



ROUND ROCK
INDEPENDENT SCHOOL DISTRICT

Inspiring Students to Learn
Empowering Students for Life

2020–2021

Employee Handbook

*If you have difficulty accessing the information in this document because of a disability, please
e-mail HRS_Web@roundrockisd.org.*

Round Rock Independent School District
1311 Round Rock Avenue, Round Rock, Texas 78681

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Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to Annette Vierra, Executive Director of the Human Resource Services Department.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at <http://pol.tasb.org/Home/Index/1245>.

District Information

Description of the District

Round Rock ISD is located in southern Williamson County and northwest Travis County and includes the city of Round Rock and portions of the city of Austin and the city of Cedar Park. The area covers 110 square miles encompassing high tech manufacturing and urban retail centers, suburban neighborhoods, and farm and ranch land.

Roughly 50,000 students attend the District's seven high schools, 11 middle schools, 34 elementary schools, and three alternative learning centers. Enrollment continues to grow by more than 1,000 students per year.

The District has a diverse ethnic base with a student population that is approximately 9% African American, 17.7% Asian, 0.2% Pacific Islander, 30.7% Hispanic, 0.4% Native American, and 38.2% White (TAPR, 2018-2019).

District Strategic Plan, Mission Statement, Beliefs and Goals

Policy AE

Strategic Plan

<https://roundrockisd.org/about-rrisd/strategic-plan/>

Mission

Round Rock Independent School District will provide exemplary education, guidance, and encouragement to empower all students to reach their individual potential and become contributing members of a diverse community.

Core Beliefs

Core beliefs to guide all District decisions and actions are as follows:

1. Every student and staff member is a learner and leader and is supported through rigorous, innovative, and individualized experiences. (Invest in Growth)
2. We are committed to achieving racial and educational equity. All individuals are valued and treated with kindness and respect in Round Rock ISD. (Include All)
3. Partnerships among staff, students, parents, and community members are essential to enhance students' educational opportunities and achieve the District's mission and goals. (Inspire Action)
4. All families deserve access to a high-performing school in their community.

Strategic Plan Goals

1. We will ensure that all facilities are safe and advance learning for every student while planning with our community for sustainable growth.
2. We will promote academic excellence through learning and enrichment opportunities that engage and inspire every student.
3. We will implement internal and external communication systems to engage and inform, build trust, and develop partnerships with students, staff, parents, and the community.
4. We will identify, develop, support, and retain a talented team of teachers, administrators, and staff who are equipped to meet the needs of every student.
5. We will develop the whole child, cultivating the social and emotional skills needed to thrive in a diverse and ever-changing world.
6. We will prepare every student for success after high school through a variety of experience and learning pathways.

Board of Trustees

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

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

The Board of Trustees is elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children. Board members are elected for four-year terms with elections held biennially in November of even-numbered years, as indicated below.

Places 3, 4, 5 and 6

The current term expires in 2022. Subsequent elections shall take place at four-year intervals thereafter.

Places 1, 2 and 7

The current term expires in 2020. Subsequent elections shall take place at four-year intervals thereafter.

Board members serve without compensation, must be qualified voters, and must reside in the District.

Current Board members include:

Amy Weir	President	Place 5
Steven E. Math	Vice President	Place 6
Amber Feller	Secretary	Place 3
Nikki Gonzales	Trustee	Place 1
Cory Vessa	Trustee	Place 4
Charles “Chad” Chadwell	Trustee	Place 2
Mason Moses	Trustee	Place 7

Regular meetings of the Board of Trustees are usually held on the third Thursday of each month at the Round Rock High School Lecture Hall. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the District website at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

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

School Calendar

The approved school calendar is published annually and can be found on the District website: <https://www.roundrockisd.org/about-rrisd/calendars/>

Helpful Contacts

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

Human Resource Services

Link to the Human Resource Services Department: <https://hr.roundrockisd.org/>

E-mail: hrs_web@roundrockisd.org

Employee Benefits

Link to Benefits Information: <https://www.roundrockisd.org/departments/benefits/>

E-mail: benefits@roundrockisd.org

Payroll and Leave of Absence Information

Link to Payroll and Leave of Absence Information:

<https://www.roundrockisd.org/departments/payroll-leave-of-absence/>

E-mail: payroll@roundrockisd.org

Academic Operations

Elementary Schools	(512) 464-5131
Secondary Schools	(512) 464-5092
Instructional Support Services	(512) 464-5986
Career and Technical Education	(512) 464-5130
Community Education	(512) 464-4112
Guidance and Counseling	(512) 464-5100
Curriculum	(512) 464-5103
Fine Arts	(512) 464-5178
Gifted and Advanced Academic Services	(512) 464-5104
Student Health Services	(512) 464-5127
School Improvement & Academic Interventions	(512) 464-5031
Library Services	(512) 428-2971
Professional Development	(512) 464-5934
Special Education/Dyslexia/504 Services	(512) 464-5140
Student Diversity and Learning Programs	(512) 464-5072

Business Operations

Accounts Payable	(512) 464-5067
Athletics	(512) 464-5480
Assessment	(512) 464-5039
Custodial Services	(512) 464-8350
Community Relations	(512) 464-5113
Facilities and Construction Department	(512) 464-5010
Distribution Center	(512) 464-6960
Environmental Compliance	(512) 464-5459
Food Services	(512) 428-2977
Maintenance	(512) 464-8340
Operations and Facilities	(512) 464-5087
Printing and Graphics	(512) 464-6980
Purchasing	(512) 464-6950
Research	(512) 464-5906
Safety and Security	(512) 464-5454
Technical Operations	(512) 464-5490
Textbooks	(512) 464-6990
Transportation East	(512) 428-2450
Transportation West	(512) 428-2480

School Directory

The RRISD school directory can be found on the District website. The link is:

<https://www.roundrockisd.org/schools/all-schools/>

Employment

Equal Employment Opportunity

Policies DAA, DIA

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

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

The District designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Lindsey McPheeters, Staff Attorney and Title IX Coordinator, 1311 Round Rock Avenue, Round Rock, Texas, 78681, lindsey_mcpheeters@roundrockisd.org, (512) 464-5451. Reports can be made at any time and by any person, including during non-business hours, by mail, e-mail, or phone. During district business hours, reports may also be made in person.

The District designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Lindsey McPheeters, Staff Attorney and Title IX Coordinator, 1311 Round Rock Avenue, Round Rock, Texas, 78681, lindsey_mcpheeters@roundrockisd.org, (512) 464-5451.

Employees with questions or concerns relating to discrimination for any other reason should contact Human Resource Services at (512) 464-5987 or Legal Services at (512) 464-5036.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the District's website at <https://ess.roundrockisd.org/ESS/>.

Employment after Retirement

Policy DC

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

TRS Surcharge for Rehired Retirees

All public education employers are required to make monthly surcharge payments to the Texas Teacher Retirement Pension Fund and TRS-Care for TRS retirees returning to work who have a retirement date on or after September 1, 2005. The Pension Fund surcharge is based on the retiree's total monthly pay, including stipends and extra duty payments. The Pension Fund surcharge is currently 15.2% of total monthly pay. The TRS-Care surcharge is required for any retiree who is enrolled in TRS-Care and is based on TRS-Care enrollment elections. Round Rock ISD will reduce the retiree's pay to offset the additional expenses that the District must pay to rehire a TRS retiree, provided that the retiree's salary does not fall below the state minimum salary, if applicable or the federal minimum wage. Retirees will also be required to pay the state contribution for TRS-Care if they participate in this plan.

Contract and Noncontract Employment

Policy DC series

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

Probationary Contracts

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

For those with less experience, the probationary period may be up to three school years (i.e., three one-year contracts) with an optional additional school year if the Board determines it is doubtful whether a term contract should be given.

All probationary employees will receive an electronic copy of their contract and will be given directions on how to access policies online.

Term Contracts

Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All term employees will receive an electronic copy of their contract and will be given directions on how to access policies online.

Noncertified Professional and Administrative Employees

Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are not employed by contract and serve on an at-will basis. At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the needs of the District. At-will employees who are dismissed shall receive pay through the end of the last day worked.

Paraprofessional and Auxiliary Employees

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

Certification and Licenses

Policies DBA, DF

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

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

the Assistant Director of Certification and Employee Records at (512) 464-5469 if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy DC

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the Assistant Director of Certification and Employee Records at (512) 464-5469 if you have any questions regarding reverification of employment authorization.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

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

Employees Required to Have a Commercial Driver's License

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

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

Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

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

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Director of Risk Management at (512) 464-5454.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the District proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the employee's supervisor at the beginning of each school year. For further information and clarification, contact your supervisor.

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

Reassignments and Transfers

Policy DK

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

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed by the employee and

submitted to Human Resource Services. Qualifying employees requesting a transfer to another campus before the school year begins must submit his or her request by the date posted by Human Resource Services each year. 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 Resource Services and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees

Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be posted on the District website. Professional employees are contracted by the day and are not limited to a set number of hours in any given day.

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

Paraprofessional and Auxiliary Employees

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

Normal Hours of Operation

Elementary Schools:	7:30 AM – 3:30 PM
Middle Schools:	7:45 AM – 3:45 PM
High Schools:	8:15 AM – 4:15 PM
Central Office:	8:00 AM – 5:00 PM

An employee absent from work must notify his or her supervisor at the beginning of each workday or as soon as possible thereafter. Employees whose positions have been authorized to

have a substitute are also required to call or access the District Absence Management system so that a replacement can be found. Administrators who are absent from work must report their absences online using the Employee Self Service system. Non-exempt employees who are absent from work must record their absences in the RRISD timekeeping system.

Breaks for Expression of Breast Milk

Policies DEAB, DG

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

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

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Assistant Director of Human Resource Services and Certification at (512) 464-5469.

Outside Employment and Tutoring

Policy DBD

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the District. Supervisors will consider outside

employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

No employee of the District is permitted to use his or her position in promoting, soliciting, or selling any project, goods, or services within the boundaries of the District unless the patron invites said solicitation with full knowledge of the type of sales work in which the employee is engaged.

Employees are not permitted to provide job-related services to their own students for pay except during the summer months or by assignment by the administration. An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.

Volunteer Organizations

Policy DBD (Regulation)

Employees are not permitted to serve in a financial capacity for a District parent or booster organization. Financial capacity is defined as treasurer, fundraising chair, check signer or any other function that involves the receipt and distribution of money.

Performance Evaluation

Policy DN series

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

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Round Rock ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the District. As part of the District's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office.

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the District. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for 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.

Additional information on staff development can be found under the Professional Development Department at <https://pd.roundrockisd.org/>.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The District's pay plans are reviewed by Human Resource Services each year to include comparisons with other districts, an analysis of market data, as well as the cost of living information. The compensation plan is adjusted as data dictates and the budget allows. The Board of Trustees approves the compensation plan on an annual basis.

All District positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid on a salary basis regardless of the number of hours worked. Exempt employees are not entitled to overtime compensation. Employees classified as non-exempt are paid an hourly wage and hours worked beyond 40 within a work week receive overtime pay. All overtime must be approved in writing by the campus or department supervisor.

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the District's extra-duty pay schedule.

