

IOLA INDEPENDENT SCHOOL DISTRICT
FACULTY HANDBOOK
2019-2020



This handbook has been adopted as official policy by the Board of Trustees. The Board of Trustees has granted authority to the Superintendent of Schools to make changes to this handbook as may be needed, subject to annual review.

**IOLA I.S.D.
P.O. Box 159
IOLA, Texas 77861-0159**

**Telephone: (936) 394-2361
Fax: (936) 394-2132**

This is your school. If you have any suggestions, concerns, or questions, please see the Principal or Superintendent. Both are here to serve you.

BOARD OF EDUCATION

Jason Gooch	President
Scot Nevill	Vice President
Tammy Harvey	Secretary
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Luke Bradicich	Member
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Scott Martindale	Superintendent
Brian Fowler	Secondary Principal
Kristin Sajewski	Elementary Principal
Lindsey Harris	Secondary Counselor
Jan Timm	Business Manager
Sean Callahan	Transportation Director
Dave Jordan	Maintenance Director
Linda Evans	Food Services Director
Jo Baca	Administrative Secretary
Monica Hurst	Director of Technology
Dawn Marks	PEIMS Coordinator
Kathy Darby	Administrative Secretary – HS
Annie Mae Fairbanks	Administrative Secretary - EL

INTRODUCTION

The teacher handbook contains lola Independent School District's administrative procedures and many school board policies that directly affect you, the classroom teacher.

Although it is impossible to anticipate every question, this booklet is intended to be used by the staff as a source of information. You may also want to review the Student Handbook and the Discipline Management and Code of Conduct.

In case there is a conflict in any policy given in this handbook and updated school board policy the school board policy will at all times take precedent. The chain of command is Teacher to Principal to Superintendent to Board of Trustees. Any appeal of these procedures should proceed through the chain of command.

Non-discrimination Notice

lola ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. lola ISD provides a free, appropriate education consisting of regular or special education and related aids aides and services in CTE programs that are designed to meet individual educational needs of disabled persons as adequately as the needs of non-disabled persons. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Scott Martindale – Title IX Coordinator
Lindsey Harris – Section 504 Coordinator – Secondary
Kristin Sajewski – Section 504 Coordinator - Elementary

Distrito Escolar de Noticia Publica de no Discriminar

El Distrito Escolar de lola no discriminar por motivos de raza, color, origen nacional, sexo, impedimento, o edad en sus programs o actividades. El Distrito proporciona una educacion apropiada y gratis que consiste en la educacion regular y especial y servicios y asistencia relacionados en programs de Educacion de Carreras y Tecnologia, que estan disendos para satisfacer las necesidaded educativas de las personas con impedimentos tan adecuadas como aquellos servicios para personas que no tienen impedimentos. Las siguientes personas han sido designadas para contesar preguntas acerca de las normas de no discriminacion:

Scott Martindale – Title IX Coordinator
Lindsey Harris – Section 504 Coordinator – Secondary
Kristin Sajewski – Section 504 Coordinator - Elementary

**IOLA INDEPENDENT SCHOOL DISTRICT
LONG-RANGE GOALS**

Goal 1

Set increasingly challenging expectations for academic performance by all students and close the achievement gap between educationally disadvantaged students and other populations.

Objective: All subgroups of students will meet or exceed state and federal standards on STAAR tests.

GOAL 2

Implement new technologies which improve student performance, strengthen the curriculum, and achieve educational goals.

Objectives: Demonstrate the use of the internet and incorporate its use in the classroom, libraries, and computer labs.

GOAL 3

Communications between the school, parents, and community will be consistent, timely, and effective.

Objective: Increase communication between school and community regarding academic performance and development of students, educational policies, and school events.

ACTIVITY FUNDS

Principal

1. The Principal will be responsible for the proper administration of each student activity fund.
2. The Principal must approve all expenditures.

Sponsors

1. All monies must be processed through the activity fund.
2. The sponsor will deposit monies daily through Ms. Baca in the office.
3. Each sponsor will keep a ledger of receipts and disbursements.
4. Money disbursement can only be for such purposes as may be authorized by the organization.
5. The sponsor must count the funds prior to turning them into Ms. Baca and have a deposit sheet filled out. This deposit sheet will then be signed by the secretary and used as your receipt. **Under no circumstances should you send a student to deposit or pick up funds. You are responsible.**

ACTIVITY SCHEDULE

The Principal is in charge of the activity calendar and scheduling of events. Activities need to be scheduled at least one week in advance.

