

Budget amendments – A motion was made by Charlie Cloud to approve the budget amendments as presented. Brian Condit asked that the budget amendments not be approved until after the technology purchase was discussed. Charlie Cloud withdrew his motion.

A motion was made by Charlie Cloud and seconded by Gene Ellis to approve the ¾ ton pick up truck vehicle bid no. 2005-21 as presented. **MOTION CARRIED** Yes 7 – Noe 0

A motion was made by Charlie Cloud and seconded by Doug Funk to approve the disposal of surplus furniture and equipment as presented. **MOTION CARRIED** Yes 7 – Noe 0

A motion was made by Bowen Brawner and seconded by Jerry Campbell to approve the purchase of security cameras and related services, material and supplies as presented. **MOTION CARRIED** Yes 7 – Noe 0

A motion was made by Jerry Campbell and seconded by Charlie Cloud to table the technology purchase as presented until the July 18, 2005 board meeting. **MOTION CARRIED** Yes 7 – Noe 0

A motion was made by Charlie Cloud and seconded by Doug Funk to approve the budget amendments as presented with the exception of those items related to technology. **MOTION CARRIED** Yes 7 – Noe 0

Personnel

A motion was made by Jerry Campbell and seconded by Charlie Cloud to approve the staff appointments as presented. **MOTION CARRIED** Yes 7 – Noe 0

A motion was made by Charlie Cloud and seconded by Doug Funk to approve the appointment of Marcus Malloy as the principal at Oak Woods Intermediate. **MOTION CARRIED** Yes 6 – Noe 1 – Gene Ellis voted against.

A motion was made by Brian Condit and seconded by Doug Funk to approve the appointment of Marsha Grissom as the Granbury High School Principal. **MOTION CARRIED** Yes 7 – Noe 0

Athletic Supplies bid no. 2005-17 – Soccer Portion

A coin toss was conducted by secretary Gene Ellis for a tie bid between Careys Sporting Goods and Soccer Post. Carey's Sporting Goods won the coin toss. A motion was made by Charlie Cloud and seconded by Gene Ellis to approve the bid to Careys Sporting Goods. **MOTION CARRIED** Yes 7–Noe 0

Policy DEA (LOCAL)

A motion was made by Jerry Campbell and seconded by Charlie Cloud to approve the changes to policy DEA (LOCAL) as presented. **MOTION CARRIED** Yes 7 – Noe 0

A motion was made by Charlie Cloud and seconded by Brian Condit to table action on policy DEC (LOCAL) until the July 18, 2005 board meeting. **MOTION CARRIED** Yes 7 – Noe 0

Adoption of order

A motion was made by Jerry Campbell and seconded by Charlie Cloud to approve the adoption of an order authorizing the issuance of unlimited tax refunding bonds, authorizing the execution of a bond purchase agreement and an escrow agreement; approving an official statement; and enacting other provisions relating to the subject. **MOTION CARRIED** Yes 7 – Noe 0

External Auditor

A motion was made by Charlie Cloud and seconded by Gene Ellis that the Board authorize Mr. Harris to execute the engagement letter as prepared by Snow, Garrett & Company for the fiscal year ended August 31, 2005.

Boys/Girls Club Partnership

A motion was made by Charlie Cloud and seconded by Bowen Brawner to approve the partnership between Granbury ISD and the Boys/Girls Club as presented. **MOTION CARRIED** Yes 7 – Noe –0

Nomination for TASB Region 11, Position D Board of Directors

There were no nominations from the GISD Board of Trustees

Public Comments

Mr. Richard Trimble addressed the board regarding the hiring of an individual for the High School Principal position that participated on the interview committee.

Closed Session

The Board of Trustees convened in closed session at 11:10 p.m. under the Texas Open Meetings Act, Texas Government Codes, Chapter 551.074 - personnel matters

Reconvened

The board reconvened at 12:19 p.m.

Adjournment

There being no further business, the meeting was adjourned at 12:20 p.m.

Barbara Herrington, President

Gene Ellis, Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 18, 2005
For: Approval

TO: Mr. William Harris, Superintendent

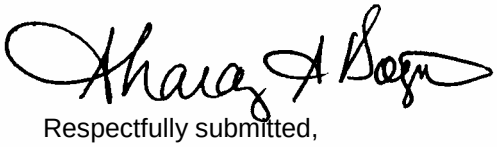
FROM: Sharay Boynton, Finance Director
DATE: July 11, 2005
RE: Budget Amendments

SUMMARY:

Attached are budget amendments that are for Board approval.

RECOMMENDATION:

I recommend the Board approve the amendments.



Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Emmett Whitefield
Date Submitted: July 11, 2005

BUDGET AMENDMENTS RECOGNIZING DONATED & MISCELLANEOUS REVENUES

Fund 199, Mr. Bobby Mabery, Originator
This Amendment recognizes funds in the amount of $1,000 allocated to function 11. These funds are generated from Walmart for Teacher of the Year Amy Kirkpatrick.

Fund 199, Mr. Bobby Mabery, Originator
This Amendment recognizes funds in the amount of $110 allocated to function 12. These funds are generated from Library fines and will be used to purchase additional Library Books and Media.

Fund 199, Mr. Ralph Purget, Originator
This Amendment recognizes funds in the amount of $250 allocated to function 13. These funds are generated in the Campus Fund and will be used for professional development in Math and Reading problem solving.

Fund 199, Mr. Roger Morgan, Originator
This Amendment recognizes funds in the amount of $1,500 allocated to function 11. These funds are generated from a Scholarship for FPS Competition.

Fund 199, Ms. Kellie Brandon, Originator
This Amendment recognizes funds in the amount of $228 allocated to function 12. These funds are generated from lost book fees and fines and will be used to purchase additional Library Books and Media.

Fund 199, Ms. Kellie Brandon, Originator
This Amendment recognizes funds in the amount of $677 allocated to function 11. These funds are generated within the Campus Fund and will be used for additional supplies and materials.

Fund 199, Ms. Nancy Alana, Originator
This Amendment recognizes donated funds in the amount of $656 allocated to function 11. These funds are generated from the campus PTO to be used for field trips.

Fund 199, Ms. Carolyn Horton, Originator
This Amendment recognizes funds in the amount of $180 allocated to function 12. These funds are generated from the campus Student Council and will be used to purchase furniture for the campus Library.

Fund 181, Mr. Randy Leach, Originator
This Amendment recognizes funds in the amount of $6,823 allocated to function 61. These funds are generated from Summer Camp Registrations and will be used to purchase supplies and pay consultants for summer camps.

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes funds in the amount of $12,795 allocated to function 34. These funds are generated from bus sales and will be used in refurbishing buses.

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes funds in the amount of $85 allocated to function 34. These funds are generated from insurance proceeds and will be used for refurbishing costs.

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes revenue funds in the amount of $310,000. These funds are generated from increased state revenue.

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes revenue funds in the amount of $100,000. These funds are generated from increased interest revenue.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 18, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: July 11, 2005
RE: Computer and Copy Paper
Bid No. 2005-26

SUMMARY:

Computer and copy paper is bid twice a year due to the lack of storage space. Bids for computer and copy paper were let in June 2005 . Bids were due June 13, 2005. Bids were sent to eight vendors. Four vendors responded. A summation of the process and outcome as well as a copy of the tabulation is attached for your review.

Mrs. Debbie Johnson, purchasing supervisor, reviewed the bids. The following is the recommendation of Mrs. Johnson and myself.

RECOMMENDATION:

I recommend the Board approve the items and the related vendors as evidenced by the highlighted area on the attached tabulation.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Sharay Boynton

Date Submitted: July 11, 2005

BID FOR BOARD APPROVAL

Board Meeting Date: July 18, 2005 **Bid Number:** 2005-26

1. **Item, material or service (specific or classification):** Computer and Copy Paper

2. **Brief description:** Computer and copy paper is bid twice a year due to a lack of storage space. All paper is inside delivery to each campus and department rather than to a central location, which results in a higher cost per case.

3. **Period of time bid covers:** Single purchase, which will provide paper for approximately six months. Due to the constant fluctuation of the paper market, most vendors will not hold prices firm for any extended period of time.

4. **Person and title responsible for the expenditure:** Each campus principal and department director is responsible for their campus or department expense.

5. **Number of bids sent to vendors:** 8

6. **Number of bids received from vendors:** 4

7. **Listing of recommended vendors and total prices:** The recommendation for award is shaded on the tabulation in the column under the vendor name for a total expenditure of $24,904.11.

8. **Explanation of other than low recommendations:** N/A

9. **Last bid date (bid of comparable nature within last 5 years):** 01/04/05

10. **Percentage increase or decrease from last bid**:

8.5 x 11 white	Decrease of 4.5%
8.5 x 11 colored	Decrease of 1.04%
8.5 x 11 #96 brightness	Increase of 21.73%
8.5 x 14 white	Increase of 5.66%
14-7/8 x 11 green bar	No change
9.5 x 11 fanfold	No change

11. **Budget information:** Funds for this expenditure are budgeted through object codes 6395 and 6396 for the various campuses and departments.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 18, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: July 11, 2005
RE: TCPN Purchase –Grainger – Security Cameras and Accessories

SUMMARY:
As has been presented in the past, cameras and related equipment are used throughout the GHS, GMS and AMS campuses for security purposes. The cameras and related accessories are available from Grainger through the TCPN contracts. At the last Board meeting the purchase of equipment and accessories in the amount of $45,000 was approved for purchase. Mr. Randy Leach, Facilities Director, and Mr. Larry Gehrke, Maintenance Director, have discovered that a piece of equipment was not included on the list that should have been. A Digital Video Recorder for GMS should have been on the list. The cost of the equipment is $8,755. Since the cumulative cost of this project will exceed $25,000, the Board will need to approve.

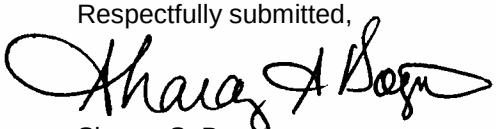
Board Policy CH(LOCAL) requires board approval on purchases in excess of $25,000. The policy states "The Board delegates to the Superintendent or designee the authority to determine the method of purchasing, in accordance with CH(LEGAL), and to make budgeted purchases. However, any purchase that costs or aggregates to a cost of $25,000 or more shall require Board approval before a transaction may take place".

This equipment is to be funded with funds already budgeted in function 52.

The following recommendation is that of Mr. Larry Gehrke, Maintenance Director, Mr. Randy Leach, Facilities Director, and Mrs. Sharay Boynton, Executive Director of Finance.

RECOMMENDATION:
It is recommended that the above piece of equipment be purchased through the TCPN contract from Grainger.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Larry Gehrke
Randy Leach

Date Submitted: July 11, 2005

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 18, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: July 11, 2005
RE: Disposal of Surplus Buses

SUMMARY:

According to Board Policy CI(LEGAL), "The Board may, in an appropriate manner, dispose of property that is no longer necessary for District operations."

According to the information from Mr. Slemmons, Transportation Director, there are buses that are no longer needed by the transportation department. We have in the past tried to sell these via paper advertisements and our auction. These two methods have not brought good results. We have also use Rocky Ash Auctioneers. This method seems the be the most consistent and the best option for the District.

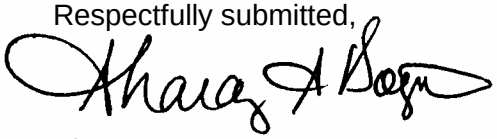
Mr. Slemmons has recommended that the following buses be disposed of by providing them to Rocky Ash Auctioneers to sell for the District.

RECOMMENDATION:

It is recommended that the Board approve the sale of the following bus by auctioning them utilizing the services of Rocky Ash Auctioneers.

Bus #	Year	Vin	Mileage	Make
2	1991	1HVBBNMN3NH400031	170,681	Wayne
6	1989	1HVBBCFN3LH253899	150,133	Thomas
7	1989	1HVBBCFN6LH253900	169,247	Thomas
10	1989	1HVBBCFN8LH253901	155,133	Thomas
17	1989	1HVBBCFNXLH253902	168,466	Thomas

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Mr. Terry Slemmons

Date Submitted: July 11, 2005

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 18, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: July 11, 2005
RE: Sale of Equipment to Charter Communications IV, L.L.C

SUMMARY:

According to Board Policy CI(LEGAL), "The Board may, in an appropriate manner, dispose of property that is no longer necessary for District operations."

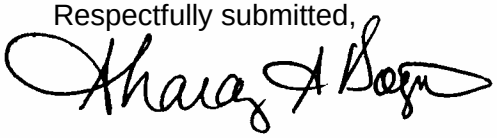
GISD has applied for e-rate discounts for the 2005-06 school year. The fiber lease we have with Charter is eligible for these discounts. However, to be fully eligible, the equipment connecting GISD equipment to Charter services has to be owned by Charter. GISD has purchased and currently owns this equipment. The attached Bill of Sale would transfer ownership to Charter for the period necessary for the e-rate discount and then give GISD the option to purchase upon termination of the agreement with Charter. The selling price and the re-purchase price is $1.00

Mr. Ton Potappel, Director of Technology, recommends that the attached Bill of Sale and Maintenance Agreement be executed.

RECOMMENDATION:

It is recommended that the Board approve the Bill of Sale of computer equipment to Charter Communications IV, L.L.C as addressed above.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Mr. Ton Potappel

Date Submitted: July 11, 2005

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 18, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: July 12, 2005
RE: School Specialty Purchase

SUMMARY:
The bleacher seating in the Pirate Gym is in need of replacement. The project was held pending the outcome of the bond election since it would have been funded in the remodeling project. Even though the election failed, the bleachers still need to be replaced. These bleachers can be purchased from School Specialty through the Buy Board. The cost to replace needed bleachers will be approximately $25,000.

Board Policy CH(LOCAL) requires board approval on purchases in excess of $25,000. The policy states "The Board delegates to the Superintendent or designee the authority to determine the method of purchasing, in accordance with CH(LEGAL), and to make budgeted purchases. However, any purchase that costs or aggregates to a cost of $25,000 or more shall require Board approval before a transaction may take place".

This project is a year-end project. The funds have been established to make the purchase through amending unspent funds in the same function.

The following recommendation is that of Mr. Larry Gehrke, Director of Maintenance, and Mrs. Sharay Boynton, Executive Director of Finance.

RECOMMENDATION:
It is recommended that the bleachers be purchased from School Speciality as addressed above.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Larry Gehrke

Date Submitted: July 12, 2005

Granbury
Independent School District

William Harris
Superintendent

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**July 18, 2005**
Action:	**Approval**

SUMMARY:

Update 75 was presented to you at the June 13, 2005 board meeting for your review. Review of the LEGAL policies and adoption of the LOCAL policies, with any recommended changes, must take place at an open board meeting.

The LOCAL policies to be considered are: BDAE, BDB, BDD, CLB, CNA, DAA, DH, DHB, DHC, DIA, EC, EIE, FB, FFD, FFF, FFH, FNC, FNCE, FNCJ, FNCL, GA, and GBAA. (see attached list).

RECOMMENDATION:

I recommend that the Board add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 75.

Respectfully submitted,

William Harris

William Harris
Superintendent

600 West Pearl • Granbury, Texas 76048 • Phone (817) 408-4007 • Fax (817) 408-4014
william_harris@granbury.k12.tx.us
www.granbury.k12.tx.us

Update 75
LOCAL Policies

BDB (LOCAL) – Board Internal Organization/Internal Committees

BDD (LOCAL) – Board Internal Organization/Attorney

CLB (LOCAL) – Buildings, Grounds, and Equipment Management/Maintenance

CNA (LOCAL) – Transportation Management/Student Transportation

DAA (LOCAL) – Employment Objectives/Equal Employment Opportunity

DH (LOCAL) – Employee Standards of Conduct

DHB (LOCAL) – Employee Standards of Conduct/Harassment

DHC (LOCAL) – Employee Standards of Conduct/Sexual Harassment/Sexual Abuse

DIA (LOCAL) – Employee Welfare/Freedom From Harassment

EC (LOCAL) – School Day

EIE (LOCAL) – Academic Achievement/Retention and Promotion

FB (LOCAL) – Equal Educational Opportunity

FFD (LOCAL) – Student Welfare/Student Insurance

FFF (LOCAL) – Student Welfare/Student Safety

FFH (LOCAL) – Student Welfare/Freedom From Harassment

FNC (LOCAL) – Student Rights and Responsibilities/Student Conduct

FNCE (LOCAL) – Student Conduct/Telecommunications Devices

FNCJ (LOCAL) – Student Conduct/Sexual Harassment/Sexual Abuse

FNCL (LOCAL) – Student Conduct/Harassment

GBA (LOCAL) – Public Information Program/Access to Public Information

GBAA (LOCAL) – Information Access/Requests for Information

OFFICE OF CURRICULUM & INSTRUCTION

For:	**Board of Trustees**
Date:	**July 18, 2005**
Action:	**Approval**

To:	**Mr. William Harris, Superintendent**	**From:**	**Jan Van Dorn**
		Date:	**July 13, 2005**
		RE:	**Student Code of Conduct**

SUMMARY:
Due to the Legislative year, we received the changes to our Student Code of Conduct from TASB later than usual. We have made the changes that were recommended by the Legislative Session, and they are attached for your consideration.

RECOMMENDATION:
Administration recommends the approval of the Student Code of Conduct.

Respectfully submitted,



Jan Van Dorn
Assistant Superintendent

Staff Persons Responsible: Jan Van Dorn
Principals

2005-2006

TASB Model Student Code of Conduct

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STUDENT CODE OF CONDUCT

Purpose

The Student Code of Conduct is the district's response to the requirements of Chapter 37 of the Texas Education Code.

The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from a regular classroom or campus, suspension, placement in a disciplinary alternative education program (DAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the Granbury ISD Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code will be posted at each school campus or will be available for review at the office of the campus principal. Parents will be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled.