Employees may view their salary, leave, and benefit information online at the Employee Self-Service portal (ESS). In addition, all employees are provided with e-mail accounts which can be used for work-related purposes, such as communicating with supervisors and other employees.

Due to Fair Labor Standards Act requirements, non-exempt employees may only access their employee e-mail accounts during regular work hours. The District will monitor employees' access to these e-mail accounts for compliance with this policy. Any violations of this policy will be strictly enforced.

The Employee Self Service system may be accessed at the following link:

<https://ess.roundrockisd.org/ess/>

Employees can view the 2020-2021 Compensation Plan on the District website at:

<https://drive.google.com/file/d/15kkxFfRQVPYsU8MbzA5ExOieRIKE8qbp/view>

Employees may contact the Director of Human Resource Services and Compensation at (512) 464-5948 for more information about the District’s compensation plan.

Guide to Payroll Matters

The Financial Services Department has created the **Guide to Payroll Matters – Exempt** and the **Guide to Payroll Matters – Non-Exempt** to provide useful information for employees on many topics. The link to this important document is provided below:

<https://www.roundrockisd.org/departments/payroll-leave-of-absence/guide-to-payroll-matters/>

Employees can also find important information regarding employee benefits on the Benefits Department website. The link to this page is provided below:

<https://www.roundrockisd.org/departments/benefits/>

Time Records and Overtime

Policy DEAB

Non-exempt employees must record all actual hours worked. Failure to accurately report time worked or otherwise comply with this policy will result in discipline up to and including termination.

All non-exempt employees are required to follow the Round Rock ISD electronic Timekeeping Procedures, as more fully described in the **Guide to Payroll Matters – Non-Exempt**. Supervisors and/or managers, who may or may not be exempt employees, have obligations regarding non-exempt employees’ time records. Therefore, it is very important for both non-exempt employees and exempt supervisory staff to be knowledgeable about the requirements for accurate time records under the Fair Labor Standards Act. A non-exempt employee who works overtime without prior written approval from the supervisor will be subject to disciplinary actions.

Time detail is based on the Round Rock ISD time and attendance records. Each employee is responsible for completing any necessary forms for time corrections and/or absences, and supervisors are required to review and approve non-exempt employees’ time records.

Communication Outside of Regular Work Schedule

Policies CPC, DEAB

Generally, non-exempt employees should only work during regularly scheduled work hours. Therefore, unless a non-exempt employee has been approved for a cell phone stipend, non-

exempt employees should not be contacted for work-related purposes outside of their regularly scheduled work hours, except in the case of De Minimus Exceptions described below. Prohibited contact outside of regular work hours includes telephone calls, voicemails, e-mails, text messages, messages via social media, and any other communications. If a non-exempt employee is contacted by his or her supervisor, a manager or any other employee, including another non-exempt employee, outside of regular working hours for work-related reasons not listed as De Minimus Exceptions, the non-exempt employee must record the time spent reviewing and/or responding to such communications. In addition, the non-exempt employee must report such communications to the Director of Payroll and Benefits. The District prohibits retaliation against any employee who, in good faith, reports incidents under this policy.

De Minimus Exceptions

Non-exempt employees may be contacted outside of regular work hours by a supervisor or other employees under the following limited circumstances, provided that the communication does not exceed ten minutes:

- Weather emergencies
- Security emergencies
- For maintenance employees, maintenance emergencies which may jeopardize the ability to conduct or hold school on the next school day
- For transportation employees, transportation emergencies, such as after-hour transportation trips, mechanical emergencies and weather-related transportation emergencies
- School open or closure emergencies

Non-exempt employees who receive cell phone stipends acknowledge and understand that in accordance with FLSA they are required to record all time associated with their duties, which may include a review of, or responses to, phone calls, voicemails, e-mails, text messages and other communications that they receive outside their regular work schedules. Non-exempt employees who receive a cell phone stipend agree, as a condition to such stipends, that the District has the right to access all work-related data stored in the employee's cell phone or another device for which a stipend is provided, consent to the District's access to such data, and agree to follow the District's record management program [See Board Policy CPC].

Failure to Record Work Hours

As stated, all non-exempt employees must record actual hours worked. If a supervisor asks a non-exempt employee to work "off the clock" or otherwise instructs him or her not to record work hours, the employee must report this incident to the Director of Payroll and Benefits. Failure by a non-exempt employee to comply with these reporting requirements may result in disciplinary action, up to and including termination. The District prohibits retaliation against any employee who, in good faith, reports incidents under this policy.

Changes to Time Detail

Any disagreements with the official time detail record should be reviewed promptly by the employee's supervisor, who must authorize any changes to the timekeeping record. All semi-monthly and monthly absences (scheduled and unscheduled) must be documented on the "Authorization to Change Round Rock ISD Time Detail Record" form. Copies of all approved forms must be sent immediately to the campus/department Timekeeper Manager for entry into the system.

Overtime Compensation

Policies DEAB, DEC

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

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:00 am on Monday and ends at 11:59 pm on Sunday.

Additional information regarding non-exempt employee work time can be found in the Guide to Payroll Matters for Non-Exempt employees.

Travel Expense Reimbursement

Policy DEE

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

Health, Dental, and Life Insurance, and Supplemental Insurance Benefits

Policy CRD

Employees can find important information regarding employee benefits in the **Guide to Payroll Matters – Exempt** and the **Guide to Payroll Matters – Non-Exempt**. The link to these important documents is provided below:

<https://www.roundrockisd.org/departments/payroll-leave-of-absence/guide-to-payroll-matters/>

Employees can also find important information regarding employee benefits on the Benefits Department website. The link to this page is provided below:

<https://www.roundrockisd.org/departments/benefits/>

Employees should contact the Benefits Department for more information.

Cafeteria Plan Benefits (Section 125)

Round Rock ISD employee Health, Dental, Vision, Health Care Account, and Dependent Care Accounts are paid on a pre-tax basis under a Flexible Benefit Plan under Internal Revenue code Sections 79, 105, 106, 125, and 129 as amended from time to time. New employees must accept or reject these benefits during their first month of employment. All employees must accept or reject these benefits on an annual basis and during the specified time period.

Workers' Compensation Insurance

Policy CRE

Employees of Round Rock Independent School District are covered by workers' compensation insurance should they sustain an injury that arises out of and in the course and scope of employment for which compensation is payable under the applicable sections of the Texas Labor Code, Division of Workers' Compensation Rules and case law.

Coverage is purchased by the District, and each reported case is reviewed and investigated by the insurance provider. Because each situation is unique, the provider determines if benefits are owed based on Workers' Compensation Rules and case law. It is not possible for an employee to be informed of each circumstance when benefits would be awarded since each case is determined based on the facts of the case.

Employees injured on the job must immediately report the injury or accident to their supervisor *even if they do not seek medical treatment*. The supervisor will notify their respective department/campus Workers' Compensation contact and provide them with the

information to complete and submit an online First Report of Injury. If medical attention is required, the employee may go to the medical facility/provider of his/her choice but must make certain that the treating physician is included on the list of contracted Alliance providers. To locate a treating doctor within your area, a provider listing is available through the Alliance website at <https://www.pswca.org>. If in doubt, the Risk Management Department can provide assistance. The medical provider will call the Risk Management Department before treatment to verify that the injury/illness is job-related; therefore, it is imperative that the supervisor notify the Risk Management office at (512) 464-5035 or (512) 464-5454 in a timely manner. The claim will be investigated by the Workers' Compensation insurance provider, and they will determine if the claim for job-related injuries is approved and if doctor's bills and medical expenses will be accepted. Additionally, if the claim is approved by the Worker's Compensation insurance provider, indemnity compensation may be paid after the employee's absence exceeds seven calendar days.

The employee has some responsibilities including, but not limited to, the following:

- Inform the supervisor of the injury, or have a co-worker inform him/her
- Seek medical treatment, if necessary
- Ensure the supervisor receives a copy of the medical statement
- Keep supervisor informed of the status of the injury

When returning to work, the employee must have a return-to-duty release from his/her doctor and must provide this release to the supervisor. The supervisor will review the medical release with the Risk Management Department to determine if the return is permitted. The employee will not be allowed to return to work until such clearance is approved.

The District has adopted a "Return to Work Program" which specifies the terms and conditions under which an employee may return to limited duty due to physical limitations. The Risk Management Department administers this program and coordinates offers of Return to Work with the appropriate hiring authority.

If an injured employee is out for more than nine calendar days due to the injury, the employee must contact the Payroll/Benefits Department regarding Leave of Absence options.

Employees who have questions concerning their rights or responsibilities under Workers' Compensation should contact the Risk Management Department at (512) 464-5035 or (512) 464-5454. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under Texas Labor Code. See *Workers' Compensation Benefits* below for information on the use of paid leave for such absences.

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 pre-injury wage.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Risk Management Department at (512) 464-5035 or (512) 464-5454.

Teacher Retirement

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

Employees who plan to retire under TRS should notify TRS as soon as possible. Information on the application procedures for TRS benefits is available from TRS at:

**Teacher Retirement System of Texas
1000 Red River Street
Austin, TX 78701-2698**

Individuals may also call 800-223-8778. TRS information is also available at <http://www.trs.texas.gov>. See page 13 for information on restrictions of employment of retirees in Texas public schools.

More information can be found under the Benefits Department – Retirement Plans at <https://www.roundrockisd.org/departments/benefits/retirement-plans/>

Leaves and Absences

Policies DEC, DECA, DECB

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

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification.

The following is provided as a summary of the District's leave policies. For more specific information, refer to Sections DEC (LEGAL), DEC (REGULATION), DEC (LOCAL), DECA (LEGAL), and DECB (LEGAL) of Board Policy.

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

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

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

Leave of Absence Forms

District policy states that a Leave of Absence form is required when an employee will be absent for reasons that qualify for leave under the Family and Medical Leave Act (FMLA) guidelines (including intermittent leave dates) or other leave reasons.

All employees are required based on DEC policy (Local-Compensation and Benefits) to submit related leave request forms, return to duty forms, and related leave of absence

documentation in a timely manner. Please contact Benefits at (512) 464-5062, (512) 464-5139 or (512) 464-6728 or e-mail benefits@roundrockisd.org for the appropriate paperwork. Refer to DEC (LOCAL) for guidelines.

Employees who anticipate taking a leave of absence are strongly encouraged to contact the Payroll/Benefits office to gain an understanding of leave availability and the effect leave will have on their paycheck. In the event leave is not available to cover an absence, the employee will enter into a contract payoff status and will cease receiving regular payroll checks until the employee returns to work. Employees' salary may be reduced for the remainder of the school year. If all available leave has been exhausted, the employee will be placed on COBRA for the continuation of insurance premiums. Leave claimed that has not been earned will be deducted from pay at a daily rate and will not be refunded.

Reporting Leave

Non-exempt employees are required to record absences via the Round Rock ISD Timekeeping System. This is accomplished by completing an *"Authorization to Change Round Rock ISD Time Detail Record"* form and submitting it to the Time Manager/Supervisor at the campus or department.

Employees whose positions have been authorized to have a substitute are also required to call the Absence Management system so that a replacement can be found. The Absence Management system should be called at least one hour before the scheduled report-to-work time. If an absence occurs within one hour of the assigned report-to-work time, the employee should report the absence to the campus administrator or designee. The use of the Absence Management system does not relieve the employee of the responsibility to notify the campus principal or supervisor.