Each teacher should make a tentative list by the 1st of September of dates that will need to be placed on the activity schedule.

A weekly or monthly calendar will be produced.

ADMISSION TO ATHLETIC EVENTS

Each staff member and their immediate family receives free admission at any athletic event held at Iola Schools.

ANNOUNCEMENTS

All announcements will be made sometime in the morning of each day. If your club or organization has an announcement, please fill out an announcement form in the school office.

ASBESTOS MANAGEMENT PLAN

The Iola Independent School District is striving to maintain compliance with Federal and State regulations concerning asbestos. Should you desire to review the Asbestos Management Plan for your school, a copy of the plan is available in the Principal's Office as well as the school's Central Administration Office. If you have any questions about the Plan or this federally mandated program, contact Superintendent Scott Martindale at 394-2361.

ASSEMBLIES

Teachers should sit with their classes during all programs. All teachers are expected to attend unless they have permission from the Principal to be absent. This includes pep rallies.

ATTENDANCE PROCEDURES

Procedures to use in marking daily student attendance in Gradebook:

1. Secondary teachers shall record attendance each class period within the first 20 minutes of class.
 - a. If the student is not in attendance 20 minutes after the class bell, then the student will be marked as absent.
 - b. Students who show up to class after the tardy bell rings should be sent to the office to receive a tardy slip and be marked as tardy.
2. Elementary teachers shall record daily attendance at 10:00 a.m. each day.
3. Each student's absence will be marked as an unexcused absence. The PEIMS Coordinator will correct any absences that should be changed.

CAFETERIA SERVICES

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information on this program can be obtained from Nora Wren at 394-2361.

Cafeteria Prices for this year are as follows:

Lunch	Pre-K	Free	Breakfast	Pre-K	Free
	K – 6th grade	\$2.60	t	K-12th grade	\$1.75
	7th – 12th grade	\$2.85		Adult	\$2.50
	Adult	\$4.00		Reduced Price	\$0.30
	Reduced Priced	\$.40		Milk	\$.50

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action.

DISCIPLINE PHILOSOPHY

1. The function of discipline is to teach students responsibility.
2. The proper amount of discipline is determined by evaluating the student's age, circumstances, past behavior, and correlated to the "discipline ladder".
3. Discipline must be consistent, fair, and firm. It must always be tempered with genuine concern for the individual student.
4. The teacher is responsible for classroom discipline.

5. The District will respect the request of any parent that opposes corporal punishment.
6. Each teacher is to supervise conduct in the hall between classes.
7. An effective discipline management plan means that all staff members assume responsibility for all misbehavior, whether it be in the hall, restroom, lunchroom, buses, playground, assemblies, gym, etc. If you see any student misbehaving - correct the student.

DISTRIBUTION OF MATERIAL

School Materials

The Principal must approve school publications distributed to students. All school publications are under the supervision of the teacher, sponsor, and Principal.

Non-School Materials

Written materials, invitations, gifts, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the Principal. If the material is not approved within two school days of the time it was submitted, it should be considered disapproved. Disapproval may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board in accordance with policy FMA (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

The Principal will designate a specific area to display approved non-school materials.

DRESS CODE

All professional and support staff members must at all times dress professionally and use good judgment in their selection of dress. Shorts and/or jogging suits are not appropriate for the classroom. Staff members are prohibited from wearing bottoms which have lettering/logos across the back of the seat. Backless shoes and sandals are permitted as long as they are not of the rubber "flip-flop" type. Tattoos must be covered at all times.

DRILLS—FIRE, TORNADO, AND OTHER EMERGENCIES

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Emergency bells:	siren -	leave the building
	1 bell -	halt; stand at attention
	2 bells -	return to the classroom
	1 long bell –	duck/cover

EMERGENCY SCHOOL CLOSING INFORMATION

If it becomes necessary to close the school for any reason, information is reported to KBTX-TV channel 3 in Bryan and many of the Bryan/College Station radio stations. (KAGG-96 FM). Please listen to these stations rather than calling the school office. If weather deteriorates after

school has begun, the school will remain open unless it interferes with the safety of the school or staff.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation is a privilege. While many of the activities are governed by the University Interscholastic League (UIL)—a statewide association of participating districts—eligibility for participation in many of these activities is governed by state law as well as UIL rules:

A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class, other than an identified honors, concurrent credit course, or advanced class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities or field trips for at least three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the Principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are honors, concurrent credit, or advanced, and (2) completed the three weeks of ineligibility.