Because the Student Code of Conduct is adopted by the district's board of trustees it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code will prevail.

Please Note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

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School District Authority and Jurisdiction

School rules and the authority of the district to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on district transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
6. When criminal mischief is committed on or off school property or at a school-related event;
7. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
8. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas; and
9. When the student commits a felony, as provided by Texas Education Code 37.006 or 37.0081.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the district.

The district has the right to search a student's locker when there is a reasonable cause to believe it contains articles or materials prohibited by the district.

School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

The district has the right to revoke the transfer of a nonresident student for violating the district's code.

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

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General Conduct Violations

The categories of conduct below are prohibited at school and all school-related activities, but the list does not include the most serious offenses. In the subsequent sections on Suspension, DAEP Placement, and Expulsion, severe offenses that require or permit specific consequences are listed. Any offense, however, may be serious enough to result in Removal from the Regular Educational Setting as detailed in that section.

The district prohibits the following:

Disregard for Authority

- Failing to comply with directives given by school personnel (insubordination).
- Leaving school grounds or school-sponsored events without permission.
- Disobeying rules for conduct on school buses.
- Refusing to accept discipline management techniques assigned by a teacher or principal.

Mistreatment of Others

- Using profanity or vulgar language or making obscene gestures.
- Fighting or scuffling. (For assault see DAEP Placement and Expulsion)
- Threatening another student or district employee on or off school property.
- Engaging in bullying, harassment, and making hit lists. (See glossary for all three terms)
- Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, including requests for sexual favors directed toward another student or a district employee.
- Engaging in inappropriate or indecent exposure of private body parts.
- Hazing. (See glossary)
- Causing an individual to act through the use of or threat of force (coercion).
- Committing extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engaging in inappropriate verbal, physical, or sexual conduct directed toward another student or a district employee.

Property Offenses

- Damaging or vandalizing property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion)

- Defacing or damaging school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means.
- Stealing from students, staff, or the school.
- Committing or assisting in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery and theft see DAEP Placement and Expulsion)

Possession of Prohibited Items

- Possessing or using:
  - fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
  - a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
  - a "look-alike" weapon;
  - an air gun or BB gun;
  - ammunition;
  - a stun gun;
  - a pocketknife;
  - mace or pepper spray;
  - pornographic material;
  - tobacco products;
  - matches or a lighter;
  - a laser pointer for other than an approved use; or
  - any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion)

Possession of Telecommunications Devices

- Displaying, turning on, or using a cellular telephone or other telecommunications device on school property during the school day.

Illegal and Prescription Drugs

- Possessing or selling seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and inhalants see DAEP Placement and Expulsion)
- Possessing, using, giving, or selling paraphernalia related to any prohibited substance. (See glossary for "paraphernalia")
- Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband.

- Abusing the student's own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event.
- Having or taking prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Computers and the Internet

- Violating computer use policies, rules, or agreements signed by the student and/or agreements signed by the student's parent.
- Using the Internet or other electronic communications to threaten students or employees or cause disruption to the educational program.
- Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

Safety Transgressions

- Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engaging in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Making false accusations or perpetrating hoaxes regarding school safety.
- Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throwing objects that can cause bodily injury or property damage.
- Discharging a fire extinguisher without valid cause.

Miscellaneous Offenses

- Violating dress and grooming standards as communicated in the student handbook.
- Cheating or copying the work of another.
- Gambling.
- Falsifying records, passes, or other school-related documents.
- Engaging in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violating other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

Discipline Management Techniques

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists (see glossary) until an ARD committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion the district will take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Techniques

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal (oral or written) correction.
- Cooling-off time or "time-out."
- Seating changes within the classroom.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, counselors, or administrative personnel.
- Parent-teacher conferences.
- Grade reductions as permitted by policy.
- Detention.
- Sending the student to the office or other assigned area, or to in-school suspension.

- Assignment of school duties such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Withdrawal or restriction of bus privileges.
- School-assessed and school-administered probation.
- Corporal punishment.
- Out-of-school suspension, as specified in the Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code.
- Expulsion, as specified in the Expulsion section of this Code.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Notification

The principal or appropriate administrator will notify a student's parent by phone or in writing of any violation that may result in a suspension, placement in a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

Appeals

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate, and in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: www.granbury.k12.tx.us.

Consequences will not be deferred pending the outcome of a grievance.

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Removal from the Regular Educational Setting

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

Routine Referral

A routine referral occurs when a teacher sends a student to the principal's office as a discipline management technique. The principal may then employ additional techniques.

Formal Removal

A teacher or administrator **may** remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher **may** also initiate a formal removal from class if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

A teacher or administrator **must** remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion will be followed. Otherwise, within three school days of the formal removal, the appropriate administrator will schedule a conference with the student's parent; the student; the teacher, in the case of removal by a teacher; and any other administrator.

At the conference, the appropriate administrator will inform the student of the misconduct for which he or she is charged and the consequences. The administrator will give the student an opportunity to give his or her version of the incident.

When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place the student in:

- Another appropriate classroom
- In-school suspension
- Out-of-school suspension
- DAEP

Returning Student to Classroom

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent, if the placement review committee determines that the teacher's class is the best or only alternative available.

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Suspension

Misconduct

Students may be suspended for any behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

In deciding whether to order suspension, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

Process

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student will have an informal conference with the appropriate administrator who shall advise the student of the conduct of which he or she is accused. The student will be given the opportunity to explain his or her version of the incident before the administrator's decision is made.

The number of days of a student's suspension will be determined by the appropriate administrator, but will not exceed three school days.

The appropriate administrator will determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.

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Disciplinary Alternative Education Program (DAEP) Placement

Discretionary Placement: Misconduct That May Result in DAEP Placement

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in DAEP in addition to the expulsion.

In deciding whether to order placement in a DAEP, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

General Misconduct

A student **may** be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

Misconduct Identified in State Law

In accordance with state law, a student **may** be placed in a DAEP for any one of the following offenses:

- Involvement in gang activity, including participating as a member or pledge, or soliciting another person to become a pledge or member of a gang.
- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society.
- Any criminal mischief, including a felony.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see glossary) that the student has engaged in conduct punishable as a felony, other than those listed as offenses involving injury to a person in Title 5 (see glossary) of the Texas Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The appropriate administrator **may**, but is not required to, place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

Certain Felonies

Unless removal is otherwise required by one of the reasons below, in accordance with Education Code 37.0081, a student **may** be placed in a DAEP after an opportunity for a hearing before the board of trustees or its designee, if:

- The student receives deferred prosecution for conduct defined as a felony offense in Title 5 (see glossary) of the Texas Penal Code, or
- The student has been found by a court to have engaged in delinquent conduct for conduct defined as a felony offense in Title 5 of the Texas Penal Code.

The board or the board's designee must determine that the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the district's students.

A student's placement in the DAEP as a result of receiving deferred prosecution or delinquent conduct, as described above, may occur regardless of:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

Mandatory Placement: Misconduct That Requires DAEP Placement

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary)
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - Engages in conduct punishable as a felony.
  - Commits an assault (see glossary) under Penal Code 22.01(a)(1).
  - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for "under the influence")
  - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)

- Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
- Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.

- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)
- Engages in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
  1. The student receives deferred prosecution (see glossary),
  2. A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
  3. The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct.

Sexual Assault and Campus Assignments

If a student has been convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim or the victim's parents request that the board transfer the offending student to another campus, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student will be transferred to a DAEP.

Emergencies

In an emergency, the principal or the principal's designee may order the immediate placement of a student in a DAEP for any reason for which placement in a DAEP may be made on a nonemergency basis.

Process

Removals to a DAEP will be made by the Assistant Superintendent.

Conference

When a student is removed from class for a DAEP offense, the appropriate administrator will schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.

At the conference, the appropriate administrator will inform the student, orally or in writing, of the reasons for the removal and will give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Placement Order

After the conference, if the student is placed in the DAEP, the appropriate administrator will write a placement order. A copy of the DAEP placement order will be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee will deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order will give notice of the inconsistency.

Length of Placement

The duration of a student's placement in a DAEP will be determined by the Assistant Superintendent.

The duration of a student's placement will be determined on a case-by-case basis. DAEP placement will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year except as provided below.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended placement is in the best interest of the student.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student in a DAEP so that the students are not assigned to the same campus.

Exceeds School Year

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the Assistant Superintendent must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see glossary) that violates the district's Code.

Exceeds 60 Days

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent will be given

notice and the opportunity to participate in a proceeding before the board or the board's designee.

Appeals

Questions or complaints from parents regarding disciplinary measures should be addressed to the campus administration, in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: www.granbury.k12.tx.us.

Disciplinary consequences will not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions during Placement

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

A student placed in a DAEP will not be provided transportation unless he or she is a student with a disability who has transportation designated as a related service in the student's IEP.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program will be the last instructional day, and the student will be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

Placement Review

A student placed in a DAEP will be provided a review of his or her status, including academic status, by the DAEP principal and committee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan will also be reviewed. At the review, the student or the student's parent will be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

Additional Misconduct

If during the term of placement in a DAEP the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator may enter an additional disciplinary order as a result of those proceedings.

Notice of Criminal Proceedings

The office of the prosecuting attorney will notify the district if a student was placed in a DAEP for certain offenses including any felony, unlawful restraint, indecent exposure, assault, deadly conduct, terroristic threats, organized crime, certain drug offenses, or possession of a weapon, and:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see glossary), or deferred prosecution will be initiated; or
2. The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee will review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board will, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board will make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Withdrawal during Process

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the district may complete the proceedings and issue a placement order. If the student then reenrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the appropriate administrator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

Newly Enrolled Students

A student assigned to a DAEP in an open-enrollment charter school or another district, including a district in another state (if the behavior committed is a reason for DAEP placement in the receiving district), at the time he or she enrolls in the district will be placed directly into the district's DAEP.

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, will reduce the period of the placement so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

Emergency Placement

When an emergency placement occurs, the student will be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student will be given the appropriate conference required for assignment to a DAEP.

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Expulsion

Discretionary Expulsion: Misconduct That May Result in Expulsion

In deciding whether to order expulsion, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

A student **may** be expelled for:

Any Location

- Engaging in the following no matter where it takes place:
  - Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
  - Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:
  - Aggravated assault.
  - Sexual assault.
  - Aggravated sexual assault.
  - Murder.
  - Capital murder.
  - Criminal attempt to commit murder or capital murder.
  - Aggravated robbery.
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

At School, Within 300 Feet, or at School Event

- Committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony.
  - Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.

- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See glossary)

Within 300 Feet of School

- Engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson.
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
  - Felony drug- or alcohol-related offense.
  - Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).

Property of Another District

- Committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in DAEP

- Engaging in serious offenses or persistent misbehavior (see glossary) that violates the district's Code, while placed in a DAEP.

Mandatory Expulsion: Misconduct That Requires Expulsion

A student **must** be expelled for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

Federal Law

- Bringing to school a firearm, as defined by federal law. "Firearm" under federal law includes:
  - Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
  - The frame or receiver of any such weapon.
  - Any firearm muffler or firearm weapon.
  - Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Texas Penal Code

- Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:

- A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use).
- An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.
- A club (see glossary) such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.
- A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, or a zip gun. (See glossary)

- Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson. (See glossary)
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child.
  - Aggravated kidnapping.
  - Aggravated robbery.
  - Manslaughter.
  - Criminally negligent homicide.
  - Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
  - Retaliation against a school employee combined with one of the above-listed offenses on or off school property or at a school-related activity.

Under Age Ten

When a student under the age of ten engages in behavior that is expellable behavior, the student will not be expelled, but will be placed in a DAEP. A student under age six will not be removed from class or placed in a DAEP unless the student commits a federal firearm offense.

Emergency

In an emergency, the principal or the principal's designee may order the immediate expulsion of a student for any reason for which expulsion **may** be made on a nonemergency basis.

Process

If a student is believed to have committed an expellable offense, the principal or other appropriate administrator will schedule a hearing within a reasonable time. The student's parent will be invited in writing to attend the hearing.

Until a hearing can be held, the principal may place the student in:

- Another appropriate classroom
- In-school suspension
- Out-of-school suspension
- DAEP

Hearing

A student facing expulsion will be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the district's witnesses.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the Superintendent or his designee authority to conduct hearings and expel students.

Board Review of Expulsion

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board will review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board will hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the review. The board will make and communicate its decision orally at the conclusion of the presentation. Consequences will not be deferred pending the outcome of the hearing.

Expulsion Order

After the due process hearing, if the student is expelled, the board or its designee will deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the Superintendent of his designee will deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order will give notice of the inconsistency.

Length of Expulsion

The length of an expulsion will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion will be determined on a case-by-case basis. The maximum period of expulsion is one calendar year except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

Withdrawal during Process

When a student has violated the district's Code in a way that requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then reenrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the appropriate administrator or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

Additional Misconduct

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator or the board may issue an additional disciplinary order as a result of those proceedings.

Restrictions during Expulsion

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit will be earned for work missed during the period of expulsion unless the student is enrolled in a Juvenile Justice Alternative Education Program or another district-approved program.

Newly Enrolled Students

The district will continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district will reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.

Emergency Expulsion

When an emergency expulsion occurs, the student will be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student will be given appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

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Glossary

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

Armor-piercing ammunition is handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is a crime that involves starting a fire or causing an explosion with intent to destroy or damage:

1. Any vegetation, fence, or structure on open-space land; or
2. Any building, habitation, or vehicle:
    a. Knowing that it is within the limits of an incorporated city or town;
    b. Knowing that it is insured against damage or destruction;
    c. Knowing that it is subject to a mortgage or other security interest;
    d. Knowing that it is located on property belonging to another;
    e. Knowing that it has located within it property belonging to another; or
    f. When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

Assault is defined in part by Texas Penal Code 22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another.

Bullying is written or oral expression or physical conduct that a school district's board of trustees or the board's designee determines:

1. To have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

Chemical dispensing device is a device designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, mace, and tomahawk are in the same category.

Deadly conduct occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

Discretionary means that something is left to or regulated by a local decision maker.

Explosive weapon is any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

False Alarm or Report occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

Graffiti are markings with aerosol paint or an indelible pen or marker on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Harassment is:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); or
2. Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety.

Hazing is an intentional or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

Hit list is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Knuckles is any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Machine gun is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

Persistent misbehavior is two or more violations of the Code in general or repeated occurrences of the same violation.

Possession means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

Reasonable belief is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

Self-defense is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

Serious offenses include but are not limited to:

- Murder.
- Vandalism.
- Robbery or theft.
- Extortion, coercion, or blackmail.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Hazing.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Fighting, committing physical abuse, or threatening physical abuse.
- Possession or distribution of pornographic materials.
- Leaving school grounds without permission.
- Sexual harassment of a student or district employee.
- Possession of or conspiracy to possess any explosive or explosive device.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Switchblade is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force.

Terroristic threat is a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

Title 5 offenses are those that involve injury to a person and include murder; kidnapping; assault; sexual assault; unlawful restraint; coercing, soliciting, or inducing gang membership if it causes bodily injury to a child; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product. [See FOC(EXHIBIT)]

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior or the presence of physical symptoms of drug or alcohol use. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one's body, by any means, a prohibited substance.

Zip gun is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

HUMAN RESOURCES

FOR:	Board of Trustees
DATE:	July 18, 2005
ACTION:	Approval

To:	Mr. William Harris, Superintendent	**From:**	Troy K. Green
		Date:	July 1, 2005
		RE:	Employee Handbook

SUMMARY:
The District is required to provide employees with written and/or electronic access to information with regard to certain board policies. It is also administratively expedient for the District to provide staff members both written and/or electronic access to administrative procedures and practices.

The District has revised the Employee Handbook to reflect the changes in the law, Board policy, administrative procedures, and the increased use of technology. The deleted sections from the previous Employee Handbook are indicated by strikethroughs. Replacement wording and additional sections are indicated in red print.

Many of the substantive changes are the result of the TASB Policy Service's attempts to pull all information in the policies concerning harassment of all types into a more focused, concentrated and better organized section of the policy manual. Intern, these efforts created many changes in the grievance procedures. Additionally, the rewriting of the Catastrophic Sick Leave Bank provisions created considerable changes in the Handbook.

RECOMMENDATION:
That the Board approve the Employee Handbook as presented.