Employees who are assigned to more than one campus must leave special instructions for the substitute on the Absence Management system. Detailed system notes regarding the use of the Absence Management system are available on the District's website.

Full-Day and Half-Day Posting

Employee leave is granted on the basis of full-day or half-day. **Leave cannot be taken in hourly increments.** Part-time employees use one (1.0) leave day for missing one work day and half (0.5) days of leave for missing half a day of work.

Part-Time Employees

A part-time employee's work week is based on the hours per day assigned by HRS and leave must be posted for each day missed. If a part-time employee's work week is altered by campus assignment, leave must still be reported based on the HRS-assigned number of hours per day. For example, Joe is assigned to work 4 hours per day, 5 days per week by

HRS. Joe's campus administrator alters the assignment to allow Joe to work 2.5 days per week. If Joe misses the entire week, he is required to take 5 days of leave.

The following hours listed are for reporting absence times in the Absence Management system only. These hours are not the employee's official report to work times, as the campus/department administrator assigns duty hours.

Full-Day Leave

Elementary School	7:30 am – 3:30 pm
Middle School	7:45 am – 3:45 pm
High School	8:30 am – 4:30 pm
Administration and other facilities	8:00 am – 5:00 pm
Auxiliary	See Note Below

Half-Day Leave

Elementary School	11:30 am
Middle School	11:45 am
High School	12:30pm
Administration and other facilities	12:00 noon
Auxiliary	See Note Below

Note: Auxiliary employees should contact their immediate supervisor for full and half-day leave policy, as leave is dependent on the department's work schedule.

Leave is advanced beginning in July of each year. For employees who do not work the full assignment for the school year, leave days advanced will be prorated to reflect the actual number of days earned based on the number of days worked for the school year.

Medical Certification

Any employee, who is absent more than 15 days because of a personal or family illness, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

An employee’s supervisor may request medical certification from an employee if there is a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent.

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

Continuation of Health Insurance

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

Personal Leave (State)

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

Nondiscretionary

Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very

little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.

Discretionary

Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor at least three workdays in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

The restricted days that are unavailable for personal leave are:

- Scheduled staff preparation days
- Professional development/early release days
- The first five and last five days of any semester
- The day immediately preceding or following District holidays
- Days scheduled for state-mandated testing

Discretionary state personal leave may not be taken for more than five consecutive workdays per semester except in extenuating circumstances as determined and approved by the Superintendent or designee.

Leave Proration

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

Sick Leave (Local)

Employees accrue five, six, or seven workdays of local sick leave per year, according to the following schedule:

- Employees in positions assigned to 10 months of service shall receive five local sick leave days per year.
- Employees in positions assigned to 11 months of service shall receive six local sick leave

days per year.

- Employees in positions assigned to 12 months of service shall receive seven local sick leave days per year.

Local sick leave may accumulate to a maximum of 100 workdays and may be taken with no loss of pay.

Local sick leave may be used for the following:

- Illness of the employee;
- Illness of a member of the employee's immediate family; or
- Death in the employee's immediate family. Refer to Board Policy DEC (LOCAL) for a definition of the term "immediate family."

An employee absent from work must notify his or her supervisor at the beginning of each workday or as soon as possible thereafter. Employees whose positions have been authorized to have a substitute are also required to call the Absence Management system. This system should be called at least one hour before the scheduled report-to-work time. If an absence occurs within one hour of the assigned report-to-work time, employees should report the absence to campus administrator or designee. The use of the Absence Management system does not relieve the employee of the responsibility to notify the campus principal or supervisor.

Sick Leave (State)

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. Not all employees have state sick leave. The Education Code was updated beginning with the 1996 school year and if employees were employed by a district, their service record would reflect such leave.

State sick leave shall not exceed five consecutive work days per semester, except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

State sick leave may be used for the following reasons only:

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

- Active military service

Extended Leave

Extended leave is a pool of leave days for use by qualifying District employees that provide additional paid leave days to employees absent due to a Family and Medical Leave Act (FMLA) qualifying event. Refer to DEC (REGULATION) for eligibility rules and available days.

Leave Balance Carry-Over

Local sick leave will accumulate year-to-year to a maximum of 100 days. State personal leave and state equivalent sick leave balances earned at other Texas school districts will be carried forward to RRISD. Transfer of unused leave is based on an employee's service record.

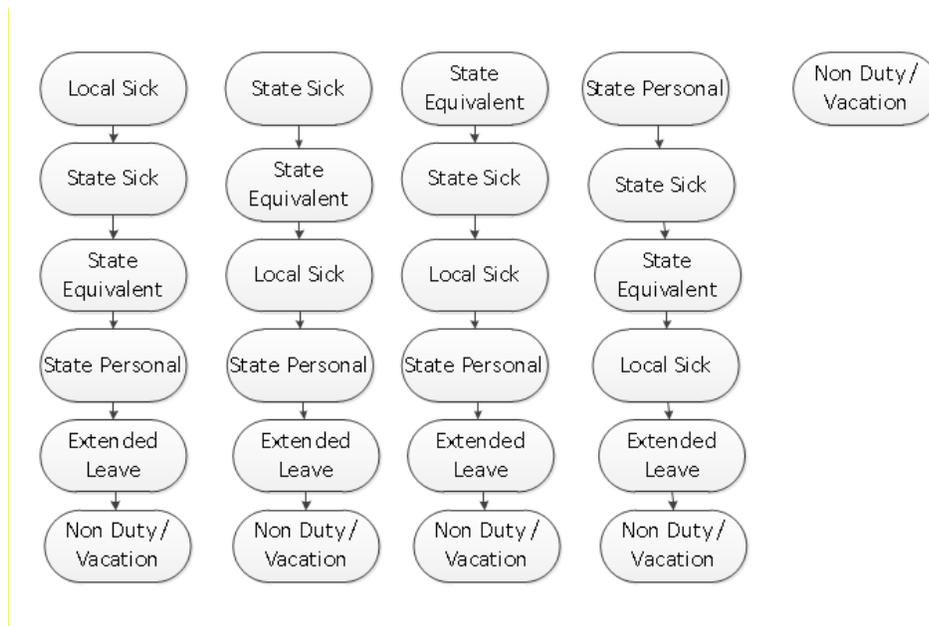
Recording of Leave and Order of Usage

Leave is posted based on information provided through the Round Rock ISD Timekeeping system, the Absence Management system, and Employee Self Service (ESS). **Leave will not be changed at a later date if incorrect information was submitted.** Therefore, it is imperative that the reason given for the absence is accurate and employees are aware of the order of usage as outlined in the diagram below. The initial submission of the leave type determines how leave is applied based on the balance of leave banks. Semi-monthly employees' leave posting is based on the payroll schedule. Monthly paid employees' leave posting is posted one month in arrears.

If an employee takes leave in excess of the amount earned, the employee's pay will be deducted for the time missed based on their per day rate.

Employees may not choose to be docked in lieu of taking leave. Conversely, supervisors may not elect to discipline employees by requiring them to be docked in lieu of taking leave.

Leave Flowchart



Leave Upon Separation

Sick Leave (Local): Employees who resign from the District surrender all accumulated local sick leave, even if later rehired by the District, unless they meet the qualifications described in the Leave Pay Options below.

Sick Leave (State): For employees who resign from the District, state sick leave balances will transfer to the employee service record.

Personal Leave (State): For employees who resign from the District, personal leave balances will transfer to the employee service record.

Note: Employee service records must be requested from the HRS department.

Leave Pay upon Separation

Employees who have ten or more years of continuous employment in the District and retire under the Teachers Retirement System from the District shall be reimbursed for accrued and unused local sick leave, not to exceed 80 days, according to the following rates:

Non-Exempt Employees

10-14 years of RRISD service	\$50 per day
15-19 years of RRISD service	\$60 per day

20+ years of RRISD service	\$70 per day
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Exempt Employees

10-14 years of RRISD service	\$70 per day
15-19 years of RRISD service	\$80 per day
20+ years of RRISD service	\$90 per day

Vacation

Policy DED

Vacation leave is available for 12-month employees based on their assigned work calendar. Vacation leave may be used with the supervisor’s prior approval and may accumulate to an established maximum amount of 30 days. [See Board Policy DED LOCAL]

Family and Medical Leave Act (FMLA)—General Provisions

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

Basic Leave Entitlement

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

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

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

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

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

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, foreign deployment of a military member who is the employee's spouse, child or parent, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

While employees are on FMLA leave, employers must continue health insurance coverage under any "group health plan" as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms and conditions.

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

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

Eligibility Requirements

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

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

Definition of Serious Health Condition

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

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

Use of Leave

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

Substitution of Paid Leave for Unpaid Leave

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

Employee Responsibilities

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

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

Employer Responsibilities

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

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

Unlawful Acts by Employers

The FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right protected under the FMLA; discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement

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

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

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

For additional information:

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

Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured backward from the date an employee uses FML.

Use of Paid Leave

An employee must use all of his or her accrued paid sick and personal leave. The remainder of the leave period shall then consist of unpaid leave under FMLA. FML runs concurrently with accrued sick and personal leave, temporary disability leave, assault leave, and absences due to a work-related illness or injury. The District will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined Leave for Spouses

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

Intermittent Leave

An employee eligible for FMLA may take leave intermittently or on a reduced leave schedule when medically necessary to care for a spouse, parent, or child as determined by the needs of the District. When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The District does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Fitness for Duty

Before an employee may resume work after an absence of 15 or more days, the employee shall provide a fitness-for-duty certification from the health care provider of the employee's ability to perform essential job functions. The District shall provide a list of essential job functions (e.g., job description) to the employee with the leave designation notice to share with the health care provider.

Reinstatement

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

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and

the District will maintain the employees group health insurance and reinstate the employee at the end of the leave according the procedures outlined in policy. [See Board Policy DECA (LEGAL)]

Failure to Return

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

District Contact

Employees that require FML or have questions should contact the Benefits Coordinator at (512) 464-5017 for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Certified Employees

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

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

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

When an employee is ready to return to work, the employee shall notify the Payroll and Benefits Department at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to

which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to according to worker's compensation guidelines. See *Worker's Compensation Insurance*, page 25. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

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

Jury Duty

Policies DEC, DG

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

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

Compliance with a Subpoena

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

Truancy Court Appearances

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

Religious Observance

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

Military Leave

Paid Leave for Military Service

Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave when engaged in authorized training or duty orders by proper authority. Paid military leave is limited to 15 days each fiscal year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave

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

Continuation of Health Insurance

Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Payroll and Benefits Department for details on eligibility, requirements, and limitations.