A student is allowed absences from a class during the school year for extracurricular activities or public performances. Students who are participating in a school-sponsored activity or event are required to travel to and from the event with a school sponsor or parent. All UIL activities and other activities approved by the Board are subject to restrictions. A student who misses a class because of participation in a non-approved activity will receive an unexcused absence.

Any restrictions on participation related to discipline are set out in the Student Code of Conduct.

Please note: Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization. Extracurricular standards of student behavior must be on file and signed by both the student and parent as a condition of participation in an extracurricular event.

Students who have a debt with the school for any reason (i.e. books, fines, dues, equipment not turned in, and cafeteria charges) will not be allowed to participate in any extracurricular activity until said charges are paid. This policy is effective July 1, 2006.

FIELD TRIP POLICY

1. Administrative Permission Form
Complete and turn in **3 weeks** prior to trip
2. Transportation Form
Complete and turn in **2 weeks** prior to trip
3. Purchase Order (if required)
Complete and turn in **1 week** prior to trip
4. Absent from Duty Report
Complete and turn in **one week** prior to trip for each staff member attending

MEDIA POLICY

1. All films and videos must be approved by the Principal before viewing.
2. Media from the Service Center are generally acceptable.
3. If the resource can be construed as controversial or offensive to certain portions of the student population approval from the office is necessary and a "permission to view" slip will be sent home.
4. Iola ISD will not pay postage on custom ordered films. This is the responsibility of the individual ordering the films.
5. Media with profanity (even the mildest forms) are not acceptable.
6. Media are to be a resource in teaching SEs.

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Principal prior to the event.

Except as approved by the Principal, fund-raising is not permitted on school property. In most cases classes and organizations are permitted to have two fund-raisers annually.

GRADING GUIDELINES

- | | | |
|----|----------------|--------------------------|
| 1. | A = 90 to 100 | indicates excellent work |
| 2. | B = 80 to 89 | indicates good work |
| 3. | C = 70 to 79 | indicates average work |
| 4. | F = 69 & below | indicates failure |

- | | |
|----|--------------------|
| 1. | E = Excellent |
| 2. | S = Satisfactory |
| 3. | U = Unsatisfactory |
| 4. | I = Incomplete |
| 5. | M = modified |

Grades are to be averaged at the end of each reporting period. The numerical equivalent of the grade will consist of two major components: (1) the average of scores on unit tests, 60%, (2) the average scores on other assignments (daily work) will be 40%.

The final grade is the average of all the six weeks grades and the final exam. Final exams are equal to one-seventh of the cumulative semester grade. $(S1 + S2 + S3)2 + E$ divided by 7 = semester grade.

In grades 7-12, no average will be recorded on the report card or permanent record of more than 100.

EXEMPTIONS

Juniors and Seniors may be exempt from semester exams if they meet the following academic / attendance / behavior requirements:

Attendance Requirement:

- 2 absences (per class) or fewer
- any non-school related absences count in this total

Academic Requirement

- 85% or above average in the class

Behavior Requirement:

- No discipline referrals to the office at any time during the semester resulting in disciplinary action

Students will only be exempt from exams in the classes for which they meet all three of the above requirements. If a student is exempt from a semester final being taken during first period, the student must be present during that test period. That student must remain in school attendance until completion of the second test period to avoid being marked absent for either/or both test periods.

Students who are required to complete a third semester final must remain in school attendance until completion of the third testing period. The cumulative semester grade for exempt students will be determined by averaging the three six week grades (S1 + S2 + S3) divided by 3.

There will be no re-testing of six weeks or semester exams. On any other tests, re-testing will be left up to the teacher's discretion. If a class is given a retake, the average of the two grades will be recorded.

Daily assignments shall be recorded as a daily grade and averaged according to local policy. Teachers' grades will be posted as submitted.

Final Exam

Please follow the guidelines listed below when administering exams:

1. Do not give final exams early.
1. Students are to remain in class until the bell sounds for release. No one is to be dismissed early.
3. Every teacher is to give a comprehensive final exam. Each selected objective is to have four objective questions on the final.
4. A copy of the final exam with the answer key will be submitted to the office.