Respectfully submitted,

William Harris

William Harris
Superintendent

Staff Persons Responsible: Troy Green
Jan Van Dorn

Date Submitted: July 1, 2005

GRANBURY INDEPENDENT SCHOOL DISTRICT

2005 - 2006

EMPLOYEE HANDBOOK

600 West Pearl
Granbury, Texas 76048
(817) 408-4000
www.granbury.k12.tx.us

GRANBURY INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES

Barbara Herrington, Ed.D ..... President
Jerry Campbell ..... Vice President
Gene Ellis ..... Secretary
Bowen Brawner, Ph.D. ..... Member
Charlie Cloud ..... Member
Brian Condit ..... Member
Doug Funk ..... Member

ADMINISTRATION

William Harris ..... Superintendent (408-4007)
JanVan Dorn ..... Assistant Superintendent of Schools (408-4009)
Troy Green ..... Executive Director of Human Resources (408-4185)
Sharay Boynton ..... Executive Director of Finance (408-4015)
Ton Potappel ..... Director of Technology (408-4100)
Sharon Whitefield ..... Director of Curriculum (408-4042)
Cheryl Meger ..... Director of Special Education (408-4056)
..... Director of Athletics/Community Education (408-4080)
Randy Leach ..... Director of Facilities (408-4075)
Larry Gehrke ..... Director of Maintenance (408-4170)
Terry Slemmons ..... Director of Transportation (408-4155)
Laine Meek ..... Director of Aramark Food Service (408-4091)
Ron Sherman ..... Director of Aramark Custodial Service (408-4085)
Jennifer Roy ..... Public Relations (408-4020)
Vicki Thomas ..... Testing Coordinator/Advanced Academics (408-4041)
Heather Dollins ..... Secondary - Curriculum Coordinator (408-4040)
Stacie Brown ..... Elementary - Curriculum Coordinator (408-4039)
Debbie Richey ..... At-Risk Coordinator (408-4039)
Brenda Mabery ..... Special Programs Coordinator (408-4068)
Amy Wood ..... Instructional Technology Coordinator (408-4540)
Carolyn Thomas ..... Extended Day Supervisor (408-4072)
Curtis Starnes ..... Network Administrator (408-4104)
Marsha Grissom ..... Principal, Granbury High School (408-4600)
Bobby Mabery ..... Principal, Acton Middle School (408-4800)
Jimmy Dawson ..... Principal, Granbury Middle School (408-4850)
Roger Morgan ..... Principal, Crossland Intermediate (408-4700)
Carolyn Horton ..... Principal, Brawner Intermediate (408-4950)
Marcus Malloy ..... Principal, Oak Woods Intermediate School (408-4750)
Rebecca Johnson ..... Principal, Mambrino School (408-4900)
Ralph Purget ..... Principal, Acton Elementary School (408-4200)
Nancy Alana ..... Principal, Baccus Elementary School (408-4300)
Kellie Brandon ..... Principal, Roberson Elementary School (408-4500)
John Shreve ..... Principal, STARS Academy (408-4450)
Biff Peterson ..... Principal, Behavioral Transition Center (408-4400)

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Employee Handbook Receipt

Name_____ Campus/Department_____

I hereby acknowledge that I understand that the:

(1) Granbury ISD Policies, **(3) GISD Computer Acceptable Use Policies and**
(2) Granbury ISD Employee Handbook, **(4) GISD Safety Manual**

are all on-line and accessible by me. I agree to read the handbook, the policies listed below, the Computer Acceptable Use Policy, and the appropriate Safety Manual for my position. I will abide by the standards, policies, and procedures defined or referenced in those documents. I understand I am responsible for preventing accidents by observing all established safety rules and regulations of the District. Additionally, I understand that violation of these policies and/or any safety procedures may result in disciplinary action, including possible termination and/or termination of rights to use the District network and/or possible civil and criminal penalties.

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

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

I also acknowledge receipt of my personal copy of the Granbury ISD Student Handbook that contains the Student Code of Conduct. I agree to read this handbook and abide by the policies and procedures as set forth in this document.

I understand that a computer and printer are readily accessible to me on the campus or in the department to which I have been assigned. I also understand that upon reasonable request, I can use a computer and printer to access and print any of the following listed policies and all other GISD policies and other official documents during regular working hours. I further understand that if I do not know how to use the computer, my supervisor will provide the means for me to access the information. Also, I understand that it is very important that I am aware of the information contained in all of the policies both (LEGAL) and (LOCAL) listed below.

Policy Code

~~AE~~	BQ	CE	CH	CK series	CQ
CRD	DAA	DBD	DBF	DC series	~~DCA~~
~~DCB~~	~~DCC~~	~~DCD~~	~~DCE~~	DEA	DEC
DEE	DFA series	DFAC	DFB series	DFC series	DFD
DFE	DFF	DGBA	DH	~~DHB~~	~~DHC~~
DHE	DI	DIA	DK	DMD	DN series
EFA	EFE	EIA	EIE	FB	FD series
FFAC	FFAD	FFG	FFH	FL	FN series
~~FNCJ~~	~~FNCL~~	FNG	FO series	GBA	GRA

I understand that I have an obligation to inform my supervisor and the GISD HR office of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the GISD Human Resources Office if I have any questions, concerns, or need further explanations. I also understand that I may request, in writing, a hard copy of this Employee Handbook from the Human Resources Office, or use the electronic access and/or use both methods to access this information.

I further understand that all certified employees are required to provide accurate contact information to the State Board of Educator Certification.

_____

Signature Date Note: Sign, date and return to your supervisor.

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are included have been summarized. Suggestions for additions and improvements to this handbook are welcomed and may be faxed to Troy Green, Executive Director of Human Resources @ 817-408-4199.

***This handbook is neither a contract nor a substitute for the official District Policy Manual. It is not intended to alter the at-will status of noncontract employees in any way. ~~Instead~~ Rather, the handbook is a guide to and a brief explanation of various district policies and procedures related to employment**. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. Policy manuals are located in the Central Administration Office at 600 West Pearl Street and are available for employee review during normal working hours. Additionally, all GISD policies, forms and exhibits are available on-line and can be accessed and printed by all employees. Contact your immediate supervisor about access to computers during normal working hours.*

District Information

Description of the District

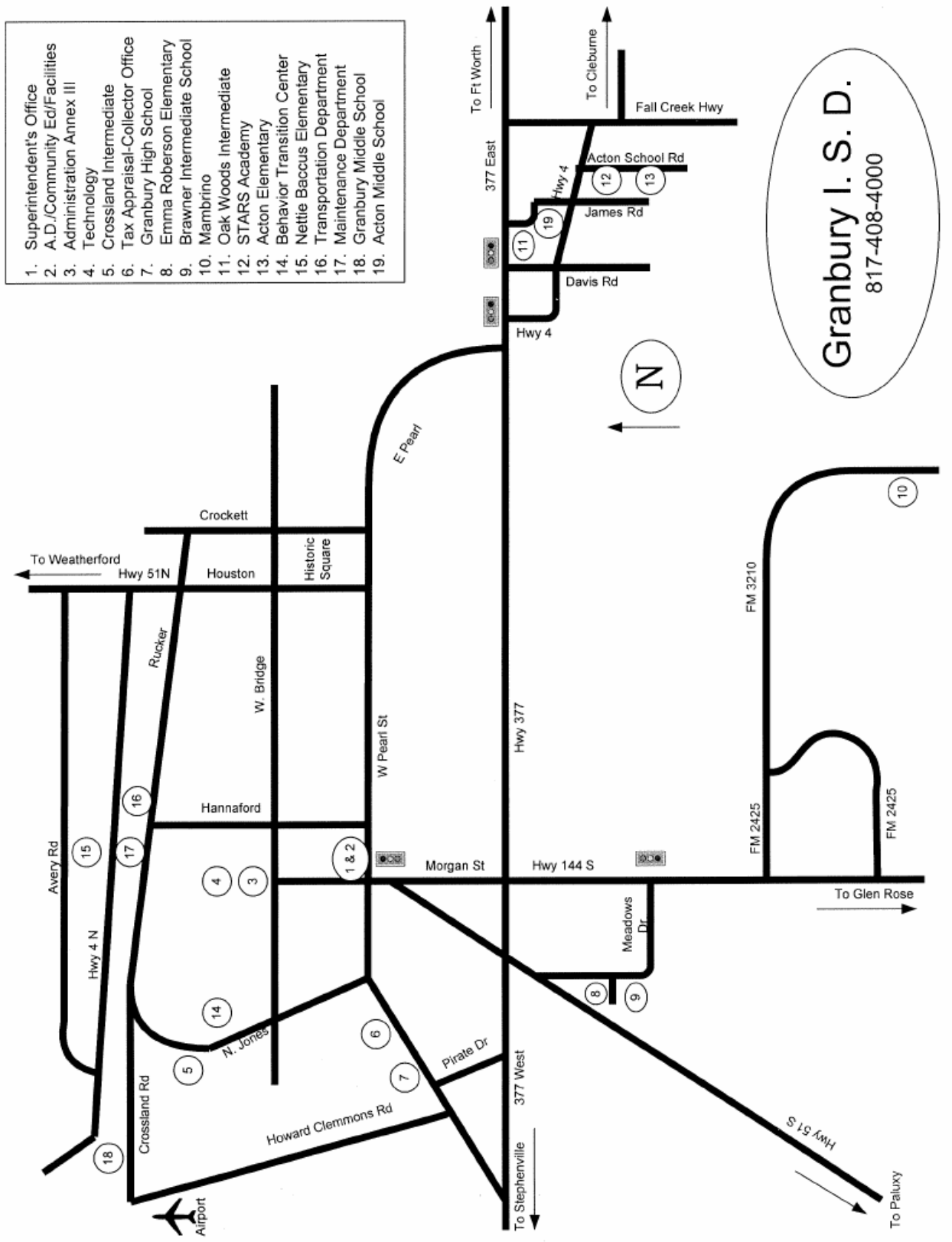
Granbury ISD has twelve campuses and serves approximately 6,642 students.

The District's only high school, Granbury High School, has an enrollment of more than 1,431 students in grades 10 through 12 and provides a complete array of curricular and extra-curricular programs. Each of the District's two middle schools, Granbury Middle School and Acton Middle School, provide extensive extra-curricular programs that compliment the curriculum for approximately 727 & 828 students respectively in grades 7 through 9. An Alternative Education Campus is provided for high school students through STARS Academy. The Behavioral Transitional Center provides an alternative setting for students who must be removed from the regular instructional program for disciplinary reasons.

Brawner Intermediate School with 352 students, Crossland Intermediate School, with 35z2 students, and Oak Woods Intermediate School, with 527 students, serves only intermediate students in grades four through six. Mambrino School, with an enrollment of 717, serves grades Pre-kindergarten through six. Acton Elementary School, with 673 students, Baccus Elementary School, with 499 students, and Roberson Elementary School, with 468 students, serves elementary students in grades PK through three.

The District covers more than 254 square miles of Hood County, with small areas of Somervell County, Parker County and Johnson County also within the district boundary. More than 50 regular bus routes cover 5,500 miles daily and provide transportation to an average of 3,800 students daily.

The District provides specialized instructional assistance through its Special Education Department, Special Programs and Curriculum Department. Support Services are also provided through the Business and Finance Department, Human Resources Department, Community Education and Athletic Department, Maintenance Department, Energy and Safety Department and Transportation. Aramark Corporation is the service contractor for both custodial service and food service.


1. Superintendent's Office
2. A.D./Community Ed/Facilities
3. Administration Annex III
4. Technology
5. Crossland Intermediate
6. Tax Appraisal-Collector Office
7. Granbury High School
8. Emma Roberson Elementary
9. Brawner Intermediate School
10. Mambrino
11. Oak Woods Intermediate
12. STARS Academy
13. Acton Elementary
14. Behavior Transition Center
15. Nettie Baccus Elementary
16. Transportation Department
17. Maintenance Department
18. Granbury Middle School
19. Acton Middle School
Granbury I. S. D.
817-408-4000
N
To Ft Worth
377 East
To Cleburne
Fall Creek Hwy
Acton School Rd
James Rd
Davis Rd
Hwy 4
Hwy 4
E Pearl
Crockett
Houston
Historic Square
To Weatherford
Hwy 51N
Rucker
W. Bridge
W Pearl St
Hannaford
Avery Rd
Hwy 4 N
Morgan St
Hwy 377
Hwy 144 S
FM 3210
FM 2425
FM 2425
To Glen Rose
Meadows Dr
N. Jones
Pirate Dr
Crossland Rd
Howard Clemmons Rd
Airport
377 West
To Stephenville
Hwy 51 S
To Paluxy

Board of Trustees *(Policy BA,BAA,BBA,BBB,BBE,BBF,BE,BEC,BED)*

Texas law grants the Board of Trustees the power to govern and oversee the management of the District's schools. The Board is the policy-making body within the District and has overall responsibility for curriculum, school taxes, annual budget, facilities, ~~building expansion~~, as well as employment of the Superintendent and other professional staff. The Board has complete and final control over school matters within limits established by state and federal ~~law and State Board of Education rules.~~ regulations.

The Board of Trustees is elected by the citizens of the District to ensure a strong educational program for the District's children. Trustees are elected by position or place and serve three-year terms, ~~with elections held annually.~~ Trustees serve without compensation, must be registered voters, and must reside in the district.

Current Board members Include: Barbara Herrington, Ed.D., President, Position 2
Jerry Campbell, Vice President, Position 6
Gene Ellis, Secretary, Position 3
Doug Funk, Member, Position 1
Brian Condit, Member, Position 4
Charlie Cloud, Member, Position 5
Bowen Brawner, Ph.D., Member, Position 7

~~Trustees~~ The Board usually meets the second and fourth Monday of the month in the Board Room at 600 W. Pearl. Workshops or Board training are also held the second and fourth Monday of the month in the Board Room. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Superintendent's office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with two hours notice.

All meetings are open to the public. Under the following circumstances, Texas law permits the Board to ~~go into~~ meet in closed session to discuss the following topics: prospective gifts or donations, real property acquisition, personnel ~~issues~~ matters including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys.

Board Meeting Schedule for 2005-2006

June 13, 2005
July 18, 2005
August 15 & August 29, 2005
September 19, 2005
October 3, 2005 & October 24,2005
November 14, 2005
December 12, 2005

January 23, 2006
February 13, 2006
March 6, 2006
April 3, 2006 & April 17, 2006
May 1 & May 15, 2006
June 12, 2006

Central Administration:

William Harris, Superintendent	408-4000
Jan Van Dorn, Assistant Superintendent of Schools	408-4000
Troy K. Green, Executive Director of Human Resources	408-4185
Sharay Boynton, Executive Director of Finance	408-4015
Ton Potappel, Director of Technology	408-4100
Sharon Whitefield, Director of Curriculum	408-4040
Cheryl Meger, Director of Special Education	408-4050
Director of Athletics and Community Education	408-4080
Terry Slemmons, Director of Transportation	408-4150
Randy Leach, Director of Facilities	408-4075
Larry Gehrke, Director of Maintenance	408-4170
Laine Meek, Director of Food Service	408-4085
Ron Sherman, Director of Custodial Service	408-4085
Vicki Thomas, Coordinator, Testing/Advanced Academics	408-4041
Stacie Brown, Coordinator, Elementary	408-4039
Debbie Richey, Coordinator, At-Risk	408-4039
Heather Dollins, Coordinator, Secondary	408-4040
Amy Wood, Instructional Technology Coordinator	408-4540
Brenda Mabery, Coordinator of Special Programs	408-4070
Carolyn Thomas, Supervisor, Extended School Day Program	408-4072
Curtis Starnes, Network Administrator	408-4104

Helpful Contacts

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

	Dept #	Fax #	
Human Resources Department	408-4185	4199	Administrative Annex
Payroll Department	408-4025	4033	Administrative Annex
Business Office	408-4015	4033	Administrative Annex
Curriculum Office	408-4035	4045	Administrative Annex
Special Education	408-4050	4067	Administrative Annex

Campus Administration

Granbury High School - 408-4600
2000 West Pearl
Marsha Grissom, Principal
Darrell Boedeker, Assistant Principal
Barbara Calhoun, Assistant Principal
William Hernandez, Assistant Principal
Connie Sanderson, Registrar

Acton Middle School–408-4800
1300 James Road
Bobby Mabery, Principal
Pat Yelverton, Assistant Principal
Edwin Young, Assistant Principal

Granbury Middle School–408-4850
2000 Crossland
Jimmy Dawson, Principal
Sherri Fullerton, Assistant Principal
Maury Tarvin, Assistant Principal

Brawner Intermediate School–408-4950
1520 S. Meadows
Carolyn Horton, Principal

Crossland Intermediate School–408-4700
200 N. Jones
Roger Morgan, Principal

Oak Woods Intermediate School–408-4750
311 Davis Road
Marcus Malloy, Principal
Brandon "Bucky" Wood, Assistant Principal

Mambrino School–408-4900
3835 Mambrino Highway
Rebecca Johnson, Principal
Melinda Parker, Assistant Principal, 4-6

Acton Elementary School–408-4200
3200 Acton School Road
Ralph Purget, Principal
Kendall Condit, Assistant Principal

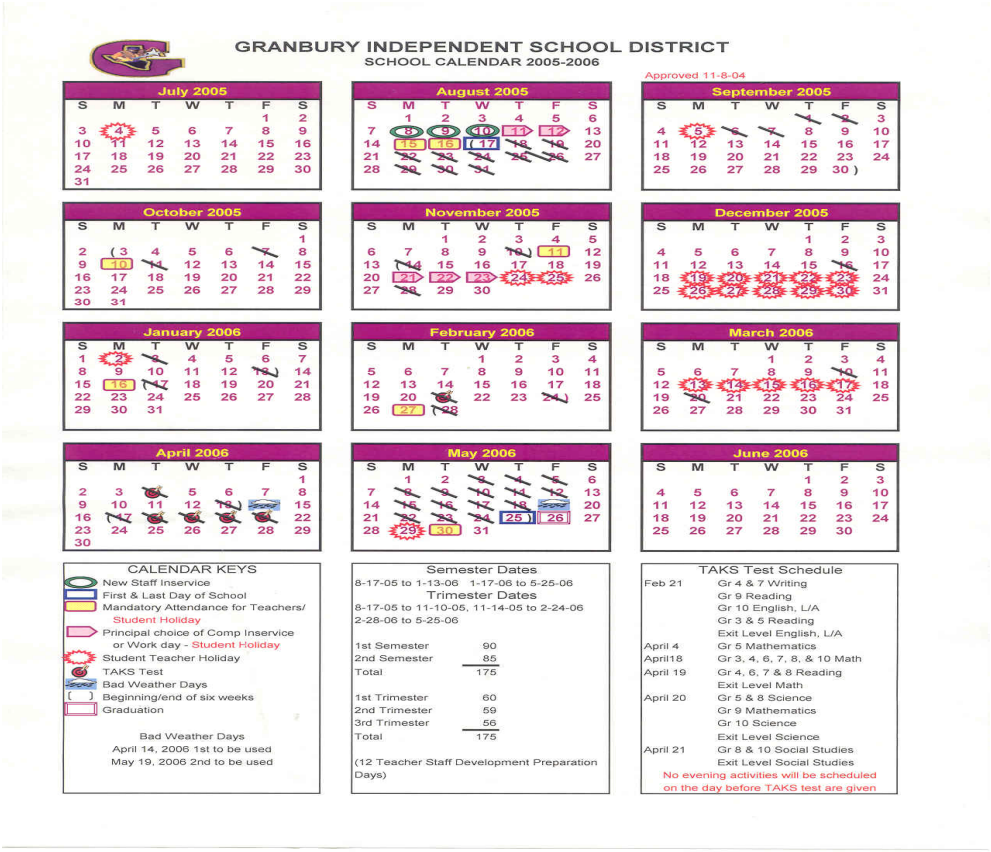
Nettie Baccus Elementary School–408-4300
901 Avery Road
Nancy Alana, Principal
Deanna Bledsoe, Assistant Principal