Employees can find more information regarding employee leaves, including family and medical leave, temporary disability leave, assault leave, military leave, and developmental leave by referring to Board Policies DEC (LEGAL), DEC (LOCAL), DEC (REGULATION), DECA (LEGAL), and DECB (LEGAL) at the following link:

<https://www.roundrockisd.org/departments/payroll-leave-of-absence/>

Employee Relations and Communications

Employee Recognition and Appreciation

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

District Communications

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

Complaints and Grievances

Policy DGBA

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

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

PURPOSE	The purpose of this policy is to provide employees an orderly process for the prompt and equitable resolution of grievances. The Board intends that grievances be resolved at the lowest possible level.
GUIDING PRINCIPLES	The Board encourages employees to discuss their concerns and grievances through informal conferences with their supervisor, principal, or another appropriate administrator.
INFORMAL PROCESS	Concerns should be expressed as soon as possible to allow early resolution at the lowest possible level. Participation in the informal resolution process shall be mandatory prior to filing a Level One grievance.
GRIEVANCES AGAINST SUPERVISORS	Grievances alleging a violation of law by a supervisor may be made to the Superintendent or designee. Grievances alleging a violation of law by the Superintendent may be made directly to the Board or designee.
INFORMAL RESOLUTION	From the date the employee knew or should have known of the concern, there shall be a 15-day period during which the employee must inform his or her supervisor of the concern and attempt an informal resolution. If there is no informal resolution, no later than the 15th day from the date the employee knew or should have known of the concern, the Level One Grievance Form must be filed. All parties must make a good faith effort to informally resolve a grievance. The Board expects that every reasonable effort shall be made to resolve a grievance at the informal level. At the

	<p>informal resolution stage, there shall be an in-person meeting between the supervisor and the employee to discuss the possible grievance. The supervisor may obtain the assistance of other administrators in an effort to reach an informal resolution of the grievance. The supervisor shall have the right to unilaterally extend, in writing, the time for filing a grievance in the event the supervisor is continuing the process of informal resolution of the grievance. If, however, it appears that an informal resolution is not possible, the supervisor shall review the grievance process with the employee and provide information on how to access a grievance form.</p>
DIRECT COMMUNICATION WITH BOARD MEMBERS	<p>Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.</p>
FORMAL PROCESS	<p>If an informal conference regarding a grievance fails to reach the outcome requested by the employee, he or she may initiate a grievance described below by timely filing a written Level One form.</p> <p>Even after initiating the formal grievance process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal grievance at any time.</p> <p>All grievances shall be resolved expeditiously. However, timelines may be extended at the discretion of the Superintendent or designee when circumstances warrant such extensions.</p> <p>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.</p>
NOTICE TO EMPLOYEES	<p>The District shall inform employees of this policy.</p>
FREEDOM FROM RETALIATION	<p>Retaliation for filing a grievance shall not be permitted by the District and therefore it is not necessary to request in a grievance that there be no retaliation.</p>
WHISTLEBLOWER	<p>Whistleblower grievances shall be filed within the time specified</p>

COMPLAINTS	by law and may be made to the Superintendent or designee beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the grievance. [See Board Policy DG]
GRIEVANCES	This policy shall apply to all employee grievances, except as provided below.
EXCEPTIONS	<p>This policy shall apply to all employee grievances, except as provided below.</p> <p>This policy shall not apply to initiation of grievances regarding the following:</p> <ol style="list-style-type: none"> 1. Grievances alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability) or ADA (disability). [See Board Policy DIA] 2. Grievances alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII. [See Board Policy DIA] 3. Grievances concerning retaliation relating to discrimination and harassment. [See Board Policy DIA] 4. Grievances concerning instructional materials. [See Board Policy EFA] 5. Grievances concerning a commissioned peace officer who is an employee of the District. [See Board Policy CKE] 6. Grievances arising from the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code. [See Board Policy DFBB] 7. Grievances arising from the proposed termination or suspension without pay of an employee on a probationary or term contract issued under Chapter 21 of the Education Code during the contract term. [See Board Policies DFAA, DFBA, or DFCA, respectively]
GENERAL	Grievance forms and appeal notices may be filed by hand-delivery,

PROVISIONS FILING	fax, U.S. Mail or e-mail. Hand-delivered filings shall be timely filed if received by the campus/department or the Legal Services Department by the close of business on the deadline. Fax filings shall be timely filed if they are received by the close of business on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.
RESPONSE	At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator/hearing officer. Responses may be hand-delivered or sent by U.S. Mail, fax, or e-mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.
DAYS	"Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a grievance or response is filed is "day zero." The following business day is "day one."
EMPLOYEE	An employee is a person who at the time the grievance arises is an employee of the District.
REPRESENTATIVE	<p>"Representative" shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the grievance process.</p> <p>The employee may designate a representative through written notice to the District at any level of this process. If the employee designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, pending the District's decision on whether to have representation. The District may be represented by counsel at any level of the process.</p> <p>In addition, other persons may attend informal administrative conferences and hearings held in connection with the grievance process if the hearing officer agrees that the person may attend.</p>
ADDITIONAL INFORMATION TO BE CONSIDERED	Information to be considered ("additional information") shall mean any supporting or relevant information or evidence the parties to the complaint want to be considered with the grievance or response.

<p>CONSOLIDATING GRIEVANCES</p>	<p>Grievances arising out of an event or a series of related events shall be addressed in one grievance. Employees shall not bring separate or serial grievances arising from any event or series of events that have been or could have been addressed in a previous grievance.</p> <p>When two or more grievances are sufficiently similar in nature and remedy sought to permit their resolution through one grievance, the District may consolidate the grievances.</p>
<p>CONSIDERATION OF GRIEVANCE</p>	<p>Supervisors and hearing officers who are hearing and responding to grievances should consider all additional information provided by parties involved in the grievance; applicable laws, regulations, policy, and directives from the Superintendent or other supervisors; and information provided by the supervisor or within the knowledge of the supervisor or the hearing officer hearing the grievance. Unless directed by the Superintendent, supervisors and hearing officers shall not undertake independent investigations or studies.</p>
<p>UNTIMELY FILINGS</p>	<p>If a grievance form or appeal notice is not timely filed, the grievance shall be dismissed, on written notice to the employee, at any point during the grievance process. The employee may appeal the dismissal by seeking review in writing within five days from the date of the written dismissal notice, starting at the level at which the grievance was dismissed. Such appeal shall be limited to the issue of timeliness.</p>
<p>COSTS INCURRED</p>	<p>Each party shall pay its own costs incurred in the course of the grievance.</p>
<p>GRIEVANCE FORM</p>	<p>Grievances under this policy shall be submitted in writing on a form provided by the District. The employee may request a copy of the grievance forms from the campus/department or access them at https://roundrockisd.org/departments/legal-services/.</p> <p>A grievance form that is incomplete in any material aspect may be dismissed but may be re-filed with all the required information if the re-filing is within the designated time for filing a grievance.</p> <p>Parties to the complaint must attach to the Level One form any additional information (as defined above) and evidence to be considered with the grievance and response. Unless the hearing officer at Level One or at Level Two agrees to accept new information as part of the record, no new information shall be submitted for consideration after the initial filing. The hearing officer shall not be required to accept any information for</p>

	<p>consideration that was not originally included with or attached to the Level One form. The new information shall not be submitted for consideration at Level Three. The remedy requested on the Level One form shall not be amended at any level.</p>
<p>AUDIO RECORDING</p>	<p>As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee’s grievance is discussed. The employee shall notify all attendees present that an audio recording is taking place.</p>
<p>LEVEL ONE</p>	<p>Level One forms must be filed:</p> <ol style="list-style-type: none"> 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 grievance; and 2. With the supervisor who has the authority to remedy the alleged problem; or 3. With the Legal Services department. <p>In most circumstances, employees on a school campus shall file a Level One grievance with the campus principal; other District employees shall file a Level One grievance with their immediate supervisor.</p> <p>If the subject matter of the grievance is that the supervisor took or failed to take action, and the supervisor has attempted to resolve the grievance through the informal resolution process, the supervisor may, with a written explanation, recommend that the grievance begins at Level Two. The determination of whether the grievance shall begin at Level One or Level Two shall be made by the Superintendent or designee. In all cases, the Level One grievance form must be completed by following the procedure, including deadlines, for filing the grievance form at Level One.</p> <p>If the grievance is not filed with the appropriate supervisor, the receiving supervisor must note the date the grievance form was received and immediately forward the grievance form to the appropriate supervisor.</p>

	<p>If directed by the Superintendent, the appropriate administrator shall investigate as necessary.</p> <p>The employee shall describe in the initial Level One grievance form the efforts the employee has made toward informal resolution of the grievance.</p> <p>If the supervisor determines that the employee has not made a good faith effort to resolve the grievance informally, the supervisor, in writing, may reject the grievance, instruct the employee to seek informal resolution, and set a new date for filing of the Level One grievance form.</p> <p>The appropriate administrator shall hold a conference with the employee within ten days after receipt of the written Level One grievance form. The administrator may set time limits for the conference.</p> <p>The administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider additional information provided at the Level One conference and any other relevant information the administrator believes will help resolve the grievance.</p>
LEVEL TWO	<p>If the employee did not receive the relief requested at the Level One conference, the employee may appeal the Level One decision.</p> <p>The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of receipt of the written Level One response. If the response was sent by mail, three additional days when the U.S. Mail Service is in operation shall be added for delivery.</p> <p>After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One grievance to the Legal Services department. The employee may request a copy of the Level One record.</p> <p>The Level One record shall include:</p>

	<ol style="list-style-type: none"> 1. The Level One form and any attachments. 2. All other additional information submitted by the employee or supervisor at the Level One conference. 3. The written response to Level One and any attachments. 4. Any other additional information relied upon by the Level One administrator in reaching the Level One decision. <p>In connection with the consideration of a grievance at Level Two, the Superintendent may appoint an independent hearing officer to hear a grievance and render a recommendation to the Superintendent. At the time of the appointment of the independent hearing officer, the Superintendent shall direct the type of investigation and hearing, if any, that would be appropriate in connection with the consideration of the grievance.</p> <p>The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed unless the Superintendent has revised the timelines as provided above. The conference shall be limited to the remedies presented by the employee on the Level One grievance form.</p> <p>No new issues may be raised and identified in the Level Two appeal notice by the employee. The Superintendent or designee may set reasonable time limits for the conference.</p> <p>The Superintendent or designee shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, additional information provided at the Level Two conference, and any other relevant information the Superintendent or designee believes will help resolve the grievance.</p> <p>Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.</p>
LEVEL THREE	If the employee did not receive the relief requested at Level Two, the employee may appeal the decision to the Board.

	<p>However, provisions for placement of items on a Board meeting agenda, as provided in BE (LOCAL), shall not apply to grievances.</p> <p>The appeal notice must be filed in writing, on a form provided by the District, within ten days of receipt of the written Level Two response. If the response was sent by mail, three additional days when the U.S. Mail Service is in operation shall be added for delivery.</p> <p>The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the grievance will be on the agenda for presentation to the Board.</p> <p>The Superintendent or designee shall provide the Board the record of the Level Two grievance. The employee may request a copy of the Level Two record.</p> <p>The Level Two record shall include:</p> <ol style="list-style-type: none"> 1. The Level One record; 2. The Level Two grievance form; 3. Additional information provided at the Level Two hearing; 4. The Level Two response; and 5. Any other additional information relied upon by the administration in reaching the Level Two decision. <p>The District shall determine whether the grievance will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See Board Policy BE]</p> <p>The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the employee and administration to each make a presentation and an opportunity for questioning by the Board. The Board shall hear the grievance and may request that the administration provide an explanation for the decisions at the preceding levels.</p> <p>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.</p>
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	<p>The Board shall then consider the grievance. 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 the Board does not make a decision regarding the grievance by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.</p> <p>Once the Board has communicated its decision, the matter is concluded.</p>
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Employee Conduct and Welfare

Standards of Conduct

Policy DH

All employees are expected to work together in a cooperative spirit to serve the best interests of the District and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and District policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use District time, funds, and property for authorized District business and activities only.

All District employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a District investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the Superintendent knew of the incident. See *Reports to the Texas Education Agency*, page 93, for additional information.

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

Texas Educators' Code of Ethics

Purpose and Scope

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

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Ethical Conduct Toward Professional Colleagues

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

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

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

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

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

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

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

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

3. Ethical Conduct Toward Students

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

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

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

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

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

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

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

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

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

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

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

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

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

DEFINITIONS	Solely for purposes of this policy, the term “employee” includes former employees, applicants for employment, and unpaid interns.
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STATEMENT OF NON-DISCRIMINATION	The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.
DISCRIMINATION	Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.
HARASSMENT	<p>Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:</p> <ol style="list-style-type: none"> 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 performance, environment or employment opportunities.
EXAMPLES	Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, 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 stereotypes; or other types of aggressive conduct such as theft, or damage to property.
SEXUAL HARASSMENT	Sexual harassment is a form of sex discrimination 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:

	<p>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</p> <p>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.</p>
EXAMPLES	Examples of sexual harassment may include 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.
RETALIATION	The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.
EXAMPLES	Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.
PROHIBITED CONDUCT	In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.
REPORTING PROCEDURES	<p>An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.</p> <p>Alternatively, the employee may report the alleged acts to one of the District officials below.</p>
DEFINITION OF	For the purposes of this policy, District officials are the

DISTRICT OFFICIALS	Title IX coordinator, the Age Act coordinator, the ADA/Section 504 coordinator, and the Superintendent.
TITLE IX COORDINATOR	<p>Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates and authorizes the following person as the Title IX coordinator to be responsible for coordinating the District’s efforts to comply with Title IX of the Education Amendments of 1972, as amended, for employees:</p> <p style="padding-left: 40px;">Name: Lindsey McPheeters Position: Staff Attorney and Title IX Coordinator Address: 1 Chisholm Trail, Suite 400 Round Rock, TX 78681 E-mail: Lindsey_McPheeters@roundrockisd.org Telephone: (512) 464-5451</p>
AGE ACT COORDINATOR	<p>Reports of discrimination based on age may be directed to the designated Age Act coordinator. The District designates the following person to coordinate its efforts to comply with the Age Act, as amended:</p> <p style="padding-left: 40px;">Name: Lindsey McPheeters Position: Staff Attorney and Title IX Coordinator Address: 1 Chisholm Trail, Suite 400 Round Rock, TX 78681 E-mail: Lindsey_McPheeters@roundrockisd.org Telephone: (512) 464-5451</p>
ADA/SECTION 504 COORDINATORS	<p>Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator. The District designates and authorizes the following person as the ADA/Section 504 coordinator to be responsible for coordinating the District’s efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended, for employees:</p> <p style="padding-left: 40px;">Name: Lindsey McPheeters Position: Staff Attorney and Title IX Coordinator Address: 1 Chisholm Trail, Suite 400 Round Rock, TX 78681 E-mail: Lindsey_McPheeters@roundrockisd.org</p>

	Telephone: (512) 464-5451
SUPERINTENDENT	The Superintendent shall serve as coordinator for purposes of District compliance with all other anti-discrimination laws.
ALTERNATIVE REPORTING PROCEDURES	<p>An employee shall not be required to report the prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator, Age Act coordinator, or ADA/Section 504 coordinator, may be directed to the Superintendent.</p> <p>A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.</p>
TIMELY REPORTING	Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.
NOTICE OF REPORT	Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.
INVESTIGATION OF THE REPORT	<p>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.</p> <p>Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.</p> <p>If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.</p>

	<p>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 or supervisor shall be involved in or informed of the investigation.</p> <p>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.</p>
CONCLUDING THE INVESTIGATION	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.</p> <p>The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.</p>
DISTRICT ACTION	<p>If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.</p> <p>The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.</p>
CONFIDENTIALITY	<p>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.</p>
APPEAL	<p>A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA (LOCAL), beginning at the appropriate level.</p> <p>The complainant may have a right to file a complaint with appropriate state or federal agencies.</p>

RECORDS RETENTION	Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]
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, DHB, FFG, FFH, FFI

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

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official. Any District employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the District’s Title IX coordinator, the ADA/Section 504 coordinator, or Superintendent and take any other steps required by District policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student’s parents and promptly investigated. An employee who knows of or 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*, page 68, and *Bullying*, page 98, for additional information.

The District’s policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

“Solicitation of a romantic relationship” means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:

- Behavior, gestures, expressions, and/or communications with a student that are unrelated to the educator’s job duties and evidence a romantic intent or interest in the

student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:

- The nature of the communications;
 - The timing of the communications;
 - The extent of the communications;
 - Whether the communications were made openly or secretly;
 - The extent that the educator attempts to conceal the communications;
 - If the educator claims to be counseling a student, SBEC may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities; and
 - Any other evidence tending to show the context of the communications between educator and student.
- Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
 - Making sexually demeaning comments to a student.
 - Making comments about a student's potential sexual performance.
 - Requesting details of a student's sexual history.
 - Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.
 - Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
 - Inappropriate hugging, kissing, or excessive touching.
 - Providing the student with drugs or alcohol.
 - Violating written directives from school administrators regarding the educator's behavior toward a student
 - Suggestions that a romantic relationship is desired after the student graduates,

including post-graduation plans for dating or marriage.

- Any other acts tending to show that the educator solicited a romantic relationship with the student. *19 TAC 249.3(51)*

The District's policy that includes definitions and procedures for reporting and investigating harassment of students can be found online at <http://pol.tasb.org/Home/Index/1245> [FFH (LOCAL)]

Reporting Suspected Child Abuse

Policies DG, GRA

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §261.001, to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

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

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

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are

no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

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

Sexual Abuse and Maltreatment of Children

The District has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at <https://teachlearn.roundrockisd.org/counseling-services/>.

As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Reporting Crime

Policy DG

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

Scope and Sequence

Policy DG

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

The District may take appropriate action if a teacher does not follow the District's scope and sequence based on documented evidence of a deficiency in classroom instruction. This

documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policy CQ

The District's technology resources, including its networks, computer systems, e-mail accounts, devices connected to its networks, and all District-owned devices used on or off school property, are primarily for administrative and instructional purposes. All users shall be prohibited from using the network resources for personal gain or commercial work.

Limited personal use is permitted if the use:

- Imposes no tangible cost to the District.
- Does not unduly burden the District's technology resources
- Has no adverse effect on job performance or on a student's academic performance.
- Has no commercial purpose; and
- Is limited in the same manner as personal use of the District's voice telephone system. An employee shall not use technology resources for personal use while assigned to other duties.

Access to the District's technology resources, including the Internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:

- Imposes no tangible cost on the District;
- Does not unduly burden the District's technology resources;
- Does not hamper the primary mission of technology for District students and staff; and
- Has no commercial purpose.

Any user identified as a security risk, as having improperly used District technology resources, or as having violated District and/or campus acceptable use policies or administrative regulations may be denied access to District technology resources.

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.

All users shall be required to acknowledge receipt and understanding of all administrative regulations governing the use of the District's technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines.

Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. [See Board Policies DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Disciplinary measures may require restitution for costs associated with technology resource restoration, hardware, or software.

The Superintendent or designee shall develop and implement an Internet safety plan to:

- Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
- Ensure student safety and security when using electronic communications;
- Prevent unauthorized access, including hacking and other unlawful activities;
- Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; and
- Educate students about cyberbullying awareness and response and about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

The District shall provide a filtering device or software that attempts to block access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an authorized person may grant access for bona fide research or another lawful purpose.

Students, employees, and guests may connect personal technology resources to the District network for educational purposes as set forth by the Superintendent or designee. [See Board Policy FNCE for student use of personal electronic devices for instructional purposes]

All software used in the District must be legally licensed and approved. All District-funded software shall be installed by technology department staff or a designee. Donated technology resources may be accepted if the equipment meets or exceeds the minimum standards as set forth by the Superintendent or designee. All donated technology resources shall become the

property of the District.

Software may be accepted as a donation to the District if the software meets the standards as set forth by the Superintendent or designee. All donated software shall become the property of the District and shall be installed by technology department staff or a designee.

Electronic mail transmissions and other use of the District's technology resources by students, employees, and members of the public shall not be considered private. Designated District staff shall be authorized to monitor the District's technology resources at any time to ensure appropriate use.

The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the Internet.

A District employee shall retain electronic records, whether created or maintained using the District's technology resources or using personal technology resources, in accordance with the District's record management program. [See Board Policy CPC]

Upon discovering or receiving notification of a breach of system security, the District shall disclose the breach to affected persons or entities in accordance with the timeframes established by law.

The District shall give notice by using one or more of the following methods:

- Written notice.
- Electronic mail, if the District has electronic mail addresses for the affected persons.
- Conspicuous posting on the District's website.
- Publication through broadcast media.

Employees who are authorized to use the systems are required to abide by the provisions of the District's Acceptable Use Guidelines and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action.

Employees with questions about computer use and data management can contact the Management Information Systems Help Desk at (512) 464-5142.

Records Management

Policy CPC

Each individual employee who creates and maintains electronically stored information (ESI), is responsible for determining the retention of the ESI and maintaining it in compliance with District, state, and federal records retention requirements.

In the event the ESI was not created by a District employee, then the employee who received the ESI or responded to the ESI will be responsible for its retention and maintenance. The Information Technology Department will consider all e-mail as administrative correspondence and will, therefore, maintain retention according to the state control schedule.

The individual who creates and maintains ESI or who received or responded to ESI may delete or erase the ESI when it is no longer required to be maintained in connection with a claim or pursuant to District, state, or federal records retention requirements.

For more information, please visit the websites listed below.

- Round Rock ISD CPC Regulation, Records Management:
<http://pol.tasb.org/Policy/Code/1245?filter=CPC>
- Round Rock ISD Records Control Schedules:
Note: There are two schedules.
<https://roundrockisd.org/departments/records-retention/#control-schedules>
- Texas State Library and Archives Commission Records Control Schedules
Administrative (GR Schedule):
<https://www.tsl.texas.gov/slr/recordspubs/gr.html>

Personal Use of Electronic Communications

Policy CQ, DH

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

As role models for the District's students, employees are responsible for their public conduct even when they are not acting as District employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible

for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

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

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

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the District about matters within the scope of the employee's job responsibilities. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the District are prohibited. Employees are not required to provide students with their personal phone number or e-mail address.

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

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

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal

social network page or a blog) is not a *communication*: however, the employee may be subject to District regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.

- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

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

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

- The employee shall **not** communicate directly with any student between the hours of **10:00 p.m. and 5:00 a.m.** Any communication from coaches, band/choir directors, theatre instructors, etc., that must occur due to extenuating circumstances shall include campus principal and activity supervisor. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school e-mail accounts for all electronic communications with parents. Communication about school issues through personal e-mail accounts or text messages are not allowed as they cannot be preserved in accordance with the District's record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication and provide a copy of the communication to the employee's supervisor.