Emma Roberson Elementary School–408-4500
1500 Misty Meadows
Kellie Brandon, Principal
Kent Coker, Assistant Principal

STARS Academy–408-4450
3000 Acton School Road
John Shreve, Principal

Behavioral Transition Center–408-4400
305 N. Hannaford
Biff Peterson, Principal

PDAS Appraisal Calendar and Timelines



GRANBURY INDEPENDENT SCHOOL DISTRICT
SCHOOL CALENDAR 2005-2006
Approved 11-8-04

July 2005

S	M	T	W	T	F	S
					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						

August 2005

S	M	T	W	T	F	S
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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			

September 2005

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2005

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2005

S	M	T	W	T	F	S
		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 2005

S	M	T	W	T	F	S
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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 2006

S	M	T	W	T	F	S
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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 2006

S	M	T	W	T	F	S
			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 2006

S	M	T	W	T	F	S
			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 2006

S	M	T	W	T	F	S
						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 2006

S	M	T	W	T	F	S
	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 2006

S	M	T	W	T	F	S
				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	

CALENDAR KEYS
New Staff Inservice
First & Last Day of School
Mandatory Attendance for Teachers/ Student Holiday
Principal choice of Comp Inservice or Work day - Student Holiday
Student Teacher Holiday
TAKS Test
Bad Weather Days
Beginning/end of six weeks
Graduation

Bad Weather Days
April 14, 2006 1st to be used
May 19, 2006 2nd to be used

Semester Dates
8-17-05 to 1-13-06 1-17-06 to 5-25-06
Trimester Dates
8-17-05 to 11-10-05, 11-14-05 to 2-24-06
2-28-06 to 5-25-06

1st Semester	90
2nd Semester	85
Total	175
1st Trimester	60
2nd Trimester	59
3rd Trimester	56
Total	175

(12 Teacher Staff Development Preparation Days)

TAKS Test Schedule

Feb 21	Gr 4 & 7 Writing
	Gr 9 Reading
	Gr 10 English, L/A
	Gr 3 & 5 Reading
	Exit Level English, L/A
April 4	Gr 5 Mathematics
April18	Gr 3, 4, 6, 7, 8, & 10 Math
April 19	Gr 4, 6, 7 & 8 Reading
	Exit Level Math
April 20	Gr 5 & 8 Science
	Gr 9 Mathematics
	Gr 10 Science
	Exit Level Science
April 21	Gr 8 & 10 Social Studies
	Exit Level Social Studies

No evening activities will be scheduled on the day before TAKS test are given

- New Teacher Orientation on PDAS: August 9
- Teacher Orientation on PDAS: August 15 or August 16

- Teacher Self-Report 1 due: on or before September 7th
- Formal Observation: Unannounced and may occur any date shown on calendar not marked out. Formal Observations shall: not occur on days scheduled for TAKS, or other standardized tests or final exam days (All other campuses can schedule formal observation when the HS is giving Exit TAKS, etc.); be conducted in accordance with Texas Education Code, Subchapter H, section 21.351-21.356
- Walk through visits: Any date in which school is in session. (Documentation shared within 10 days)
- Teacher Self-Report 11 & 111: February 3 deadline
- Summative Annual Conference: Between February 6, 2006 & May 2, 2006
- Policy DNA (Local)

\ Indicates days on which appraisals cannot occur.

Management Safety Statement

Granbury Independent School District is committed to the protection of its resources, including both employee and physical assets, against the human distress and financial costs resulting from accidental losses.

In the interest of promoting safety, Granbury Independent School District supports a formal safety program to actively reduce the frequency and severity of accidental losses. The program is designed to avoid accidents involving students, district employees, and the public.

The superintendent is responsible for overseeing the assignment of responsibilities for accident prevention; however, all employees share the ultimate success of any safety program.

All employees have the individual responsibility of preventing accidental losses by observing all established safety rules and regulations, by following supervisory ~~directions~~ directives, and by reporting any unsafe conditions or acts. All employees are trained during orientation on safe work habits and will be required to attend regularly scheduled safety training sessions (as outlined in GISD's Accident Prevention Plan). Failure to comply with the Plan will result in disciplinary action and possible termination.

Bloodborne Pathogen Training

All employees are required to attend the District provided training in dealing with the issue of bloodborn pathogens. Check with your supervisor for details.

Employment

Equal Employment Opportunity *(Policy DAA)*

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

Employees with questions or concerns relating to discrimination on any of the basis listed above should contact William Harris, Superintendent, at 408-4007 or Jan Van Dorn, Assistant Superintendent, at 408-4009.

Job Vacancy Announcements (*Policy DC*)

Announcements of job vacancies by position and location are distributed on a regular basis to all campuses and departments and posted at the Central Administration Building. Professional positions are posted on the Internet and with various university placement offices and professional associations.

Employment after Retirement *(Policy DPB,DEG)*

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in part-time positions without affecting their benefits according to TRS rules and state laws. Service retirees who retire before May 31 may return to work in a Texas public school without a reduction in benefits one full calendar month after the retirement date provided strict conditions are met.

Retirees may work in the following capacities without a loss of benefits:

- As a principal, assistant principal or teacher in an acute shortage area on a full-time basis, if certified as a principal and following a 12-month break in service. Retirees that retired under early age or disability provisions are excluded.
- As a full-time bus driver (early age and disability retirees excluded).
- As a substitute at no more than the established daily substitute pay rate (Individuals receiving disability retirement benefits may not work for more than 90 days in a school year.)
- On a half-time or less basis during any month, provided they are not also employed as a substitute in that month. Half-time employment can not exceed the lesser of 50 percent of the position's full-time load or 92 hours in a month.
- On a full-time basis during a six-month period during a school year, provided that this is their only employment in a Texas public school. Individuals who retire in August may begin employment in October of the school year following their retirement.

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

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

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

- Have not been subject to a reduction in benefit for retirement at an early age or retired under disability provisions
- Have a 12-month continuous break in public school service since retirement
- Be certified to teach in the acute shortage areas for the applicable school year

Individuals can contact TRS by calling 1-800-223-8778, or 512-542-6400. Additionally, one can call TRS infoline at 1-888-877-0123 24/7 at any time. TRS information is also available on the Internet: www.trs.state.tx.us.

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

In accordance with state law requirements, the district employs all full-time professional and administrative employees in positions requiring a certificate, and Registered Nurses under probationary or term contracts. Employees in all other positions are employed at will or by a contract that is not subject to the procedures for non-renewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

Probationary Contracts

All full-time, professional employees employed in positions requiring SBEC certification, as well as Registered Nurses, who are new to the District must receive probationary contracts during their first year of employment. Former employees who are hired after at least a two-year lapse in district employment also may be employed by probationary contract. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the district is one school year. For those with less experience, the probationary period will be three school years (i.e. three one-year contracts), with an optional fourth year if the Board ~~is in doubt of an employee's performance.~~ determines it is doubtful whether a term contract should be given. All coaches will be placed on a dual assignment contract. This means the coaching and teaching responsibilities are inseparable.

Term Contracts

Full-time teachers and professionals employed in positions requiring SBEC certification, including Registered Nurses, ~~who~~ will be employed by term contracts after they have successfully completed the probationary period. Campus principals and central office administrators are employed under term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract and access to all employment policies is provided on-line on each campus and in each department. A copy of all employment policies may be obtained from the Human Resources Office.

Non-Certified Professional and Administrative Employees

Employees in professional and administrative positions, including Licensed Vocational Nurses serving as Campus Nurses, that do not require ~~state educational~~ State Board for Educator Certification (such as non-instructional administrators) are employed by an annual contract that is not subject to the procedures for non-renewal or termination under the Texas Education Code.

Paraprofessional and Auxiliary Employees

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

Searches, Alcohol and Drug Testing *(Policy DHE)*

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

Employees required to have a commercial driver's license

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

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted when an employee who has violated

the prohibited alcohol conduct standards or tested positive for alcohol or drugs returns to duty.

All employees required to have a CDL who are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns related to alcohol and drug policies and related educational material should contact the Facilities/Safety Department at 408-4075.

First Aid and CPR Certification *(Policy DBA)*

Head coaches or chief sponsors of an extra-curricular athletic activity (including cheerleading and Band) that is sponsored or sanctioned by the district or UIL must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Proof of current certification must be submitted each year on or before August 1 to Human Resources.

Reassignments and Transfers (*Policy DK)*

All personnel are subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment is in the best interest of the District. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contracts. When reassignments from campus to campus are due to enrollment shifts or program changes, the superintendent has final placement authority. When transfers are voluntary or requested by the employee, the principal at the receiving campus must approve campus reassignments. Extracurricular or supplemental duty assignments may be reassigned at any time. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (LOCAL).

Employees with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. Teachers requesting a transfer to another campus for the next school year must submit their request by April 1st. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources Office and must be approved by the receiving supervisor.

Any employee on a growth plan or deficiency plan is not eligible for voluntary transfers.

Workload and Work Schedules *(Policy DL)(Policies are now on line)*

Professional Employees

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

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

Elementary/Intermediate classroom teachers are required to be on their campus from 7:30 am to 3:30 pm. Secondary classroom teachers are required to be on campus from 8:15 am to 4:15 pm. Periodically, teachers will be required to perform supervisory duty and/or participate in faculty/staff meetings held outside these prescribed times. Teachers may also be elected or assigned to various committees that require meeting time outside the regular school day. As contract personnel, teachers are not governed by the 40-hour workweek regulations set by the wage and hour laws.

Paraprofessional and Auxiliary Employees – *(Policy DL)*

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

All paraprofessionals and auxiliary employees are required to work a full 8 hours per day not including lunchtime. The lunch period is normally 30 minutes in length. (See Overtime). All paraprofessionals and auxiliary employees are required to keep a time sheet for each week of work. The time sheets are on-line. The time sheets are to be signed by the immediate supervisor at least weekly. Supervisors can adjust work schedules to suit the need of the department, school and/or students.

Notification of parents regarding qualifications (Policy DK, EHBD)

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

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

Employees who have questions about their certification status can call George C. Dugger, Certification Officer, at 408-4185.

Outside Employment and Tutoring *(Policy DBF)*

Employees who wish to accept outside employment or engage in other activities for profit must submit a written request to their supervisor. Approval for outside employment will be determined by the superintendent or his designee and based on whether outside employment interferes with the duties of the regular assignment. Teachers are not allowed to privately tutor their students for pay, except during the summer months. Form can be found on-line through Microsoft Outlook under Public Folders.

Performance Evaluation *(Policy DN, DNA, DNB)*

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

Employee Involvement *(Policy BQA, BQB)*

At both the campus and district levels, Granbury ISD offers opportunities for involvement in matters that affect employees. As part of the District's decision-making process, employees may either be asked or elected to serve on district or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the ~~Human Resources Department.~~ Office of the Assistant Superintendent.

Staff Development *(Policy DMA)*

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, and addressed in the Campus Improvement plan, which is approved by a campus-level advisory committee. Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

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

Compensation and Benefits

Salaries, Wages, and Stipends *(Policy DEA)*

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to Federal Law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid based on hourly wages or provided compensatory time for each overtime hour worked. (See Overtime Compensation).

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the Board. All employees will receive written notice of their pay and work schedules at the beginning of each school year. Classroom teachers and librarians will be paid no less than the minimum locally adopted salary schedule. Contract employees who perform extracurricular duties may be paid extra duty pay or an athletic stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact the Human Resources Department (408-4185) for more information about the district's pay schedules or their individual compensation.

Paychecks

All contract employees and most at-will personnel are paid once per month over a twelve-month period. Exceptions are cafeteria personnel, bus drivers, 190-day custodians, and security guards, who are paid once per month during the months of employment. During the school year, paychecks are delivered to each campus or department. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. During summer breaks, paychecks for employees who work less than 226 days will be mailed unless the Payroll Department receives a written request for different arrangements.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. See the illustrated guide, Exhibit A, if you have questions about your payroll statement.

Normally the 10th of the month is the cut-off period for transactions to be included in the monthly check. However, there are months when paychecks are distributed early because of a holiday schedule and the cut-off period for transactions will be set at about 10 days prior to that distribution.

The schedule of pay dates for the 2005-2006 school year follows:

September 27	March 27
October 27	April 27
November 18	May 25
December 15	June 27
January 23	July 27
February 24	August 25

Automatic Payroll Deposit

The District offers employees automatic payroll deposit. Employees can have their paychecks electronically deposited into their checking account, savings account or both. A notification period of two months is necessary to activate this service. With automatic deposit, an employee's paycheck is immediately available on the pay date. Contact Payroll for more information about the automatic payroll deposit service. The final check of any employee leaving the District must be picked up in the Human Resources office. Supervisor must clear an employee before a final paycheck will be issued.

Payroll Deductions *(Policy CFEA)*

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions also are required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership must have 457 Deferred Compensation contributions deducted. Federal Law requires the 457 Deferred Compensation deductions.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, and life insurance; annuities or 403(b) funds; the higher education savings plans; child support; student loans; United Way; and savings bonds. Employees may also request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime compensation *(Policy DEA)*

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

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

For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday.

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

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

- An employee may be required to use comp time before using any other available paid leave (e.g., sick, personal, vacation).

- Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.

- In calculating the 40-hour week, employees do not calculate the time used for lunch break or other breaks. Lunch should be taken somewhere other than the regular workstation.

Travel Expense Reimbursement *(Policy DEE)*

Before an employee incurs any travel expenses, the employee's supervisor and assistant superintendent must give written approval on the district's "Travel Authorization" form. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district and the Internal Revenue Service. Employees must submit their request to be reimbursed, along with receipts for expenses other than mileage, to their supervisor on the approved Travel Expense Report form for approval. No reimbursement will be made without a receipt. All forms are ~~now~~ available on-line.

Health, Dental, and Life Insurance *(Policy CRD)*

Group health insurance coverage is available to eligible employees. The District's contribution to employee insurance premiums is determined annually by the Board of Trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees in a benefits booklet available from the HR Department or online at *www.granbury.k12.tx.us* under the Human Resources link.

The insurance plan year is from December 1 through November 30

All insurance information will be included in the benefits booklet. Additionally, employees may contact Wausau Benefits at www.wausaubenefits.com and www.diversifiedbenefits.com and or by calling Purselley Associates at 1-(800)-801-9882.

New employees must complete insurance enrollment forms within the first week of employment. Current employees can normally make changes in their insurance coverage during the open enrollment period each October. For employees whose family situations change with a qualifying event, it is the employees responsibility to contact the ~~insurance changes can be made in the~~ Business Department within 30 days of the event that causes such family changes. **Exceptions cannot be made to this 30-day rule per federal regulations.** Employees should contact the Business Department for more information at 817-408-4015.

Supplemental Insurance Benefits *(Policy CRG)*

At their own expense, employees can enroll in supplemental insurance programs. Premiums can be paid by payroll deduction. Employees should contact the Human Resources office for more information at 817-408-4185 and/or consult the Benefit booklet available online at www.granbury.k12.tx.us under the Human Resources Link.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit each year during the open enrollment period. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., health, cancer ~~and dreaded disease,~~ and dental insurance.) A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject the Cafeteria Plan during their first month of employment. ~~All employees must accept or reject this benefit on an annual basis during the open enrollment period.~~ The

calendar year is December 1 through November 30. To amend or revoke an election under a 125 Cafeteria Plan within the calendar year, the participant must have a family status or employment status change. The eligible changes are marriage, divorce, death of a family member, death of a dependent, disability, layoff, retirement, termination of employment, spouse employment change, birth or adoption of a dependent, leave of absence, or return from leave of absence.

Employees may also elect un-reimbursed medical expenses, dependent care, or orthodontia as a Flexible Spending Account. A third party administrator, Diversified Benefits, handles claims made on Flexible Spending Accounts (FSA). Diversified Benefits may be reached at (817) 424-1406 or diversifiedbenefits.com.

~~Effective September 1, 2004, the State of Texas will provide each eligible public school employee with a health reimbursement account that is state-funded on a monthly basis. This account can be used for qualified health care expenses. The Teacher Retirement System of Texas (TRS) is responsible for the program, and Aetna has been selected as the administrator to implement the program, pay claims, and manage the individual accounts. TRS-HRAccount welcome kits will be sent to participants' homes in September. Your kit will have all of the information you will need to get started.~~ ~~**You don't need to do anything before September.**~~ ~~TRS-HRAccount changes the flow of the supplemental compensation funds and how those funds can be used. Currently, eligible employees can take these funds as supplemental compensation or deposit them into a cafeteria plan. Beginning September 1, 2004 the funds will instead be deposited into the participant's TRS-HRAccount. Participants will have several ways to access their funds:~~

- ~~Their TRS-HRAccount Debit Card – for prescription co-pays and coinsurance, doctor office co-pays or medical, dental or vision services~~
- ~~Direct claim submission by the provider~~
- ~~An on-line premium payment tool – for initiating certain health care premium reimbursements.~~
- ~~Submitting paper claims~~

~~Participants may also choose to accumulate their funds for future use. Unused funds are carried over from year to year. If you'd like more information about TRS-HRAccount, go to www.trs.state.tx.us~~

Each eligible fulltime employee (contributors to TRS) will receive $500.00 ($41.66 per month) and part-time employees will receive $250.00 ($20.83 per month) from the State of Texas through the TRS. At the employee's choice, this money can be used for salary or to purchase any type of insurance or be used in a Flexible Spending Account.