All employees shall be prohibited from using electronic media to communicate inappropriately with students who are currently enrolled in the District. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- The nature, purpose, timing, and amount of the communication;
- The subject matter of the communication;
- Whether the communication was made openly or the educator attempted to conceal the communication;
- Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship; [See Board Policy DHB]
- Whether the communication was sexually explicit; and
- Whether the communication involved discussion of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

An employee shall comply with the District’s requirements for records retention and destruction to the extent those requirements apply to electronic media. [See Policy CPC]

To review suggestions for best practices, see *Electronic (Social) Media – Administrative Guidelines*, Appendix B.

Public Information on Private Devices

Policy DH

Employees should not maintain District information on privately owned devices. Any District information must be forwarded or transferred to the District to be preserved. The District will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

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

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

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

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

Moral turpitude includes the following:

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

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

Dress and Grooming

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor.

Alcohol and Drug Abuse Prevention

Policy DH

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

Drug-Free Workplace Notice

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Sanctions may include but are not limited to:

- Referral to drug and alcohol counseling or rehabilitation programs;
- Referral to employee assistance programs;
- Termination from employment with the District; and
- Referral to appropriate law enforcement officials for prosecution.

As a condition of employment, an employee shall:

- Abide by the terms of this notice; and
- Notify the Superintendent, in writing, if the employee is convicted of a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with DH (LOCAL).

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

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

Fraud and Financial Impropriety

Policy CAA

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

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

- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

Round Rock ISD is committed to the highest possible standards of ethical, moral and legal business conduct. In line with this commitment, the District has established an anonymous reporting hotline. The hotline is intended to be used to report serious concerns or questionable actions that:

- May lead to incorrect financial reporting
- Are unlawful
- Are not in line with Round Rock ISD policies and procedures
- Otherwise, amount to serious improper conduct

The hotline is operated by Lighthouse, a third party provider. The hotline is available 24 hours a day, 7 days a week, 365 days a year, for use by employees or the general public who wish to report an incident anonymously.

Numbers for the RRISD Fraud Hotline are:

- 1-800-398-1496 (English)
- 1-800-216-1288 (Spanish)

For more information about the RRISD Fraud Hotline please refer to <https://roundrockisd.org/departments/audit/fraud-hotline/>

Conflict of Interest

Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy CY

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

Questions concerning copyright infringement should be directed to Ami Uselman, RRISD Copyright Agent, at ami_uselman@roundrockisd.org.

Instructional Materials

Policy EFA

Employees are expected to be familiar with and to follow the criteria listed in the instructional materials that are purchased for use in the classroom or the campus library. Particular attention should be given to guidelines for reading assignments for an entire class. Employees should be cognizant of the appropriate steps and guiding principles an employee should follow if a request for reconsideration of an instructional material is made.

Employees are held accountable for materials and equipment that they check out for use in their classrooms and with students. If an employee transfers from one campus to another, or if an employee leaves the District, all instructional materials (library and textbooks), equipment, and computers belonging to the District should remain on the campus to which they are assigned.

Associations and Political Activities

Policy DGA

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

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

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

Charitable Contributions

Policy DG

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

Safety

Policy CK series

The District has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See *Emergencies* on page 87 for additional information.

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

- Observe all safety rules and regulations.
- Keep work areas clean and orderly at all times.
- Know and follow all emergency procedures in case of a building evacuation,

lockdown, or severe weather.

- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.
- Immediately report all hazardous conditions and unsafe acts to their supervisor.

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

Employees with questions or concerns relating to safety programs and issues can contact Jeffery Yarbrough, Director of Safety and Security, at (512) 428-7956.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other District provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their supervisor or call the Director of Safety and Security at (512) 464-5454 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.

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 campus throughout the District. A copy of the District's Asbestos Management Plan is kept in the Risk Management & Regulatory Compliance Department and is available for inspection during normal business hours. Copies of the plan are also available at each campus office.

Pest Control Treatment

Policies CLB, DI

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

Notices of planned pest control treatment will be posted in a District building 48 hours before the treatment begins. Notices are generally located on the front door of the building. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

Indoor Air Quality

The District is committed to maintaining a healthy indoor environment conducive to learning, teaching, and working. The indoor air quality management plan and program is an environmental service that is provided by the District's Environmental Compliance Department in conjunction with the District's Maintenance Department. The District encourages the practice of clean, clutter-free classrooms and work areas to help reduce illnesses and minimize health-related issues of our employees and students.

Off-Site Use of District Equipment

Exempt employees may remove equipment, such as laptops and other electronic devices, from District premises for use away from work in conducting school-related business. A signed copy of the form at CMB (EXHIBIT) shall be on file with the employee's direct supervisor prior to removal of the equipment from District premises. Equipment released to exempt employees in such a manner may not be used for personal use and must be properly safeguarded and handled with reasonable care.

General Procedures

Emergency School Closing

The District may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to close schools, open late, or to release students early, all local radio and television stations will be notified by school officials. This information will also be posted on the District's website:

<https://roundrockisd.org/>.

District Delayed Start Procedures

If Delayed Start Occurs On:	Result:
Monday or Tuesday	Employees will be required to make up time during the work week.
Wednesday, Thursday or Friday	Paid administrative leave will be granted.

** Guidelines are subject to change based on other elements occurring during the week including other inclement weather days, holidays or other events. An official communication will be shared soon after the late start notification.*

For the 2020-2021 school year, the [RRISD Reimagining Education Staff and Guest Educator Guidebook](#) is posted on the District website. Employees are expected to read and abide by the safety protocols and guidelines in the document.

Emergencies

Policies CKC, CKD

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

Purchasing Procedures

Policy CH

Public purchasing differs distinctively from private sector purchasing. Private businesses can purchase from any vendor, and their choice may be made on the basis of price, convenience, or on personal considerations. In sharp contrast, public entities such as a school district must conduct all of their dealings in the public eye and must adhere to strict legal guidelines.

As a public entity, our District must make its purchases within relevant statutes and policies. Although bound by these constraints, the District's objective is to purchase the best products, materials, and services at the lowest practical prices.

The District's policies and procedures, pertaining to purchasing are derived from state law. Statute and District policy requirements outline how school districts procure goods and services, the types of competitive processes that must be used, and the exceptions to these requirements.

The Purchasing Office is the District's centralized purchasing function that is responsible for purchasing all supplies, materials, and equipment, within the guidelines imposed on the District. The Purchasing Office issues all formal bid requests, facilitates selection of vendors, and negotiates and establishes bids and other contract terms and conditions, delivery, and adjustments. Utilization of a centralized purchasing process results in lower purchasing costs for the District.

The purchasing section within the Financial Information Resource Manual (FIRM) will provide additional information on the District's purchasing processes and procedures.

The link to the FIRM is <https://firm.roundrockisd.org/>.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Payroll Department if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Address changes may be made online at the Employee Access Center. Other changes can be made using forms found on the District website under the Payroll Department – Payroll Forms.

The link to Payroll Forms is <https://roundrockisd.org/departments/payroll-leave-of-absence/>.

Personnel Records

Policy DBA, GBA

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

Employees may choose to have the following personal information withheld:

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

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

Facility Use

Policies DGA, GKD

Employees who wish to use District facilities after school hours must follow established procedures as prescribed in District policy GKD (REGULATION). The Facility Request Specialist is responsible for scheduling the use of facilities after school hours. Contact the Facility Request Specialist at (512) 464-5011 to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Policy DFE

Contract Employees

Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written or electronic notice of resignation should be submitted to the employee's supervisor or the Executive Director of Human Resource Services. Contract employees may resign at any other time only with the approval of the Superintendent or the Executive Director of Human Resources Services. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the Superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 92. The Superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in of the same act.

Once submitted and accepted, the resignation of a contract employee may not be withdrawn without consent of the Board.

Noncontract Employees

Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to the employee's supervisor or the Executive Director of Human Resource Services at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

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

Dismissal or Nonrenewal of Contract Employees

Policies DF Series

Employees on probationary and term contracts can be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary or term

contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available on the District website at: <http://pol.tasb.org/Home/Index/1245>.

Dismissal of Non-Chapter 21 Contract Employees

Policy DCE

The District shall employ professional employees at the executive leadership level on a non-Chapter 21 contract, which shall not be governed by Chapter 21 of the Education Code. These contracts shall be for a term of one year, but shall not extend beyond the current District fiscal year. An employee may be dismissed for good cause before the completion of the term fixed in his or her contract. Before any employee on a contract not governed by Chapter 21 of the Education Code is dismissed, the employee shall be given reasonable notice of the cause or causes for the termination. An employee may appeal discharge during the contract period in accordance with DCE(LEGAL). An employee whose contract is not reissued at the end of the contract period may appeal to the Board in accordance with DGBA(LOCAL).

Dismissal of Noncontract Employees

Policies DCD, DP

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the District process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 47.)

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

Discharge of Convicted Employees

Policy DF

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

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

Exit Interviews and Procedures

Exit interviews will be scheduled for all employees leaving the District with the employee's supervisor, if possible. Separating employees are asked to provide the District with a forwarding address and telephone number and to complete a questionnaire that provides the District with feedback on their employment experience.

All District keys, books, property including intellectual property, and equipment must be returned upon separation from employment. In addition, any District-purchased clothing that is worn or adaptable for general usage as ordinary clothing (e.g. school spirit shirts) shall be returned to the District at the end of employment in light of applicable sections of the Internal Revenue Code and corresponding regulations.

Reports to Texas Education Agency

Policies DF, DHB, DHC

Certified Employees

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

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of District or school property or funds

- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on District property or at a school-sponsored event

The Superintendent is also required to notify TEA when a certified employee resigns and there is evidence the educator engaged in the conduct listed above.

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

Noncertified Employees

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

Reports Concerning Court-Ordered Withholding

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

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

For more information, please refer to the Guide to Payroll Matters at:

<http://www.roundrockisd.org/departments/payroll-leave-of-absence/guide-to-payroll-matters/>

Student Issues

Equal Educational Opportunities

Policies FB, FFH

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Lindsey McPheeters, Staff Attorney and Title IX Coordinator, 1311 Round Rock Avenue, Round Rock, Texas, 78681, lindsey_mcpheeters@roundrockisd.org, (512) 464-5451. Questions or concerns about discrimination on the basis of a disability should be directed to Marie Gonzalez, Executive Director of Special Education, at 1311 Round Rock Avenue, Round Rock, TX 78681, (512) 464- 5149, Marie_Gonzalez@roundrockisd.org, the District ADA/Section 504 coordinator for students. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Notification of Nondiscrimination in Career and Technical Education Programs

Round Rock Independent School District offers career and technical education programs in Agriculture, Food and Natural Resources; Architecture and Construction; Arts, AV, and Communication; Business Management and Administration; Career Development; Education and Training; Finance; Government and Public Administration; Health Science; Hospitality and Tourism; Human Services; Information Technology; Law, Public Safety, Corrections and Security; Marketing, Sales and Services; Science, Technology, Engineering, and Mathematics; and Transportation, Distribution, and Logistics. Admission to these programs is based on interest and aptitude, age appropriateness, and class space availability.

It is the policy of Round Rock Independent School District not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Round Rock Independent School District not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Acts of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation

Act of 1973, as amended.

Round Rock Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Student Records

Policy FL

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

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

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

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the Superintendent's office can provide parents and students with information on filing a complaint.

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

Administering Medication to Students

Policy FFAC

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

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies in the FN series and FO series

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

Student Attendance

Policy FEB

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

Bullying

Policy FFI

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to the campus principal or designee. The District's policy includes definitions and procedures for reporting and investigating bullying of students and is reprinted below:

BULLYING PROHIBITED	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
BULLYING	Bullying is a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the applicability requirements below and that: <ol style="list-style-type: none"><li data-bbox="630 1717 1430 1864">1. Has the effect or will 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;

	<ol style="list-style-type: none"> 2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; 3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or 4. Infringes on the rights of the victim at school; and 5. Includes cyberbullying.
CYBERBULLYING	<p>“Cyberbullying” means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.</p>
EXAMPLES	<p>Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.</p>
RETALIATION	<p>The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.</p>
EXAMPLES	<p>Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.</p>
FALSE CLAIM	<p>A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.</p>
TIMELY REPORTING	<p>Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District’s ability to investigate and address the prohibited conduct.</p>
<u>REPORTING PROCEDURES</u> STUDENT REPORT	<p>To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District</p>

	employee.
EMPLOYEE REPORT	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the campus principal or designee.
REPORT FORMAT	A report may be made orally or in writing. The principal or designee shall reduce the oral reports to written form.
NOTICE OF REPORT	When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
PROHIBITED CONDUCT	The campus principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
INVESTIGATION OF REPORT	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
CONCLUDING THE INVESTIGATION	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall become part of the student's discipline record.</p>
NOTICE TO PARENTS	If an incident of bullying is confirmed, the principal or designee

	shall promptly notify the parents of the victim and of the student who engaged in bullying.
DISTRICT ACTION	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District’s Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
DISCIPLINE	A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.
CORRECTIVE ACTION	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District’s policy against bullying.
TRANSFERS	The principal or designee shall refer to FDB for transfer provisions.
COUNSELING	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
IMPROPER CONDUCT	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
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.
APPEAL	A student who is dissatisfied with the outcome of the investigation may appeal through FNG (LOCAL), beginning at the appropriate level.

RECORDS RETENTION	All documents related to the investigation, including the final written report, shall be retained in accordance with CPC (LOCAL).
ACCESS TO POLICY	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District’s website, to the extent practicable, and shall be readily available at each campus and the District’s administrative offices.

Hazing

Policy FNCC

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

Student-Parent Handbook

The Student-Parent Handbook and Student Code of Conduct for the elementary level and secondary level can be found online at the following link:

<https://roundrockisd.org/parents/student-parent-handbooks/>

Appendix A

District policies can be accessed online at the following link:

<https://pol.tasb.org/Home/Index/1245>

The following is a recommended list of employment policies that all employees should be familiar with:

- DAA—Equal employment opportunity
- DAB—Genetic nondiscrimination
- DBAA—Criminal history and credit reports
- DBD—Conflict of interest
- DC Series—Employment practices
- DEA Series—Salaries and wages; incentives and stipends
- DEC Series—Leaves and absences
- DF—Termination of employment
- DFAC—Return to probationary status
- DFB Series—Termination or nonrenewal of term contracts
- DFD—Hearings before hearing examiner
- DFE—Resignations
- DFF—Reduction in force
- DFFA—Reduction in force due to financial exigency
- DFFB—Reduction in force due to program change
- DG—Employee rights and privileges
- DGBA—Employee complaints/grievances
- DH—Employee standards of conduct
- DHB—Reports to SBEC
- DHE—Searches and drug/alcohol testing
- DI—Employee welfare
- DIA—Discrimination, harassment, and retaliation
- DK—Assignments and schedules
- DN Series—Performance appraisal

Appendix B

Electronic (Social) Media – Administrative Guidelines

The *Electronic (Social) Media – Administrative Guidelines* (May 2019) document has been reprinted below:

What is Electronic (Social) Media?

Merriam-Webster Definition: Forms of electronic communication through which users create online communities to share information, ideas, personal messages, and other content.

The variety of evolving, stand-alone and built-in social media services introduces a challenge of definition. Electronic media technologies take many different forms including blogs, business networks, enterprise social networks, forums, microblogs, photo sharing, products/services review, social bookmarking, social gaming, social networks, video sharing, and virtual worlds. Electronic (Social) media are media for social interaction, using highly accessible and scalable publishing techniques.

Note: Electronic media is extremely dynamic. As the electronic media landscape changes, this set of guidelines will likely change.

Examples of Electronic Media

Electronic media comes in many forms and new platforms are developed often. The following are some of the more common social media platforms and applications.

- Social Networking - Allow users to connect with other people who have similar interests, likes and experiences (Examples: Facebook, LinkedIn, Google+)
- Video Sharing - Video is far and away more engaging than any other type of social media content, and these platforms are dedicated to allowing its users to upload videos that can be shared (Examples: YouTube, Vimeo, Hangouts, Skype, Facetime)
- Live-Streaming - Provide its users a platform to broadcast and watch live video (Examples: Periscope, Facebook Live, Instagram Live, Twitch, YouNow)
- Microblogging - Allow users to share content and information in short, little blurbs (Examples: Twitter, Tumblr)
- Content Management Systems - Written content or video content that others can read, view, comment and share (Examples: WordPress, Blogger, LiveJournal) and collaborative platforms where users contribute articles to create sites full of vast information (Examples: Wikipedia, Wikia, PBWorks, Wikispaces, Wikidot)

- Social News - Used to share news or outside articles with a community or network (Examples: Digg, Reddit)
- Photo Sharing - After video, images are the most engaging content available on the web (Examples: Instagram, Flickr)
- Content Curation - Curating relevant, high-quality content from other sources in order to share it with your audience (Examples: Pinterest, Paper.li)
- Video Gaming / Online Video Gaming - Many games have live-chat and in-game chat features (Example: STEAM, Minecraft, xBox, PS4, VOIP)

Overview

These guidelines are for employees who:

- Use Round Rock ISD's electronic media sites.
- Use personal electronic media sites outside the workplace that contain postings about the work of Round Rock ISD, posting about their colleagues' work, or list Round Rock ISD as their employer.
- Post about Round Rock ISD on electronic media sites.

The guidelines outline the importance of understanding the Round Rock ISD Employee Code of Conduct Policy and Acceptable Use Policy, and include recommended best practices to consider when utilizing electronic media sites. They also provide a roadmap for constructive, respectful, and productive dialogue between electronic media users.

Statement of Intent

Round Rock ISD takes a leading role in the use of electronic media technologies in the educational process and encourages the use of electronic media sites to communicate to students, parents/guardians, stakeholders and the community.

Round Rock ISD administrators actively encourage the appropriate use of the various electronic media technologies in every aspect of their responsibilities, internally and externally.

One of the defining attributes of electronic networking technologies is the ability to surface unique voices and points of view. As a powerful tool in communicating, Round Rock ISD welcomes and encourages employees who are enthusiastic in this medium to use it.

The goal of these guidelines is not to get every employee engaged in electronic media, but to provide a framework for those who choose to participate.

Round Rock ISD Electronic (Social) Media

These guidelines complement Round Rock ISD’s Employee Handbook. The Round Rock ISD Employee Handbook also applies to electronic media use. Other useful guidelines and policies include the Acceptable Use Policy. Please review and understand the [Round Rock ISD Employee Handbook](#) and the [Round Rock ISD Acceptable Use Policy](#) (accessed through eLearn) before engaging in electronic media.

Best Practices for Round Rock ISD Staff

Personal versus School-Related Electronic Media Sites: If a Round Rock ISD employee chooses to communicate with students and families via electronic media, they should create a public site in order to do so (example: Mrs. Smith’s 3rd-grade class social media account). In addition, the content on your school-related electronic media site should only be reflective of your professional job duty.

Engaging in personal social-networking friendships on Twitter, Facebook or other social networking sites is prohibited with PreK-12 students, and strongly discouraged with parents or guardians of students. The District cautions staff members against engaging in social-networking friendships with these individuals. Use your official, school-related page(s) or accounts instead.

A recommendation for staff to respond to “friend” or follow requests on their personal pages/accounts is:

“If you are a student or parent requesting a follow or to be my “friend,” please do not be surprised or offended if I do not accept your request. As an employee of Round Rock ISD, district procedures and practices discourage me from “friending” or following students or parents on my personal and professional pages/accounts. I would encourage you to follow/like our school’s (and/or classroom’s, department’s, the Round Rock ISD Facebook etc.) pages/accounts instead.”

Review the [Round Rock ISD Employee Handbook](#) for more information regarding electronic communication between an employee and student.

Posting Photos and Video

- **Compulsory Attendance:** When pictures or video are taken in a classroom or at an event the student must attend, it is only allowable to post appropriate pictures and video of students to your official or school-related site/account as outlined on the Student-Parent Handbook permission form.
- **Extra- or Co-Curricular Activities:** If a photo or video is taken at a public event or event students are not required to attend, it is allowable to post pictures or videos of students to your official or school-related site/account.

- Do not post photos or videos of students to your personal electronic media sites/accounts regardless of the privacy settings.

FERPA

Under no circumstances should you post about student grades, work, student discipline or anything considered confidential under the Family Educational Rights and Privacy Act. Even if you remove the student's name, student grades-work or discipline should **not** be posted to social media.

Appropriate Subject Matter

It is inappropriate to use social networking sites to discuss with a student a matter that does not pertain to school-related activities. Appropriate discussions would include the student's homework, class activity, school sport or club or other school-sponsored activities. See the Round Rock ISD Employee Handbook for more information regarding electronic communication between an employee and student.

E-mail Addresses for School-related Electronic Media Sites

Only use a Round Rock ISD provided e-mail address as your e-mail contact for official or school-related electronic media sites. Round Rock ISD e-mail address should not be used for your personal social media sites.

Best Practices for Quality Content

Be mindful of what you say: When you choose to go public with your opinions via electronic media, you are personally responsible for your commentary. If your personal electronic media site makes it clear that you are a Round Rock ISD employee, it should include a simple and visible disclaimer such as *"These are my personal views and not those of Round Rock ISD."* Do not use commentary deemed to be defamatory, obscene, proprietary, or libelous. An employee's private life is his or her own. However, employees must be sensitive to avoid activities in electronic media environments that reflect negatively on Round Rock ISD. Therefore, employees must follow and be guided by Round Rock ISD's values and philosophy (see [Employee Handbook](#) and [Round Rock ISD Acceptable Use Policy](#), accessed through eLearn).

Be respectful to your colleagues/students: Be thoughtful and accurate in your posts, and respect other employees and students. All Round Rock ISD employees and students can be viewed as representatives of Round Rock ISD, which can add significance to your public reflections on Round Rock ISD, whether you intend to or not. A good rule of thumb is not to post anything you wouldn't want to see about yourself on the news that night.

Get your facts straight: If you wish to participate in electronic media, make sure you have your facts straight. Cite sources, provide links and other references. Give thought to the most effective type of response. Don't debate an issue or get into a negative conversation online. If

appropriate, contact the commenter privately for a resolution and follow up online with an update or apology. Remain professional and empathetic.