Some contributors to TRS will not receive any monies for insurance and all others will receive reduced amounts.

Workers' Compensation Insurance *(Policy CRE, DEC and TX Labor Code §504.018(b))*

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or injured on the job. The District has worker's compensation coverage from Claims Administration Services, Inc., effective September 2000. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the employee's supervisor and to ~~Larry Anderson~~ The Director of Facilities at 817-408-4075. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See Worker's Compensation Benefits, page 23 for information on use of paid leave for such absences.

Unemployment Compensation Insurance *(Policy CRF)*

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

Department at 817-408-4185.

Teacher Retirement *(Policy DEG)*

All personnel employed on a regular basis for at least one-half time of the normal work schedule are members of the Texas Teacher Retirement System (TRS). For new employees, there is a ~~90~~ 91-day waiting period before TRS membership begins. Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Payroll Department and the Human Resources Department as soon as possible. Information on the application procedures for TRS benefits is available through both the Payroll Department and the Human Resources Department. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 1-800-223-8778 or 512-397-6400. If you have a TRS PIN number, you may call 1-888-877-0123 or website: www.trs.state.tx.us.

Buy Back at Retirement *(Policy DEC)*

Employees who have at least 15 years continuous service in the District immediately preceding retirement and who meet the requirements for retirement with the Texas Teacher Retirement System shall be reimbursed upon retirement for half of any unused local sick leave. Payment shall be at the rate of one half of the employee's regular daily rate of pay up to a maximum of $15,000 per employee.

To be eligible for reimbursement, the employee must notify the District of his or her retirement no later than February 1, of the school year in which the retirement will occur.

Other Benefit Programs *(Policy DEB)*

Children of non-resident district employees may attend District schools tuition free if approved by the Superintendent or designee. Placement in a specific school will be based upon the capacity and the current enrollment of the campus.

The District offers supervised, before and after school care for children of all GISD Employees at a discounted rate. The service is offered for children Pre-K through 6th grade. Employees can check with his or her supervisor or contact Carolyn Thomas at 408-4072 or carolyn_thomas@granbury.k12.tx.us.

Leaves and Absences *(Policy DEC)*

The District offers employees several types of paid and unpaid leaves of absence for times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should contact the Human Resources Department at 817-408-4185 for counseling about leave options, continuation of benefits, and communicating with the District.

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

Reporting Absences

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave procedures and forms. All employees must notify their immediate supervisor or his/her designee and call the absence reporting system any time they are absent or enter the absence on the GISD Webcenter at sems.granbury.k12.tx.us.

Any employee who is absent 5 or more consecutive days because of a personal illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and the employee's fitness to return to work.

Any employee who is absent 3 or more consecutive days because of family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, and the reason for the illness.

The District has an absence reporting system, which all employees are required to use when the employee is absent from work. The absence reporting system records the employee's absence and calls a substitute for teachers only. The telephone number of the absence reporting system is 817-408-4444. The help desk number is 817-408-4193.

Each employee is issued his/her own personal identification number or PIN number. To register as a new user and receive a PIN number:

1. **PRESS** the **STAR KEY** when system asks for Personal Identification Number.
2. **PRESS 9** when the system says, "If calling as a Substitute PRESS 1, otherwise PRESS 9".
3. **ENTER YOUR SOCIAL SECURITY NUMBER,** by pressing the telephone keys.
4. **RECORD YOUR NAME.**
   PRESS 1 if you like the recording.
   PRESS 9 if you want to re-record your name.

5. The System reads your WORK LOCATION, then your JOB DESCRIPTION.

   PRESS 1 if information is CORRECT, OR
   PRESS 3 if information is NOT CORRECT, OR
   PRESS 5 to hear the information again.

6. The System tells you your PIN.

   PRESS 9 to review your PIN.
   PRESS 1 if written correctly.

Employees shall use only their own personal identification number to report absences to the substitute system. Write your PIN number down and keep in a safe place or with you at all times.

STEP 1: To enter an absence, call the system telephone number and enter your PIN when prompted, then press "1" to enter an absence.

STEP 2: Press "1" for a one-day absence for the CURRENT day, or
Press "5" for a one-day absence for the NEXT work day, or
Press "7" to enter the dates and times.

STEP 3: If you pressed "1" or "5" to enter a one-day absence, the System states your normal START and END times.
Press "1" to use those times for the absence, then skip to step 4 or
Press "5" to manually enter the START and END times, then listen as the System reads your regular START TIME
--If the absence Starts at the time offered, press the STAR KEY, or
--If the absence Starts at another time, enter 2 digits for hour and 2 digits for minute (EXAMPLE: Enter 8:05 as 0805) If the system asks you to do so, press 3 if the time is AM or 7 if the time is PM. Repeat this procedure to enter the END time. Then skip to Step 4.

a) If you pressed 7 to enter all dates and times:
--Enter the Date the absence STARTS.
--Press the STAR key to accept the date offered, or
Enter 2 digits for the month and 2 digits for the date (EXAMPLE: March 4 as 0304)

b) --Enter the time the absence STARTS

--Press the STAR key to accept the time offered, or
Enter 2 digits for the hour and 2 digits for the minutes (EXAMPLE: 8:05 as 0805)
Then, if the system asks you to do so, Press 3 if the time is AM and 7 if PM.

c) Repeat the procedures in 3a to enter the date the absence ENDS, then the procedures in 3b to enter the time the absence ends.

STEP 4: Enter the number, which corresponds, to the Reason for Absence (see list below), and then press the STAR key. NOTE: to hear a list of absence reasons, press the STAR key by itself.

STEP 5: Press "1" to record special instructions that will be read when offering the job to substitutes, or
Press "5" to by pass this step.

STEP 6: Press "1" if a substitute **IS** required for this absence, or
Press "3" if **NO** substitute is required, then skip to step 8.

STEP 7: Press "1" to request a particular substitute, or
Press "3" to bypass this step.

If you request a particular substitute, enter the substitute's telephone number and press the STAR Key. When requested, confirm the substitute, then;

--Press "1" if no prior arrangement has been made with the substitute but you want the system to offer this assignment to the selected substitute before offering it to others, or
--Press "3" to automatically assign the substitute, then Press "1" to confirm that the substitute has already agreed to fill the absence. The system will not contact this or any other substitute.

STEP 8: Press "1" to receive the job number. IMPORTANT: Wait for the system to say the job number, which completes entry of the absence.

TO REVIEW OR CANCEL AN ABSENCE, OR MODIFY SPECIAL INSTRUCTIONS:

STEP 1: Call the system telephone number, enter your PIN when prompted, then Press "5" to review or cancel an absence.

STEP 2: Listen to the absence information the system plays.
Press "1" to hear the information again, or
Press "3" to hear another absence, or
Press "5" to cancel the job the system just played, or
Press "6" to modify special instructions.

If you select "5" to cancel the job, you must press "1" to confirm the cancellation request when asked.

If a substitute is assigned:
Press "1" if you want the system to call the assigned substitute and inform him/her that this job has been canceled, or
Press "5" if you are certain the assigned substitute knows this job has been cancelled and the system does not need to call the assigned substitute to inform him/her that the job has been cancelled. Wait for the system to say, "Job Number XXXXXX has been cancelled." If you do not wait to hear the system say this, you have no assurance the job has been cancelled and a substitute may report for the job**.** IT IS THE EMPLOYEE'S RESPONSIBILITY TO BE SURE THE SUBSTITUTE IS INFORMED OF THE CANCELLATION!!!!

If you select "modify" special instructions, the system guides you through the steps of reviewing and replacing (if desired) the voice message of special instructions, in much the same manner as you originally recorded the instruction.

To enter an absence on the GISD WebCenter at sems.granbury.k12.tx.us –

Log on: Open your Internet Browser and access the SEMS WebCenter site. Login information includes two identifiers that must be entered. When you have entered both field, press the **LogOn** button.

Log off: To end the session and disconnect from WebCenter, press the **LogOff** link found in the lower portion of the screen.

Printing: You can print any of the screens you are currently viewing by using your browser's print icon.

Press the **Create Absences** tab to enter an absence.

Select the **Location, Classification, and Reason** that applies to this absence from the drop down menus.

Select **Start** and **End** Dates for your absence by clicking on the down arrows or using the Calendar icon. Ensure that the correct **time** is entered.

If this is a multiple day recurring absence, remove the checkmark(s) from the **Work Days** boxes that **do not** apply to this absence.

Indicate if a substitute is required for this absence.

To request a particular substitute, enter the Substitute's ID number or use the Search feature to find the Substitute by name.

Indicate if the requested substitute has agreed to accept the job. If **Yes** is selected, the substitute will not be called.

Press the **Submit** button when you have completed the form to validate the information. Errors will be displayed in red below the tabs. When the data is corrected, press the **Submit** button again.

The confirmation screen allows you to verify that the information is correct before the job is created. Press the **Create Job** button to create the job and receive the job number OR press the **Cancel** button to return to the **Absence Creation** form without creating the absence.

If the absence has been successfully entered, a message will be displayed to indicate this along with the Job Number.

Press the **Continue** button to return to the **Create Absence** tab.

Press the **Review Absences** tab to:

- Review past, present and future absences
- Cancel and absence

Select the date range for your search by pressing the down arrows for Month/Day/Year or using the Calendar icon and press the **Search** button OR press the **Search All** button to get a list of all of your absences.

Use the **Next** and **Previous** buttons to navigate through the records on the list.

To cancel the job or view the job details, press the **Job number link.**

If you want the system to notify the substitute of the job cancellation (by calling them), place a checkmark in the box "Does the substitute need to be notified of your cancellation".

To confirm that you do want to cancel the absence, press the **Cancel Job** button.

You have **not** cancelled the absence until you press the **Cancel Job** button. A successful action will display to confirm the cancellation.

The system calls substitutes during these times: **Current day's jobs: Weekdays 5:30 a.m. – 11:00 a.m.**
Future Jobs: Weekdays 4:30 p.m. – 9:00 p.m.; Sundays 8:00 p.m. – 9:30 p.m.
Holidays 7:00 p.m. – 9:00 p.m.

ABSENCE REASONS:

1. Personal Illness
2. Family Illness
3. Personal Business
4. Bereavement
5. Jury Duty
6. Compensatory Time
7. 240 Non-Contract Days
8. Workers' Comp
9. 226 Non-Contract Days
10. School Business –(See Note below)

Note: School Business absences will be specifically described by your supervisor in advance. He/she will provide you with the appropriate number for the absence reason before you call the system.

Any employee who is absent more than five (5) consecutive days because of a personal illness, upon return to work, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the nature of the illness, and fitness to return to work. An employee absent more than three (3) consecutive days because of illness in the immediate family shall present, upon return to work, medical certification of the family member's illness.

Personal and local sick leave are earned at the rate of one-half (1/2) day of each for every 17 days employed up to 5 days of each type. Leave is available for the employee's use immediately. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

TYPES OF LEAVE

Personal Leave

State law requires that all employees receive up to five days of paid personal leave per year. Personal leave is earned at a rate of one-half (1/2) day for every 18 days employed, up to a total of five per year. A day of earned personal leave is equivalent to an assigned workday. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts. There are two types of personal leave: non-discretionary and discretionary.

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

Discretionary: Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request five (5) days in advance of the anticipated absence to his or her principal or supervisor. Discretionary personal leave will be granted on a first-come, first-served basis. The effect of the employee's absence on the educational program or department operations, as well as the availability of a substitute, will be considered by the principal or supervisor.

A **maximum** of ten percent of the campus employees in each job category will be permitted to take discretionary personal leave at the same time. Discretionary personal leave is to be granted only upon approval by the supervisor and shall not be granted when it would create a hardship in a department or on a campus.

Discretionary leave may not last more than five (5) consecutive workdays, except in extenuating circumstances as determined by the superintendent.

Discretionary leave may not be taken on the following key days: on the day before or after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for TAKS tests, professional or staff development days or workdays, and the first or last day of a grading period.

However, extenuating circumstances may be considered by the supervisor to evaluate exceptions.

Use of discretionary personal leave shall be considered granted unless the principal or designee notifies the employee to the contrary at least one workday prior to the requested leave date. When a person's state personal leave has all been used, local sick leave is not available for personal reasons. Local sick leave can only be used for the reasons discussed below.

Sick Leave

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. Sick leave can be used only in whole or half-day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis. If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck. For Sick leave and Worker's Compensation Coordination (see Worker's Compensation Benefits section in this handbook below)

Sick leave may be used for the following reasons only:

- Employee illness.
- Illness in the employee's immediate family, defined in DEC (LOCAL) as:
  1) Spouse,
  2) Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis.*
  3) Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
  4) Sibling, step-sibling, sibling-in-law.
  5) Grandparent and grandchild.
  6) Any person who may be residing in the employee's household at the time of illness or death.

  For purposes of the Family and Medical Leave Act, the definition of "family" shall include only items 1, 2, and 3 on the above list, but shall exclude son- or daughter-in-law and parent-in-law

- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active Military Service

Local Sick Leave

All employees except bus drivers and bus attendants shall earn an additional five equivalent workdays of local sick leave per school year, concurrently with state personal leave. Local sick leave shall be used under the terms and conditions applicable to state sick leave accumulated prior to the 1997-98 school year, except as otherwise provided by DEC (LOCAL), and is available for the employee's use at the beginning of the school year. When an employee who ceases to be employed by the District has used more leave than he/she has accumulated or earned, the cost of the unearned leave days shall be deducted from the employee's final paycheck.

Upon initial employment all eligible employees, except bus drivers and bus attendants shall earn only three (3) days of Local Sick Leave. Additionally, two (2) days of Local Sick Leave will be contributed to the Catastrophic Sick Leave Bank in the name of each eligible new employee.

Temporary Disability - Certified Employees

Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. A full-time educator may request to be placed on temporary disability leave or be placed on leave. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. If disability leave is not approved, the employee must return to work or be subject to termination procedures. If temporary disability leave is approved, it will run concurrent with any Family Medical leave for which the employee may be eligible and with all accrued sick and personal leave.

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

When an employee is ready to return to work, the Executive Director of Human Resources should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to do the job. Professional employees returning from leave will be reinstated to a comparable position to that vacated but not necessarily the same assignment as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

Family and Medical Leave

Employees who have been employed by the district for at least 12 months, and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year between July 1 and June 30 for the following reasons:

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

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

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

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

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

- To allow an employee to care for a seriously ill spouse, child, or parent
- When an employee requires medical treatment for a serious illness
- When an employee is seriously ill and unable to work

Intermittent leave shall not be permitted for the birth of an employee's child or the adoption or placement of a child with the employee.

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact his/her supervisor and the Human Resources Department as soon as possible. Employees may be required to provide the following:

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

Employees requiring family and medical leave should contact the Human Resources Department at 817-408-4193 for details on eligibility, requirements, and limitations.

Workers' Compensation Benefits

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

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

All injuries that occur at work should be reported to the immediate supervisor. Any questions should be directed to ~~Larry Anderson~~ The Director of Facilities at 817-408-4075.

You may elect to retain your common law right of action if, no later than five (5) days after you begin employment or within five (5) days after receiving written notice from the employer that the employer has obtained coverage, you notify your employer in writing that you wish to retain your common law right to recover damages for personal injury. If you elect to retain your common law right of action, you cannot obtain worker's compensation income or medical benefits if you are injured."

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person nonresponsible for purposes of criminal liability. An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Return to work

Upon return to work, after five or more consecutive days of absence resulting from a disabling disease or injury and before an employee can return to regular duties, each employee must present his/her supervisor with a medical release from the employee's attending physician stating the employee is able to perform the duties of the employee's regular assignment. The supervisor must send a copy of the medical release to the Human Resources Office immediately.

Bereavement Leave

Use of state leave and/or local sick leave for death in the immediate family (as defined in Local Policy DEC) shall not exceed five (5) workdays per occurrence, subject to the approval of the District.

Jury Duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and shall be allowed to retain any compensation for this service. Employees not selected for jury duty or employees released early are expected to return to work if at least three hours of their workday remains.

Other Court Appearances

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

Catastrophic Sick Leave Bank

The purpose of the catastrophic sick leave bank is to provide additional paid sick leave days to ~~members of the bank~~ employees who experience a disabling catastrophic event. Days may be requested from the bank only after the member has exhausted all accumulated state leave and local sick leave days and has taken five days of leave without pay.

A disabling catastrophic event is an unexpected and unavoidable illness, surgery, or injury that is critical, debilitating, and/or life threatening. Pregnancy, childbirth, and maternity leave shall not be covered by the bank. Exceptions due to complications of a pregnancy may be considered on an individual basis. [See below.]

For purposes herein, bank shall refer to the District Catastrophic Sick Leave Bank, and DAC shall mean the District Advisory ~~Committee~~. Council

~~All full-time employees of the District who have completed two years of service immediately preceding the enrollment period shall be eligible for membership. In order to be considered full-time employees, personnel shall work 35 to 40 hours a week and be designated full time for payroll-related purposes. Participation is voluntary, but requires contribution to the bank. [See below.]~~

Beginning with the 2005-2006 school term, except for bus drivers and bus attendants, all new employees will be members of the Bank.

All returning employees who did not join the Bank prior to the 2004-2005 school term shall have a one time opportunity to notify the District of his or her desire to **not** participate in the Bank. If an employee does not wish to participate in the Bank he or she must notify the Human Resources Office of the District by September 1, 2005, of his or her desire to **not** participate in the Bank.

All returning employees who have previously joined the Bank will continue as members of the Bank until termination of employment. See Policy DEC under ADDITIONAL LOCAL LEAVE for complete details of membership.

The governing committee that approves or disapproves all requests for sick leave bank days shall be the District Advisory ~~Committee~~ Council (DAC). ~~and shall be composed of members of the Catastrophic Sick Leave Bank.~~ The Superintendent shall vote only if necessary to break a tie.

~~Any employee who is eligible to join the bank may do so by contributing two days of accrued local sick leave. An employee desiring to join during the current school year shall have prior accrual of at least two local sick leave days.~~

All ~~eligible personnel who join or renew membership in the bank within the enrollment period~~ members shall be eligible for benefits beginning with the first official day of work for that school year.

~~Employees desiring to join the bank shall complete the membership application form and submit it to the Human Resources Department. The Human Resources office shall verify the employee's eligibility and complete the necessary records to enter the membership.~~

~~To become a new member of the bank, an employee shall contribute two days from his or her prior years' accrued local sick leave. These days shall be subtracted from the member's accrued local sick leave. The two days donated become the property of the District. All donations shall remain in force and shall not be returned even upon cancellation of a membership. For bank purposes, the school year shall be from September 1 through August 31.~~

For Bank purposes, the school year shall begin on the first official day of work for ten-month employees.

~~Contributions for renewal of membership shall be accepted beginning July 1. In no event shall the annual contribution be more than two days per fiscal year. For contributing members who did not use the bank the prior year, the annual rate of contribution shall be one day of sick leave per year until the bank is secure. The bank shall be considered secure when the total number of available days is at least twice the number of members.~~

~~If a member uses two or more days from the bank during this period, he or she shall be required to donate an additional two days the following school year (September through August) in order to have continuing membership in the bank. If the member uses fewer than two days, he or she may be required to donate one and one-half days, but in no event less than one day. The days will of necessity come from the new current year's leave allowance.~~

Any member of the Bank who uses days from the Bank shall earn three (3) workdays of local leave the following school year. Additionally, the District shall contribute two (2) workdays of local leave to the Bank in the name of each of these employees during the following year.

~~If a member cancels his/her membership in the bank, the two~~ All local sick leave days contributed for membership remain the property of the bank. ~~If, at a later date, this individual wishes to rejoin the bank, he/she may do so during the enrollment period by again donating two days.~~ Termination of employment will end an employee's membership in the Bank.

~~Grants shall be considered only for a disability lasting five consecutive days or longer.~~

~~Days from the bank shall be granted based on the following:~~

1. ~~Sick leave days shall be granted only for absences from working days and shall not be granted for holidays, vacation days, or other such days for which the member is not paid.~~
2. ~~Sick leave days from the bank shall be available only in the event of unexpected extended illness, surgery, or injury. Pre-existing conditions shall not be covered.~~
3. ~~Pre-existing conditions shall include, but shall not be limited to, any condition for which the member received treatment during the 12-month period preceding the member's enrollment in the bank. Charter members shall be exempt from meeting these conditions.~~
4. ~~Pregnancy and accompanying complications shall not be covered by the bank. Complications arising from childbirth shall be considered on an individual basis, providing the recovery period requires longer than six weeks.~~
5. ~~Catastrophic Sick Leave Bank grants shall not be authorized for illness or disability resulting from substance abuse rehabilitation (including injuries resulting from substance abuse), self-inflicted injury, or act of war.~~
6. ~~The maximum number of days that may be granted to any one member of the bank shall normally be 40 days per school year. Additional days may be granted upon recommendation of the DAC and Superintendent, and approval by the Board.~~
7. ~~The bank shall not grant more days than its members have collectively contributed.~~
8. ~~The DAC may request a medical review by a physician of the committee's choice at the member's expense.~~
9. ~~The bank shall normally be used only by the individual member for his or her personal illness or to care for dependent children or a spouse.~~
10. ~~The DAC may consider a request by a member for days to assist a critically or terminally ill~~

~~member of his or her immediate family (as defined in policy DEC) not to exceed ten days per year.~~

~~11. Sick leave days from the bank shall not be granted for any period of disability when monies are paid to the member under the Workers' Compensation Act.~~

~~12. At the end of the school year (August 31), all unused sick leave days in the bank shall be carried over to the next school year (September 1 through August 31).~~

~~13. A contributor shall lose the right to use the benefits of the bank by:~~

~~a. Termination or suspension of employment in the District.~~

~~b. Cancellation of participation by the member (in writing) at any time.~~

~~c. Attempted abuse of the bank and/or its policies.~~

~~d. Refusal to continue regular contributions.~~

~~14. The Human Resources Department will provide members of the bank with an annual audit of the bank.~~

~~A member who needs additional days after all accumulated state personal leave days and local sick leave days have been used may submit a request for days from the bank, by letter to the Superintendent. The letter should be sent to the Human Resources office for collection of pertinent data. Additional information may be found in Board Policy DEC (LOCAL).~~

GRANTING OF DAYS

Requests for Bank days shall be made within thirty (30) days of the absence to be considered.

Days from the Bank shall be granted based on the following:

1) Bank days shall be granted only for absences from working days and shall not be granted for holidays, vacation days, or noncontract days.

2) Pre-existing conditions shall include, but shall not be limited to, any condition for which the member received treatment during the 12-month period preceding the member's enrollment in the Bank. Charter members shall be exempt from meeting these conditions.

3) Unless there is a related complication, pregnancy shall not be covered. Complications arising from childbirth shall be considered on an individual basis, providing the recovery period requires longer than six weeks.

4) Bank days shall not be authorized for illness or disability resulting from substance abuse rehabilitation (including injuries resulting from substance abuse), self-inflicted injury, or act of war.

5) The DAC shall be authorized to approve up to forty (40) days per Bank year for a member's personal illness or injury or for the care of a spouse or a dependent child. Additional days shall require the recommendation of the DAC and Superintendent, and the approval of the Board.

6) The DAC may consider a request by a member for up to ten (10) days to assist other critically or terminally ill immediate family members per Bank year. (See DEFINITIONS/FAMILY above)

7) The Bank shall not grant more days than the District has contributed.

8) The DAC may request a medical review by a physician of the committee's choice at the member's expense.

9) At the end of the Bank year, all unused sick leave days in the Bank shall be carried over to the next Bank year.

10) A member shall lose the right to use the benefits of the Bank by:

- Termination or suspension of employment in the District
- Attempted abuse of the Bank and/or its policies

Grants of days from the Bank shall be considered only for a catastrophic illness lasting five (5) consecutive days or longer.

PROCEDURES

The application procedure shall be as follows:

1) The DAC shall review individually all requests for Bank days.

2) The DAC may request that a member appear before the committee to substantiate the validity of the request.

3) The DAC shall determine the number of days approved and shall reserve the right to approve, deny, or modify the days requested.

4) No member of the DAC shall participate on the committee when making a personal request for Bank days or when the committee is considering a request made by a family member.

5) The Superintendent shall ensure that the Human Resources Office is notified of the outcome of all requests for Bank days. The Human Resources Office shall notify the member of the outcome.

Members should call the Human Resource Department at 817-408-4193 for application procedures.

Military Leave

Paid Leave for Military Service

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

Re-employment after Military Leave

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

Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed ~~18~~ 24 months. Employees should contact the Human Resources Department at 817-408-4185 for details on eligibility, requirements, and limitations.

Employee Relations and Communications

Employee Recognition and Appreciation *(Policy DJ)*

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include an annual ~~dinner~~ awards banquet hosted by the superintendent and Board of Trustees to present service

pins for 5-year increments and to honor the district's elementary and secondary Teachers of the Year and current retirees. Employees of the year from various Departments will also be honored at the banquet.

District Communications

Throughout the school year, the Superintendent's office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements, as well as Board action. All of these publications can be found on the District Website at www.granbury.k12.tx.us

Complaints and Grievances *(Policy DGBA)*

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly process that all employees must follow when bringing formal complaints and ~~grievances~~ concerns. Employees are encouraged to discuss ~~problems~~ their concerns or complaints with their supervisors or an appropriate administrator at any time.

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

This policy and procedure shall not be construed to create new or additional rights beyond those granted by Board policy or law.

Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

An employee should also carefully read policy DGBA (Local) for more complete information about this process.

For purpose of this policy, "days" shall mean official District ~~calendar~~ "business" days.

~~**LEVEL ONE.** Unless otherwise specified in policy, an employee shall initiate a grievance at Level One. An employee who has a grievance shall request a conference with the principal or immediate supervisor by submitting the grievance in writing on a form provided by the District. The form must be filed within fifteen (15) days of the time the employee first knew or should have known of the event or series of events about which the employee is complaining. The principal or supervisor shall hold the conference within seven (7) days after receipt of the written request. The principal or supervisor shall have seven (7) days following the conference within which to respond.~~

LEVEL ONE. Complaint forms must be filed:

1) Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2) With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for

filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must not the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall hold a conference with the employee within ten days after receipt of the written complaint.

The administrator shall have ten days following the conference to provide the employee a written response.

~~**LEVEL TWO.** If the outcome of the conference at Level One is not to the employee's satisfaction or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to discuss the grievance. The request shall be in writing on a form provided by the District and must be filed within seven (7) days following receipt of a written response or, if no written response is received, within seven (7) days of the response deadline. The Superintendent or designee shall hold the conference within seven (7) days after receipt of the written request. The Superintendent or designee shall have seven (7) days following the conference within which to respond.~~

LEVEL TWO. If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days after receipt of a response or, if no response was received, within ten days of the response deadline at Level One.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. At the conference, the Superintendent or designee shall consider only the issues and documents presented at Level One and identified in the Level Two appeal notice. The Superintendent or designee shall have ten days following the conference to provide the employee a written response.

~~**LEVEL THREE.** If the outcome of the conference at Level Two is not to the employee's satisfaction or if the time for a response has expired, the employee may request to place the matter on the agenda of a future Board meeting. The request shall be in writing on a form provided by the District and must be filed within seven (7) days following receipt of a written response or, if no written response is received, within seven (7) days of the response deadline. The Superintendent or designee shall inform the employee of the date, time, and place of the meeting. The Superintendent or designee shall provide the Board with copies of the employee's original grievance, all responses, and any written documentation previously submitted by the employee and the administration. The Board is not required to consider documentation not previously submitted or issues not previously presented. The Level Three proceeding before the Board shall be recorded by audiotape. The presiding officer may set reasonable time limits. The Board shall consider the grievance and may request a response from the administration, but the Board is not required to respond or take any action on the matter. The lack of a response by the Board upholds the administrative decision at Level Two. If the Board chooses to respond, the Board shall then make and communicate the decision orally or in writing at any time, up to and including the next regularly scheduled Board meeting.~~

LEVEL THREE. If the employee did not receive the relief requested Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days after receipt of a response or, if no response was received, within ten days of the response deadline at Level Two.

The Superintendent or designee shall inform the employee of the date, time and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board with copies of the complaint form, all responses all appeal notices, and all written documentation previously submitted by the employee or the

administration. The Board shall consider only those issues and documents presented at the preceding levels and identified in the appeal notice.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. (See BE)

The presiding officer may set reasonable time limits and guidelines for the presentation. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

The terms "complaint" and "grievance" shall have the same meaning. A grievance under this policy may include, but shall not be limited to, any of the following:

1. Grievances concerning an employee's wages, hours, or conditions of work.
2. Specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, color, religion, national origin, age, or disability.
3. Specific allegations of unlawful discrimination or retaliation on the basis of the employee's exercise of constitutional rights.
4. "Whistleblower" complaints. [See DG]
5. Complaints arising from the dismissal or termination of an at-will employee. [See DCD]
6. Complaints arising from the termination at end of year of the probationary contract of a professional employee. [See DFAA]

Initial procedures and information regarding sexual harassment by other employees are found in ~~DHC~~ DIA (LOCAL) and information regarding federal nondiscrimination is found in DAA (LOCAL).
An employee's dismissal or non-renewal may be the subject of a grievance under this policy only if the District does not otherwise provide for a review of the matter.

The following are governed by other review processes and are not subject to this policy:
1. Grievances regarding suspension of a contractual employee without pay: DF series.
2. Grievances regarding termination of an employment contract governed by Chapter 21 of the Education Code: DF Series.
3. Grievances against a District peace officer: CKE
4. Grievances regarding instructional materials: EFA

The principal of each campus and other supervisory personnel shall ensure that employees under their supervision are informed of this policy.

Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a grievance under this policy. [See DG (LEGAL)]

Employees who allege adverse employment action in retaliation for reporting a violation of law to an appropriate authority shall initiate a grievance under this policy.

Employee Conduct and Welfare

Standards of Conduct *(Policy DH)*

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be

courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights and property of students, parents, members of the community and coworkers and maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Maintain confidentiality in all matters relating to students and coworkers.
- Express concerns, complaints or criticism through appropriate channels.
- Notify their immediate supervisor in advance as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district procedures and policies.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.
- Refrain from making comments of a negative, degrading, disparaging, hurtful, or destructive nature toward coworkers or students.
- Cursing, obscene or abusive language will not be tolerated under any circumstances.
- All GISD administrators will use and model positive leadership styles with teachers, staff, parents, students and community members that will foster a positive, nurturing and caring learning environment and workplace.
- All District employees should perform their duties in accordance with state and federal law, District policy, and ethical standards for professional educators. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident. See *Reports to the State Board for Educator Certification,* page 41 for additional information.
- The *Code of Ethics and Standard Practices for Texas Educators,* adopted by the State Board for Educator Certification, which all District employees adhere to, is reprinted below:

Code of Ethics and Standard Practices for Texas Educators

Statement of Purpose

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

Professional Standards

1. PROFESSIONAL ETHICAL CONDUCT, PRACTICES, and PERFORMANCE

Standard 1.1 *The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.*
Standard 1.2 *The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.*
Standard 1.3 *The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.*
Standard 1.4 *The educator shall not use institutional or professional privileges*

for personal or partisan advantage.

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

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

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

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

2. ETHICAL CONDUCT TOWARD PROFESSIONAL COLLEAGUES

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

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

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

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

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

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

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

3. ETHICAL CONDUCT TOWARD STUDENTS

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

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

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

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

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

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

Standard 3.7 *The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.*

~~Harassment~~ ~~*(Policies DHB, FNCL)*~~

~~Harassment of a coworker or student motivated by race, color, religion, national origin, disability, or age is a form of discrimination and is prohibited by law. A substantiated charge of harassment against a student or employee shall result in disciplinary action. The term harassment includes repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.~~

~~Employees who believe they have been harassed are encouraged to promptly report such incidents to the campus principal or supervisor. If the campus principal or supervisor is the subject of a complaint, the employee shall report the complaint directly to the superintendent. An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform his or her principal or immediate supervisor.~~

~~Any allegation of harassment of students or employees shall be investigated and addressed. An employee may appeal the decision of the principal or supervisor regarding the investigation into the allegations in accordance with the employee complaint and grievance policy and procedures (*See Complaints and Grievances).* To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The district will not retaliate~~

against an employee who reports perceived harassment.

Sexual Harassment *(Policies DHC, FNCJ, FFG)*

Employee-to-Employee

Sexual harassment of a co-worker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

-Submission to such conduct is explicitly or implicitly a term or condition of employment.

-Submission to or rejection of such conduct is used as the basis for employment decisions.

-The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe that they have been subject to sexual harassment are encouraged to come forward with complaints and should inform their principal, supervisor, or Jan VanDorn, Assistant Superintendent of Schools @ 817-408-4009. Employees must follow the procedures outlined in this handbook for filing a complaint except when it would require presenting a complaint to the alleged harasser. (See Complaints and Grievance). The district will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of other employees. The district's policy outlining the process of filing complaints of sexual harassment is reprinted below:

Complaint Procedure

For the purpose of the following complaint process, "days" mean calendar days.

An employee who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the principal, immediate supervisor, or Title IX Coordinator for employees. No procedure or step in this policy shall have the effect of requiring the employee alleging harassment to present the matter to a person who is the subject of the complaint.

Level One

The employee shall request a conference with the principal or immediate supervisor by submitting the complaint in writing or by requesting a conference. If the complaint is made orally, the supervisor receiving the complaint shall reduce it to writing.

The principal or supervisor shall hold the conference as soon as possible, but in any event within seven days after receipt of the complaint. The principal or supervisor shall ordinarily have seven days following the conference within which to investigate and respond to the complaint.

Level Two

If the outcome of the conference at Level One is not to the employee's satisfaction, the employee may request a conference with the Superintendent or designee to discuss the complaint. The request should be in writing and shall be filed within seven days following receipt of a written response or, if no written response is received, within seven days of the response deadline.

The Superintendent or designee shall hold the conference as soon as possible but in any event within seven days after receipt of the written request. The Superintendent or designee shall have seven days following the conference within which to respond.

Level Three

If the outcome at Level Two is not to the employee's satisfaction or if the time for a response has expired,

~~the employee may present the complaint to the Board. The Superintendent shall place the matter on the agenda for the next regular Board meeting.~~

~~The Superintendent or designee shall provide the Board with copies of the employee's original complaint, all responses, and any written documentation previously submitted by the employee and the administration.~~

~~The Level Three proceeding before the Board shall be recorded by audiotape. The presiding officer shall allow a reasonable time for presentation of the complaint. The Board shall consider the grievance and shall request a response from the administration.~~

~~Closed Meeting~~

~~The Board may hear the allegation of sexual harassment in closed meeting, if posted in accordance with law, unless an open hearing is requested in writing by the employee or Board member against whom the complaint or charge is brought.~~

~~Sexual Harassment/Sexual Abuse~~ ~~*(Policies DHC, U.S.CONST.AMEND.14)*~~

~~Employee-to-student~~

~~Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances; requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between district employees and students are strictly prohibited. Other prohibited conduct includes the following:~~

~~-Engaging in sexually oriented conversations for the purpose of personal sexual gratification.~~

~~-Telephoning students at home or elsewhere and engaging in inappropriate social relationships.~~

~~-Engaging in physical contact that would reasonably be construed as sexual in nature.~~

~~-Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits.~~

~~Sexual abuse of a student by an employee violates a student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.~~

~~Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the campus principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse will also be reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact Jan VanDorn, Assistant Superintendent of Schools at 817-408-4009.~~

Harassment *(Policies DH, DIA) (Note – This policy addresses harassment of District employees. For harassment of students, see FFH. For reporting requirements related to child abuse and neglect, see FFG)*

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, religion or age.