Responding to controversial posts: Trying to resolve issues via a conversation on electronic media is not a good idea. It's always best to try to take these conversations off-line.

Be interesting and relevant: Post content that is interesting and relative to your audience. Share your expertise and update the site on a regular basis, but try to not be too overbearing.

Understand privacy settings: Be aware of each electronic media platform's privacy settings. Even if you only share content with friends, they can share your content and make it public. A good practice is to not post content to electronic media you do not want to be public.

Deleted Content: Once something is posted to the internet it can never be completely deleted. There are several web applications which archive and cache internet content.

Want to Learn More About Electronic Media?

Contact your campus Instructional Technology Specialist.

Report Problems

If there is a questionable occurrence on electronic media, contact your principal or supervisor immediately.

Please monitor your social media site for any comments that could be considered bullying.

Round Rock ISD Electronic (Social) Media Guidelines document adapted from College Station ISD

Appendix C

Remote Work or Flexible Schedule Protocols 2020-2021

This document outlines the expectations for all employees who have been granted approval to work remotely at an alternate location other than the employee's usual designated department or campus or be assigned to a flexible work schedule. All remote work assignments and flexible work schedules must be approved by the employee's supervisor and Human Resource Services.

RRISD may allow an employee to work remotely or have a flexible work schedule when unique circumstances arise, such as the COVID-19 pandemic and/or state guidance regarding remote learning. Such an assignment must meet the instructional and business needs of the District. The employee does not have a right or entitlement to work remotely or have a flexible work schedule, and the District may reassign the employee at any time to a non-remote work assignment or regular work schedule in accordance with Board policy DK (Local).

DEFINITIONS

The term "Alternative Work Arrangement (AWA)" is a work arrangement in which an employee is approved to perform officially-assigned duties at his or her residence or other remote location or work a flexible schedule. If the employee cannot meet the requirements of their job description by working remotely, they are required to report to work on-site.

The term "remote location" shall mean a District facility designated as a satellite work facility or any other remote location approved by the employee's supervisor.

The term "flexible work schedule" allows an employee to modify his or her work day or week without exceeding his or her regularly scheduled work hours. Examples of flexible work schedules include four 10-hour days or early/late start and end times. The flexible work schedule must be approved and documented in writing by the supervisor.

If an employee requests and is approved to work at a remote location that is not on District property:

- The remote location must not be in one that would prevent the employee from appearing daily to work at a District facility, if needed.
- The remote location must be one to which the District may make onsite visits during the remote worker's work hours. Visits shall be made at a mutually agreeable time for the purposes of picking up or delivering work, equipment, or materials; evaluating the remote working arrangement; or checking or maintaining district-owned equipment.

- The employee must work at the District when not at their approved remote location or on district travel.
- The remote location must allow the employee to maintain confidential data and information and to ensure that no party has unauthorized access to confidential data, pursuant to the requirements of the Employee Handbook and FERPA laws.
- The remote location must allow for the employee to perform their assigned duties without interruptions or distractions that hamper the employee's productivity or the quality of their work.

EMPLOYEE DUTIES & OBLIGATIONS

- The employee must be in good standing and is expected to meet the minimum level of proficiency on his or her evaluation.
- The employee must be available for virtual staff and planning meetings during regular business/school hours and must monitor and respond to District correspondence regularly during regular business/school hours.
- The employee must be computer literate, have an available and suitable designated work space at the approved remote location, and have access to a Round Rock ISD issued computer and telecommunications equipment necessary for the completion of tasks. Costs incurred by an employee to create a telework site and to telework are at the employee's expense and shall not be reimbursed (e.g., telephone call charges; internet service at home; travel mileage, etc.).
- The quantity and quality of work performed remotely should be comparable to the work completed in the district office.
- The employee must maintain confidentiality while working remotely in the same manner as when they are physically present at work.
- The employee must maintain professional communications, regardless of remote or virtual format in the same manner as when physically present at work.
- The employee shall be held responsible for District documents, data, and computer programs and shall be subject to disciplinary action for any loss or unauthorized use of District documents, data, or computer programs.
- The employee shall comply with all applicable laws, policies, and instructions regarding conflicts of interest and confidentiality.

- The employee shall comply with all District rules, policies, practices, instructions, and remote work guidelines and expectations. The employee understands that violation of such may result in cancellation, reassignment and/or disciplinary action, up to and including termination of employment.
- The employee shall endeavor to create and maintain a business-appropriate work environment when transacting work for the District, particularly when on phone calls, video conferences, and all other similar communication methods where the employee's work environment may be heard or seen by others.
- The employee must report to their direct supervisor if they are unable to work remotely so alternate plans may be made. If an employee is unable to perform their duties remotely as requested by their supervisor, they will need to use their leave days, consider filing for an approved leave through the benefits department or report to work on-site. If an employee is unwilling to perform the requested duties remotely or on-site, they may face negative employment consequences.
- Non-exempt, hourly employees must clock in and out using Kronos when working through Virtual Private Network (VPN) or complete a timesheet and submit to their supervisor.
- If approved for a flexible work schedule, the employee must structure their time to ensure availability at required meetings or in order to perform assignments as designated by the supervisor that may conflict with the established flexible work schedule.

WORK HOURS

The employee's daily time schedule shall be the same as if not assigned to work remotely. The employee's supervisor shall validate the employee's time and work accomplished at the remote location.

Work hours, overtime compensation, and vacation schedules shall conform to existing policies and procedures and the terms of this agreement. Working overtime must be approved in advance in accordance with District policy.

STANDARDS OF CONDUCT

Employee expectations within the Employee Handbook, [Board Policy DH \(LOCAL\)](#), [Code of Ethics and Standard Practices for Texas Educators](#), and Acceptable Use Policy continue to apply when working remotely or a flexible schedule.

All staff are expected to maintain student confidentiality in accordance with Family Educational Rights & Privacy Act (FERPA) when working remotely or a flexible work schedule.

SAFETY AND LIABILITY

- Employees who are working remotely from home are expected to have a designated workspace in the home, such as a home office or other space that is free of safety hazards and other dangers to the employee and equipment. Employees are responsible for the safety of their remote workspace.
- Employees working remotely are expected to maintain the same safety standards at their remote workplaces as at their RRISD office. Employees are subject to the same policies and reporting processes, regardless of their work locations.
- Furniture, lighting, environment protection, and household safety equipment incidental to use of District equipment, software, and supplies shall be appropriate for its intended use and shall be used and maintained in safe condition, free from defects and hazards.
- Injuries sustained in the course and scope of employment at an employee's remote workplace may result in a workers' compensation claim. The employee's injury must occur in the course and scope of employment to be considered a valid claim under the Texas Workers' Compensation Act. To report an injury, simply follow the reporting steps found on the RRISD Risk Management website. You can also contact the Safety & Risk Management department staff.
- Workers' Compensation does not provide coverage to employees who are injured while doing household chores, running errands, or engaging in personal activities during their breaks.

COMMUNICATION WITH STUDENTS

Regardless of whether an employee uses a District-issued or personally-owned device, school employees must comply with District policy and employees standards of conduct when communicating with students electronically.

[RRISD Board Policy DH](#) prohibits an employee from using electronic communications in a manner that constitutes prohibited harassment or abuse of a student, adversely affects the student's learning, mental health, or safety; includes threats of violence against the student, reveals confidential information about the student; or constitutes an inappropriate communication with a students, as described in the [Educators' Code of Ethics](#).

Employees do not have a right to privacy with respect to communications with students, parents, and employees continue to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics. Communications should occur through District-provided channels, or, if for any reason communications happen

on personal devices, the employee must retain all messages with a student and provide the messages to the school district for appropriate record retention (you can email them to your RRISD gmail account). Upon written request from a parent or student, an employee must discontinue communicating with the student through email, text messaging, instant messaging, or any form of one-to-one communication. Should a request occur, you must notify your supervisor. Parents and/or supervisors should be aware and/or included in student communication.

TIS WORKING REMOTELY CYBERSECURITY BEST PRACTICES

Guidelines for Using Personal or District Owned Devices to Access RRISD Information Resources

- Use strong passwords, recommended 10 character minimum with complexity (a minimum of one character from each group: uppercase, lower case, number, special character).
- Avoid password reuse, e.g. using a password for more than one account.
- Avoid allowing a web browser's password manager to store your passwords; some browsers store and display passwords in clear text and do not implement password protection by default.
- Avoid allowing websites to automatically log in to an account; many services store this information locally and it can be exploited by attackers to gain access without a password.
- If using wireless, ensure your wireless network is configured for WPA2.
- Avoid using public wireless networks.
- Avoid illegal or untrusted software downloads.
- Avoid connecting untrusted USB devices to your PC.
- Secure your PC either by logging off or locking the screen when away from the PC.
- Secure confidential or sensitive documents when the documents are unattended.
- While logged in or accessing RRISD systems or information resources, do not allow others to use your PC.

Guidelines for Using Personal Devices to Access RRISD Information Resources

- Maintain up to date software and security patches.

- Windows 7 is no longer supported, meaning Windows 7 software vulnerabilities will not receive security update support from Microsoft.
- As of this writing, the upgrade to Windows 10 is still available without cost:

<https://www.zdnet.com/article/heres-how-you-can-still-get-a-free-windows-10-upgrade/>

- Maintain up to date anti-virus software. Windows Defender is included with Windows 10.
- Use a host based firewall. Many antivirus vendors offer packages that include a host based firewall, also Windows 10 contains Windows Defender Firewall, a host based firewall.
- Avoid storing work or school related confidential or sensitive information on personal devices.
- Use a separate account, not a shared account to your PC, and do not share the password to your account.

Reminders for Internet Browsing and Email

- Do not respond to spam emails.
- Use web browser pop up blockers. Only allow web browser pop ups from trusted websites.
- Do not click on or open attachments within email messages unless the email is from a trusted or known good sender. Attackers are clever in spoofing emails from trusted sources, so if in doubt, contact the sender and verify the authenticity of the sender.
- If contacting the sender by phone or email to verify authenticity of an email, ensure that a known good email address or phone number is used, versus what is provided in the email.
- Before clicking on links in your email, hover your mouse over the link and a window will appear. Make sure the link in the window matches the link you are about to click. You could potentially be redirected to a malicious website.
- Review file type extensions. Enable the “show file extensions in Windows” to determine if a document is actually an executable program versus a *.pdf, *.doc, *.xls, etc.

<https://www.howtogeek.com/205086/beginner-how-to-make-windows-show-file-extensions/>

- Avoid using peer-to-peer (P2P) network programs. Bittorrent, LimeWire, Bearshare etc are programs through which viruses can spread easily. Always make sure that you know what you are downloading and avoid illegal software.
- Viruses sometimes mask themselves as anti-virus applications such as fake “Windows Security” and simulate an online scan that fraudulently claims to find many non-existent malware on the victim’s system. If this type of window or notification appears, don’t click anywhere on it (even the cancel button). Doing so may trigger the installation of the actual virus. Exit the browser.
- Be sure to verify meeting invitations (e.g. Zoom, Google Hangouts, Go To Meeting, etc) are expected and not to accept meetings from unknown or unverified sources.

September 1, 2020

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