Employees shall not tolerate harassment of others and shall make reports as required at REPORTING PROCEDURES, below.

SEXUAL HARASSMENT

Sexual harassment of an employee is defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a

sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples of sexual harassment may include, but are not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

OTHER PROHIBITED HARASSMENT

Harassment of a District employee on the basis of the employee's race, color, gender, national origin, disability, religion, or age includes physical, verbal, or nonverbal conduct related to these characteristics when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's employment opportunities.

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property.

REPORTING PROCEDURES

An employee who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to an appropriate person designated below.

Any District employee with supervisory authority who receives notice that another employee has or may have experienced prohibited harassment is required to immediately report the alleged acts and take whatever other steps are required by this policy.

Any other person who knows or believes that a District employee has experienced harassment should immediately report the alleged acts to the appropriate person designated by this policy.

TIMELY REPORTING

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

A District employee may report harassment to his or her supervisor or campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

DISTRICT OFFICIALS

1. For sexual harassment, the Title IX coordinator (See DAA (LOCAL))
2. For all other prohibited harassment, the Superintendent

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

NOTIFICATION OF REPORT

Upon receipt of a report of harassment, a supervisor or principal shall immediately notify the appropriate District official listed above.

CONFIDENTIALITY

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 and comply with applicable law.

INVESTIGATION OF THE REPORT

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation.

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

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

CONCLUDING THE INVESTIGATION

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

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION

If the results of an investigation indicate the prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

APPEAL

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

The complainant shall be informed of his or her right to file a complaint with the Texas Workforce Commission Civil Rights Division, the Equal Employment Opportunity Commission, or the United States Department of Education Office for Civil Rights.

RETALIATION PROHIBITED

Retaliation against an employee alleged to have experienced harassment, a witness, or another person who make a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliations for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

RECORDS RETENTION

Retention of records shall be in accordance with DAA (LOCAL).

ACCESS TO POLICY

This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

Harassment of students *(Policies DH, EFG, FFH) (Note: This policy addresses harassment of District students. For provisions regarding harassment of District employees, see DIA. For reporting requirements related to child abuse and neglect see FFG)*

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

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, or religion.

Employees shall not tolerate harassment of students and shall make reports as required at REPORTING PROCEDURES, below.

SEXUAL HARASSMENT BY AN EMPLOYEE

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:

    a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
    b. Creates an intimidating, threatening, hostile, or abusive educational environment

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

SEXUAL HARASSMENT BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so sever, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating; threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

Examples of sexual harassment of a student may include, but are not limited to, sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

OTHER PROHIBITED HARASSMENT

Prohibited harassment of a student is defined as physical, verbal or nonverbal conduct based on the student's race, color, gender, national origin, disability, or religion that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities

EXAMPLES

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

REPORTING PROCEDURE

Any student who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Any District employee who receives notice that a student has or may have experienced prohibited harassment is required to immediately report the alleged acts to an appropriate person designated below.

Any other person who knows or believes that a student has experienced prohibited harassment should immediately report the alleged acts to the appropriate person designated below.

Reports of known or suspected child abuse or neglect shall be made as required by law. (See FFG)

TIMELY REPORTING

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

Oral or written reports of prohibited harassment shall normally be made to the campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

DISTRICT OFFICIALS

1. For sexual harassment, the Title IX coordinator (See FB(LOCAL))
2. For all other prohibited harassment, the Superintendent

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

NOTICE TO PARENTS

The principal or District official shall promptly notify the parents of any student alleged to have experienced prohibited harassment by a District employee or another adult associated with the District. In cases of student-to-student harassment, the District shall promptly notify the parents of any student alleged to have experienced harassment when the allegations presented, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy.

CONFIDENTIALITY

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 and comply with applicable law.

INVESTIGATION OF THE REPORT

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation.

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

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

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

CONCLUDING THE INVESTIGATION

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

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

DISTRICT ACTION

If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

APPEAL

A student, including a complainant, may appeal through FNG (LOCAL), beginning at the appropriate level. A complainant shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

RETALIATION PROHIBITED

Retaliation against a student alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

RECORDS RETENTION

Retention of records shall be in accordance with FB (LOCAL)

ACCESS TO POLICY

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.

Staff Dress Code

A dress code for employees is established to ensure modeling of good grooming and hygiene and appropriate dress for work. Staff shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming, that in the supervisor's judgment, may reasonably be expected to cause disruption of or interference with normal school operations.

All GISD staff members should maintain a neat, professional appearance. The public tends to judge a school and community, in part, by the staff member's dress (condition, appropriateness, neatness, cleanliness, and the manner in which it is worn); therefore, all staff is expected to comply with professional standards. Some specific examples of what will and will not be considered appropriate at GISD are as follows:

1. No revealing apparel will be permitted. Sheer fabrics or see-through materials without proper under clothing will not be permitted. Proper underclothing should be worn at all times.

2. Shoes or sandals shall be worn while at school. ~~Thongs~~ Flip-Flops are not permitted
3. Hats and caps are not to be worn inside the building before, during, or after school.
4. All apparel, including culottes, knickers, dresses, skirts, shorts, and skorts can be worn fingertip plus on inch in length and must be hemmed. However, three inches above the knee is the shortest allowed. Slits cannot open higher than 3 inches above the knee.
5. Pants are to be appropriately fitted.
6. Jogging suits, biking shorts or leggings are not allowed.
7. Stirrup pants will be allowed, however, the top (i.e. the shirt or blouse) must cover the wearer's bottom.
8. Hair will be clean and neatly styled, non-distracting. Ponytails are acceptable.
9. Male staff may wear neatly trimmed, established beards and mustaches.
10. Facial jewelry is limited to earrings worn in the ear only. The number of earrings one may wear will be left to the discretion of the individual.
11. Coaches may be allowed to wear coaching clothing in academic settings only if there is not sufficient time, in the principal's opinion, to change clothes.
12. Casual Fridays will continue to be observed, but are not limited to any category of clothing.
13. Substitutes must comply with the dress code.

NOTE: Staff should wear appropriate clothing for special events such as field trips, field days, etc.

Drug-Abuse Prevention *(Policies DH, DI)*

Granbury ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy ~~on~~ regarding employee drug abuse and drug-free schools follows:

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance. If the supervisor has reasonable suspicion that an employee is under the influence of drugs, the supervisor may send the employee to be tested for drugs immediately. The employee will be accompanied to the testing site by the supervisor or his designee.

EXCEPTION: An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

DRUG ABATEMENT *(policy DI (LOCAL))*

The District shall maintain a drug-free environment and shall establish, as needed, a program complying with federal and state requirements. The program shall provide applicable information to employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. The District's policy of maintaining a drug-free environment.
3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community, if any.
4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions.

DRUG-FREE SCHOOLS REQUIREMENTS

The District prohibits the unlawful distribution, possession, or use of illegal drugs, inhalants, and alcohol

on school premises or as part of any of the District's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. (See policies at DH and DHE) 41.U.S.C. 702(a) (1) (A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

(This notice complies with notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3224a and 34 CFR 86.201)

Dietary Supplements *(Policy DH)*

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

Psychotropic drugs *(Policy FFAC)*

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

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

Reporting Suspected Child Abuse *(Policy DH, FFG, GRA)*

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to a local office (817-573-8612) or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

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

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

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

Fraud and Financial Impropriety *(Policy DG, CAA)*

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

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

Conflict of Interest *(Policy BFAA, DBD)*

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

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

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

Gifts and Favors *(Policy DBD)*

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

Associations and Political Activities *(Policy DGA)*

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

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

Safety *(Policy CK)*

The District has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The Safety Program includes guidelines and procedures for

responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students, and to protect and conserve district equipment, employees must comply with the following requirements:

- Read the safety manual appropriate for the position held.
- Attend all required safety meetings.
- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

Employees with questions or concerns relating to safety programs and issues can contact
The District Safety Officer at 817-408-4075.

Tobacco Use *(Policies DH, GKA, FNCD)*

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

Employee Arrests and Convictions *(Policy DH)*

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

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

Possession of Firearms and Weapons *(Policies FNCG, GKA)*

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

Visitors in the Workplace *(Policy GKC)*

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

Copyrighted Materials *(Policy EFE)*

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use,

reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Rented videotapes are to be used in the classroom for educational purposes only. No rented film that includes a notice that the film is intended for "home use only" shall be shown to a class for entertainment purposes.

Unless otherwise provided in the purchase agreement, a purchased computer program shall not be used as a "master" to make copies. A computer program may be legally copied only if:

1. Making a copy is an essential step in using the program (such as automatic copying into memory when a program is loaded) or
2. The new copy is a backup; Backups cannot be used simultaneously with the original and must be erased if the original is resold.

District employees shall not use the same program on more than one computer at a time unless the purchase agreement or written permission from the vendor allows the District to network the program or allows other specified multiple use of the single copy. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

The Technology Coordinator must approve software before it can be ordered and all software must be loaded by an employee of the Technology Department or with the express written approval of the Technology Department.

Computer Use and Data Management *(Policy CQ)*

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

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

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

Employees and students who are authorized to use the systems are required to abide by the provisions of the District's communications systems policy and administrative procedures. It is a privilege for students and employees to use the District computer resource. The GISD must have on file a signed "Acknowledgement of Understanding" of the "GISD Computer Network and Internet Access Policy" from each employee before he/she can use the District's computers. The "Employee Handbook Receipt" in the front of this book, serves as the "Acknowledgement of Understanding". The policy, the procedures and the "Acknowledgement of Understanding" sheet are also all available on-line. Your immediate supervisor will provide you a copy of all related items. Failure to abide by these provisions can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact Ton Potappel at 817-408-4100.

GRANBURY ISD COMPUTER ACCEPTABLE USE POLICY

Disclaimer

This document is required by the Texas Education Agency and is to be completed by all employees and students of any and all Texas Public Schools. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk and GISD is not responsible of material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet as GISD is governed by the following policy:

Permitted Use of Network/Internet – Terms and Conditions

The computer network is the property of GISD and may only be used for legitimate business purposes. Users are provided access to the computer network to assist them in the performance of their jobs or studies. GISD believes that information and interaction available on the network/Internet far outweighs the possibility that users may obtain material that is not consistent with the educational goals of GISD. GISD expects legal, ethical and efficient use of the Network/Internet.

User Responsibility – Network/Internet users are responsible for their actions in accessing available resources.

Privilege – Use of GISD Network/Internet account is a privilege, not a right.

Subject to System Administration – All Granbury ISD Network/Internet account usage is subject to the Director of Technology and/or manager's perusal for virus scanning or inappropriate use.

Inappropriate Use – Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this or any networks connected to the Network/Internet. GISD has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

Violation of Law – Transmission of any material in violation of U.S. or state law is prohibited. This includes, but is not limited to the following: copyrighted material, threatening, harassing, or obscene material, or material protected by trade secret. Any attempt to break the law using a GISD computer may result in disciplinary action up to and including termination of employment and personal liability for violation of the law. Network/Internet account may result in litigation against the offender by the proper authorities. If such an event should occur, GISD will fully comply with the authorities to provide any information necessary for the litigation process.

Commercial Use – Use of commercial, income generating or "for profit" activities, product advertisement, or political lobbying of any nature is prohibited. Sending unsolicited junk mail, or chain letters, is prohibited.

No Expectation of Privacy – Employees and/or students are given computers and Internet access to assist them in the performance of their jobs and to enhance their learning. Employees and/or students should have no expectation of privacy in anything they create, store, send, or receive using GISD's computer equipment. The computer network is the property of GISD and may be used only for GISD purposes.

Waiver of Privacy Rights – User expressly waives any right of privacy in anything he/she creates, stores, sends, or receives using GISD's computer equipment or Internet access. User consents to allow GISD personnel access to and review of all materials created, stored, sent or received by User through any GISD network or Internet connection.

Monitoring of Computer and Internet Usage – GISD has the right to monitor and log any and all aspects of its Computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

General Procedures

Asbestos Management Plan *(Policy CKA)*

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

Pest Control Treatment *(Policy DI, CLB)*

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator in the Maintenance Department at 408-4170. Any application of pesticide or herbicide must be done in a manner prescribed by law and the District's integrated pest management program.

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

Bad Weather Closing *(Policy CKC)*

The District may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. Employees and/or parents may call 817-408-4000 for a recorded message with regard to school closures. This information can also be found at the District web site @ www.granbury.K12.tx.us. When it becomes necessary to close the school, to open late, or to release students early, the following radio and television stations will be notified by school officials:

- GEA Channel 7
- WBAP AM 820
- KXAS Channel 5

When schools are officially closed, Employees working 250 and/or 240 days are required to report or call the employee Absence Reporting System 817-408-4444.

Emergencies *(Policy CKC)*

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

Purchasing Procedures *(Policy CH)*

All requests for purchases must be submitted through the principal or supervisor to the Business Department on an official District Purchase Order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the District can be made without a PO number. **The District will not assume responsibility or reimburse employees for purchases made without authorization and employees will not be reimbursed for cash purchases made outside the normal purchasing procedures.** Employees are not permitted to purchase supplies or equipment for personal use through the District's business office and no supplies, material, or equipment shall be shipped to any employee's home address. Contact ~~Sharay Boynton, Finance Director~~ Debbie Johnson, Purchasing Supervisor, at 817-408-4015 for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees ~~should~~ must notify the Human Resources office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the Human Resources Department @ 817-408-4185. This information should also be supplied to the employee's immediate supervisor. In addition, certified employees are responsible for maintaining current, accurate personal data with the SBEC by accessing the website at www.sbec.state.tx.us

Personnel Records *(Policy GBA)*

Most District records including personnel records are public information and must be released upon request. A limited amount of personal information may be withheld. Employees may choose not to allow

public access to or have the following information included in a staff directory by submitting a written request to the Human Resources Department.

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

New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

Building Use *(Policy GKD)*

~~Randy Leach,~~ The Community Education Director, is responsible for scheduling the use of facilities for after school use. Contact Community Education at 817-408-4080, to schedule use of school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations *(Policy DFE)*

Contract Employees

Contract employees may resign their position without penalty after the end of any school year if written notice is received 45 calendar days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the immediate supervisor and the Human Resources Department. The Superintendent must officially accept all resignations of contract personnel. Contract employees may resign at any other time only with the approval of the ~~Board of Trustees or the~~ Superintendent. Resignation without the consent of the ~~board~~ Superintendent may result in disciplinary action by the State Board for Educator Certification. Acceptance of a resignation after the deadline established by law is contingent on finding a suitable replacement.

The superintendent will notify the ~~Texas Commissioner of Education~~ State Board for Educator Certification when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed under Reports to the State Board for Educator Certification (~~see page 40).~~

NonContract Employees

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

Dismissal or Non-Renewal of Contract Employees *(Policies DFAA, DFAB, DFBA, DFBB, DFBC, DFCA, DFCC, DFD)*

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

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct.

Contracts are **NULL AND VOID** for employees who do not hold or obtain in a timely manner as defined by the District the appropriate certificate for the position to which they have been assigned.

Information on the timelines and procedures can be found in the DF series policies that are provided to employees or in the policy manuals located online at www.granbury.k12.tx.us or in the Superintendent's office.

Dismissal of Non-Contract Employees *(Policy DCD)*

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to ~~a grievance hearing before the board~~ grieve the termination. To present a grievance, the employee must follow the district process outlined in this handbook. (See Complaints and Grievances).

Exit Interviews and Procedures *(Policy DC)*

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

All District keys, books, property, and equipment must be returned upon separation from employment. The District may withhold the cost of any items not returned from the final paycheck.

Probationary Status *(Policy DCA)*

The following persons shall be employed under a probationary contract when the person is employed by the District for the first time or if the person has not been employed by the District for two consecutive school years subsequent to August 28, 1967: Principal; Supervisor; Classroom Teacher; Counselor; Other full-time professional employees who are required to hold a certificate issued under Education Code Chapter 21, Subchapter B; and Registered Nurse.

A probationary contract may not be for a term exceeding one school year. A probationary contract may be renewed for two additional one-year periods, for a maximum permissible probationary contract period of three school years, except that the probationary period may not exceed one year for a person who has been employed as a teacher in public education for at least five of the eight years preceding employment by the District.
An exception may be made for a probationary contract period to be extended beyond the third consecutive year of employment if, during the third year of the probationary period, the Board determines that it is doubtful whether a term contract should be given. If the Board makes such a determination, the District may offer a probationary contract for a term ending with the fourth consecutive school year.

Return to Probationary Status *(Policy DFAC)*

In lieu of discharging, terminating, or not renewing a term contract, the District may, with written consent of the ~~teacher~~ employee, return the employee to probationary contract status. Before any employee agrees to be returned to probationary status, the employee must receive written notice of the proposed discharge, termination, or non-renewal. An employee returned to probationary status must serve a new probationary period as if the employee were employed by the District for the first time.

Hearings before Hearing Examiner *(Policy DFD)*

Information on hearings before a hearing examiner is found in Policy DFD.

Reduction in Force *(Policy DFF)*

A reduction in force may take place when the Board determines that financial exigency or a program change requires the discharge or non-renewal of one or more employees. Information on reduction in force may be found in Policy DFF.

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

The dismissal or resignation of a certified employee will be reported to the State Board Educator Certification ~~if there is reasonable evidence that the employee's conduct involves the following:~~ when the Superintendent first learns about an alleged incident of conduct that involves the following:

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

Reports concerning court-ordered withholding

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

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

Student Issues

Equal Educational Opportunities *(Policy FB)*

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

Questions or concerns about discrimination of students on any of the bases listed above should be directed to Jan Van Dorn, Assistant Superintendent 600 West Pearl Street, Granbury Texas, 76048 or by phone at 817-408-4009.

Student Records *(Policy FL)*

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to a student's records:

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

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

Parent and Student Complaints *(Policy FNG)*

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the Board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

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

Administering Medication to Students *(Policy FFAC)*

Only designated employees can administer medication to students. The parent/guardian of a student who must take medicine during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students. Over the counter drugs cannot be dispensed to students without a doctors note giving permission to do so.

Student Discipline *(Policies in the FN series and FO series)*

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

~~Teachers must file a written report with the principal or another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct. The principal or administrator will send a copy of this report to the student's parents within 24 hours.~~

Student Attendance *(Policy FDD)*

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

Student Hazing *(Policy FNCC, FO)*

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

engaged in hazing must report that fact or suspicion to the designated campus discipline person.

Student Dress Code

All staff members are responsible for knowing what student dress is appropriate under the dress code in the Student Handbook, as well as enforcing the student dress code. A copy of the Granbury ISD Student Handbook is on-line in the public folder section of the Granbury Independent School District web page.

Student Code of Conduct

All staff members are responsible for having knowledge of and assisting in the enforcement of the student Code of Conduct, as printed in the Granbury ISD Student Handbook.

Student Field Trips

All student field trips must have prior approval by the District and the Supervisor. Once approval has been gained, several forms are required for such trips. These forms can be found in your Campus front office. **Employee sponsors must accompany students on all buses on all field trips at all times.**

EXHIBITS

EXHIBIT A

Granbury Independent School District PAYROLL Hometown National Bank No. 021780
600 West Pearl
Granbury TX 76048
817-408-4000

PO Box 3331
Granbury TX 76048

Date	Check Number
7/24/02	21780

Check Amount
$1,724.88

Pay: EXACTLY 1,724 DOLLARS AND 88 CENTS

NOT NEGOTIABLE AFTER 90 DAYS

TO THE ORDER OF

NON NEGOTIABLE

"021780: 111914289: 100 0008141"

CHECK DATE 8/24/05 CHECK 21780

PERIOD END DATE 9/27/05 RUN # 520

GRANBURY INDEPENDENT SCHOOL DISTRICT

	FISCAL	CALENDAR	CURRENT
TEACHER	25,080.00	15,960.00	2,280.00
STIPEND	350.00	350.00	50.00
TOTAL PAY	25,430.00	16,310.00	2,330.00
DENTAL INS NON TAX		308.00-	44.00-
ANNUITY		700.00-	100.00-
TEACHER RETIREMENT		1,043.84-	149.12-
MEDICARE		236.53-	33.79-
FEDERAL INCOME TAX		1,906.66-	272.38-
TRS INS		40.81-	5.83-
VISION SERVICE PLAN – ALT			.00
ALTERNATE PLAN			.00
Total Deductions		4,235.84-	605.12-
N E T C H E C K	21780		1,724.88

THIS MONTH

SALARY

DEDUCTIONS

Tax Marital Status: S Exemptions: 00 Location:

Absence/Leave Summary	Beg Bal	Earned	Absence	Adjust	Balance
COMPENSATORY TIME	.0000	.0000	.0000	.0000	.0000 DAYS
LOCAL SICK LEAVE	29.0000	.0000	.0000	.0000	29.0000 DAYS
JURY DUTY	.0000	.0000	.0000	.0000	.0000 DAYS
SCHOOL BUSINESS	.0000	.0000	.0000	.0000	.0000 DAYS
STATE PERSONAL LEAVE	8.5000	.0000	.0000	.0000	8.5000 DAYS
STATE SICK LEAVE	18.0000	.0000	.0000	.0000	18.0000 DAYS

LEAVE SUMMARY

LEAVE USED THIS MONTH

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GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: June 13, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: June 6, 2005
RE: Technology Purchase – Dell SAN – DIR Pricing

SUMMARY:

Board Policy CH(LOCAL) requires board approval on purchases in excess of $25,000. The policy states "The Board delegates to the Superintendent or designee the authority to determine the method of purchasing, in accordance with CH(LEGAL), and to make budgeted purchases. However, any purchase that costs or aggregates to a cost of $25,000 or more shall require Board approval before a transaction may take place".

Technology purchases are all purchased using the DIR and TBPC interlocal agreements the District has entered into. DIR and TBPC award contracts via an approved purchasing method. GISD is able to purchase directly from their contracts without going through the formal bid process.

The Dell Storage Area Network has been considered for year-end project funding. The DIR pricing for this project is $120, 520.93. Since this purchase exceeds the $25,000 amount, the Board will need to approve the purchase.

The following recommendation is that of Mr. Ton Potappel, Director of Technology.

RECOMMENDATION:

It is recommended that the above purchase be made from Dell through the DIR pricing as it is in the best interest of the District.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Ton Potappel

Date Submitted: June 6, 2005

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

HUMAN RESOURCES, FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 18, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Troy K. Green
DATE: June 29, 2005
RE: Catastrophic Sick Leave Bank Provisions in Policy DEC (LOCAL)

SUMMARY:

Attached is a copy of the revised Policy DEC (LOCAL).

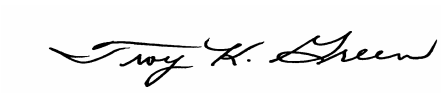
During the June 13, 2005, the Board asked the Administration to add a provision to Policy DEC(LOCAL) that would make it possible for returning employees who had never joined the Bank to be able to refuse membership in the Catastrophic Slick Leave Bank. This provision was added and approved by TASB Policy Services. The added section can be found on the third page of the copy of the policy.

Additionally, a provision was placed back in the policy providing that when an employee uses days from the Bank during one Bank year, the District will contribute two (2) days of local sick leave to the Bank in the name of the employee the following year. Also, during that same year, this employee will earn three (3) days of local sick leave. This provision can also be found on the third page of the policy.

R**ECOMMENDATION:**

It is recommended that the Board approve the amended Policy DEC (LOCAL) as presented.

Respectfully submitted,



Troy K. Green, Executive Director of Human Resources

Staff Person Responsible: Troy Green, Executive Director of Human Resources
Mrs. Sharay Boynton, Executive Director of Finance

Date Submitted: June 29, 2005

COMPENSATION AND BENEFITS:
LEAVES AND ABSENCES

DEC
(LOCAL)

DEFINITIONS
FAMILY

The term "immediate family" shall include:

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

For purposes of the Family and Medical Leave Act, the definition of "family" includes only spouse, parent, and child.

FAMILY
EMERGENCY

The term "family emergency" shall be limited to disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

WORKDAY

A "workday" for purposes of accumulation, use, or recording shall mean the number of hours per day equivalent to the employee's work assignment, whether full-time or part-time.

STATE PERSONAL
LEAVE — RATE OF
ACCRUAL

Each employee shall earn state personal leave, in equivalent workdays, at the rate of one-half a workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually per the following chart:

Number of Days Employed	Days Earned
0— 17	0
18— 35	0.5
36— 53	1.0
54— 71	1.5
72— 89	2.0
90—107	2.5
108—125	3.0
126—143	3.5
144—161	4.0
162—179	4.5
180 +	5.0

TYPES OF STATE
PERSONAL LEAVE

The Board requires employees to differentiate between uses of personal leave:

DISCRETIONARY

1. To be taken at the individual employee's discretion, subject to limitations set out below.

NON–DISCRETIONARY

2. To be used for the same reasons and in the same manner as state sick leave accumulated prior to May 30, 1995. [See DEC(LEGAL)]

USE OF DISCRETIONARY LEAVE

REQUEST FOR LEAVE

A written request for discretionary personal leave shall be submitted to the immediate supervisor or designee in advance in accordance with administrative regulations. The reasons for which personal leave may be used shall not be limited by the District. In deciding to approve personal leave, however, the supervisor or designee shall consider the effect of the employee's absence on the educational program, as well as the availability of substitutes. [See DEC(LEGAL)]

DURATION OF LEAVE

Discretionary personal leave may not be taken for more than five consecutive days, except in extenuating circumstances as determined by the Superintendent.

SCHEDULE LIMITATIONS

Discretionary leave shall not be allowed on the day before or after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for applicable state-mandated assessment tests, professional or staff development days or workdays, and the first or last day of a grading period, except in extenuating circumstances as determined by the Superintendent.

ADDITIONAL LOCAL LEAVE

Except for bus drivers and bus attendants, all new employees shall earn three workdays of local leave per school year. Additionally, two days of local leave shall be contributed to the Catastrophic Sick Leave Bank (Bank) in the name of each new employee.

All continuing or returning employees who did not join the Bank prior to the 2004–05 school year shall earn three days of local leave for the 2005–06 school year. Additionally, two days of local leave shall be contributed to the Bank in the name of each of these employees.

During the 2005–06 school year, each continuing or returning employee shall have a one-time opportunity to notify the District of his or her desire to not participate in the Bank. If an employee does not wish to participate in the Bank, he or she must notify the human resources office of the District by September 1, 2005, of his or her desire to not participate in the Bank.

All employees who joined the Bank in the 2004–05 school year shall earn four days of local leave for the 2005–06 school year. Additionally, one day of local leave shall be contributed to the Bank in the name of each of these employees.

Employees who have been members of the Bank for at least two years shall earn five workdays of local leave per school year.

Any member of the Bank who uses days from the Bank shall earn three workdays of local leave the following school year. Additionally, the District shall contribute two workdays of local leave to the Bank in the name of each of these employees during the following year.

Local leave shall be earned at the same rate as state personal leave, shall be accumulated without limit, and shall be taken with no loss of pay.

Local leave shall be used under the terms and conditions applicable to state sick leave accumulated prior to the 1995–96 school year, except as otherwise provided by this policy.

Local sick leave may also be used for first-year care following the birth or adoption of an employee's son or daughter or the placement of a child with the employee for foster care.

USE AND RECORDING

Available leave shall be used in the following order, as applicable:

1. Local sick leave.
2. State sick leave accumulated prior to the 1995–96 school year.
3. Current year state personal leave.
4. State personal leave.
5. Catastrophic sick leave

Leave shall be recorded in increments of half days. Employees shall be charged leave as used even if a substitute is not employed.

OTHER ABSENCES

Any leave taken for which leave balances are insufficient shall result in a deduction from the employee's paycheck commensurate with the amount of leave taken.

AVAILABILITY

Paid leave for the current year shall be available for use at the beginning of the school year. Paid leave shall not be approved for more workdays than have been accumulated in prior years plus those earned during the current year.

When an employee who has used more leave than he or she had accumulated ceases to be employed by the District, the cost of the unearned leave days shall be deducted from the employee's final paycheck.

MEDICAL CERTIFICATION	An employee absent more than five consecutive workdays because of personal illness shall submit, upon return to work, a medical certification of illness and of his or her fitness to return to work. An employee absent more than three consecutive workdays because of illness in the immediate family shall present, upon return to work, medical certification of the family member's illness. Medical certifications shall continue to be required at 30-day intervals.
HEALTH CARE PROVIDER	Medical certification shall be made by a health care provider as defined by the Family and Medical Leave Act. [See DEC(LEGAL)]
TEMPORARY DISABILITY	Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days.
COURT APPEARANCES	Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay.
FAMILY AND MEDICAL LEAVE	For purposes of an employee's entitlement to family and medical leave, the 12-month period shall be July 1 through June 30.
CONCURRENT USE OF LEAVE	The District shall require employees to use family and medical leave concurrently with paid leave and with temporary disability leave if applicable.
COMBINED LEAVE FOR SPOUSES	If both spouses are employed by the District, combined family and medical leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition may be limited to a combined total of 12 weeks as determined by the needs of the District.
INTERMITTENT LEAVE	Intermittent leave shall not be permitted for the birth of the employee's child or the adoption or placement of a child with the employee.
CERTIFICATION OF ILLNESS	Upon request for family and medical leave for the employee's serious health condition or that of a spouse, parent, or child, the employee shall provide medical certification of the illness or disability.
MEDICAL RELEASE	The employee's request for reinstatement shall be accompanied by medical certification of the employee's ability to perform essential job functions.
TEACHER REINSTATEMENT	A teacher desiring to return to work at or near the conclusion of a semester may be reinstated in accordance with the END-OF-TERM LEAVE section in DEC(LEGAL).

RESIGNATION

If, at the expiration of the family and medical leave, the employee is able to return to work but chooses not to do so, the District shall require reimbursement of the employee benefits contribution made by the District during the period in which such leave was taken as unpaid leave.

WORKERS' COMPENSATION

An employee absent because of a job-related injury or illness shall be assigned to family and medical leave, if applicable.

An employee eligible for workers' compensation wage benefits, and not on assault leave, shall indicate whether he or she chooses to:

1. Receive workers' compensation wage benefits; or
2. Use available paid leave. Workers' compensation wage benefits shall begin when:
   a. Paid leave is exhausted; or
   b. The employee elects to discontinue use of paid leave; or
   c. Leave payments are less than the employee's pre-injury average weekly wage.

CATASTROPHIC SICK LEAVE BANK PURPOSE

The purpose of the Catastrophic Sick Leave Bank (Bank) is to provide additional paid sick leave days to members of the Bank who have experienced catastrophic illness or injury, including a pregnancy-related complication; who have exhausted all accumulated vacation days and state and local leave days; and who have taken five days of leave without pay.

DEFINITIONS

For purposes of this policy, catastrophic illness shall be defined as a severe condition or combination of conditions affecting the mental or physical health of the employee or the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces an employee to exhaust all leave time earned by that employee and to lose compensation from the District.

For Bank purposes, the school year shall begin on the first official day of work for ten-month employees.

ELIGIBILITY

Employees who are eligible to receive local sick leave shall also be granted membership in the Bank.

GOVERNING COMMITTEE (DAC)

The governing committee that approves or disapproves requests for Bank days shall be the District Advisory Council (DAC) and shall be composed of members of the Bank. The Superintendent shall vote only if necessary to break a tie.

CONTRIBUTION OF DAYS

At the beginning of each school year, the District shall contribute days to the Bank for each eligible employee. [See LOCAL LEAVE above]

The days donated remain the property of the District.

Each person who leaves the employment of the District shall be given the opportunity to contribute to the Bank one half of his or her unused accrued local sick leave days. Such days shall be set aside and contributed to the Bank only if it should become insolvent. The Bank may be considered insolvent if the number of days are fewer than twice the number of members. [See SOLVENCY below]

GRANTING OF DAYS

Requests for Bank days shall be made within 30 days of the absence to be considered.

Days from the Bank shall be granted based on the following:

1. Bank days shall be granted only for absences from working days and shall not be granted for holidays, vacation days, or noncontract days.
2. Pre-existing conditions shall include, but shall not be limited to, any condition for which the member received treatment during the 12-month period preceding the member's enrollment in the Bank. Charter members shall be exempt from meeting these conditions.
3. Unless there is a related complication, pregnancy shall not be covered. Complications arising from childbirth shall be considered on an individual basis, provided the recovery period requires longer than six weeks.
4. Bank days shall not be authorized for illness or disability resulting from substance abuse rehabilitation (including injuries resulting from substance abuse), self-inflicted injury, or act of war.
5. The DAC shall be authorized to approve up to 40 days per Bank year for a member's personal illness or injury or for the care of a spouse or a dependent child. Additional days shall require the recommendation of the DAC and Superintendent, and the approval of the Board.
6. The DAC may consider a request by a member for up to ten days to assist other critically or terminally ill immediate family members per Bank year. [See DEFINITIONS/FAMILY above]
7. The Bank shall not grant more days than the District has contributed.

8. The DAC may request a medical review by a physician of the committee's choice at the member's expense.
9. At the end of the Bank year, all unused sick leave days in the Bank shall be carried over to the next Bank year.
10. A member shall lose the right to use the benefits of the Bank by:
    a. Termination or suspension of employment in the District.
    b. Attempted abuse of the Bank and/or its policies.

PROCEDURES

The application procedure shall be as follows:

1. The DAC shall review individually all requests for Bank days.
2. The DAC may request that a member appear before the committee to substantiate the validity of the request.
3. The DAC shall determine the number of days approved and shall reserve the right to approve, deny, or modify the days requested.
4. No member of the DAC shall participate on the committee when making a personal request for Bank days or when the committee is considering a request made by a family member.
5. The Superintendent shall ensure that the human resources office is notified of the outcome of all requests for Bank days. The human resources office shall notify the member of the outcome.

[See DEC(REGULATION) for application guidelines]

SOLVENCY

If the District should ever declare the Bank to be insolvent, the Superintendent shall recommend to the Board a procedure for funding the Bank in subsequent years.

BUYBACK AT RETIREMENT

The Board shall determine annually whether funds are available for a retirement reimbursement program. Upon approval of the program, employees who have at least 15 years continuous service in the District immediately preceding retirement and who meet the requirements for retirement with the Texas Teacher Retirement System shall be reimbursed upon retirement for half of any unused local sick leave. Payment shall be at the rate of one half of the employee's regular daily rate of pay up to a maximum of $15,000 per employee.

To be eligible for reimbursement, the employee must notify the District of his or her retirement no later than February 1, of the school year in which the retirement will occur.