Six Week Grades

Grades are to be averaged at the end of each reporting period. The numerical equivalent of the grade will consist of two major components: (1) the average of scores on unit tests, 60%, (2) the average scores on other assignments (daily work) will be 40%.

The Elementary policy for recording grades in the grade books is that daily grades count as one grade and test grades count as two grades. For both Elementary and Secondary campuses, no average will be recorded on the report card or permanent record of more than 100 or less than 50.

The grade book will be kept on file for a period of at least 1 year by the Principal. These suggestions are made for consideration in grading: quantity of work, quality of work, knowledge of subject attitude and effort of the student.

The following schedule will be used for grades:

Grades K - 6: numerical grades will be used for all classes except health, fine arts, penmanship, and physical education.

Grades 7 - 12: numerical grades shall be used for all State Board approved courses.

HOMEWORK/CLASS WORK

Late assignments will be graded according to the following:

If a student does not turn in an assignment on time, he/she will be given until 8 am the next school morning to turn in the assignment for the opportunity for full credit (100%). If the assignment is not received by 8 am, the resulting grade will be a zero.

Each student that is absent will be given the number of days he or she was absent plus one extra day in order to complete assignments he or she missed due to the absence. These assignments are not counted as late work until the designated days have been exceeded.

LESSON PLANS

Lesson plans are due to the office the first day of each week at 8:00 a.m.

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instruction or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

PROFESSIONALISM

Teachers and support staff are expected to behave in a manner considered ethical for an educator toward students, colleagues, parents, and the community.

Employees shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the District. Employees who wish to express criticism shall do so with their immediate supervisors.

PROGRESS REPORTS

It will be difficult to explain an "F" if no unsatisfactory report has been issued. Teachers may send these at any time. A copy of a progress report sent to the parent must be sent to the office for filing.

The teacher is responsible for:

1. Filling out report blanks.
2. Giving a student a copy to take home.
3. Bringing one copy to the Principal's Office.
4. Keeping one copy.

5. Requesting a parent conference via the progress report if needed.
6. Being specific to what the problem is and the action needed to solve the problem.

Elementary progress reports indicating a course grade average of 79 or below must be signed by the parent and returned to the school within three days.

PROMOTION, RETENTION, AND PLACEMENT

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of 70 based on course-level or grade-level standards.

A middle school (or junior high) student must have an overall average of 70 or above, as well as an average of 70 or above in a least three of the following subjects: language arts (including reading improvement if required), mathematics, social studies and science. If a student's grade average in any subject or course is "borderline" or below 70 at the end of the first three weeks of any grading period, the student's parents will be notified. Retention will be considered for primary elementary students (K-3) who are failing reading and/or math for the second semester and/or for the year. In addition, according to TEA requirements set forth beginning Fall 2002, all 5th grade students must pass the STAAR reading and math tests in order to advance to the 6th grade. Students will be given 3 opportunities to pass the test. Retention will be considered for elementary students (4-6) who are failing two or more of the following subjects for the year: reading, English, spelling, math, science, or social studies.

No student shall be retained more than once in grades K–4, and nor more than once in grades 5–8 unless the parents, teacher, and the school administrator agree that the student should be retained a second time because of special circumstances.

Students that have been retained previously, but have not met promotion criteria, may be placed.

REPORT CARDS

1. Each teacher will receive a "Grade Verification" roster. This roster is to be updated if any information is incorrect or omitted.
2. A teacher may issue a "conduct" grade. This is optional.
3. All grade sheets will be due by 10:00 a.m. Monday following the close of the six weeks or the end of the day of the last final exam. If a holiday effects this schedule, you will be notified of the alternate date/time.
4. The computer will average the final and six weeks grades and issue credits.
5. Report cards will be issued by 3rd period each Thursday following a six weeks.
6. All "I's" given on the "grade collection" rosters are to be updated by the teacher within 2 working days.
7. An "I" on a six weeks report card will prevent a student from participation in any UIL activities, as required by law.
8. It is the responsibility of the Special Education Department to notify the rest of the faculty of grade modifications.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Written reports of absences and student grades or performance in each class or subject are issued to parents at least once every six weeks.

At the end of the first three weeks of a grading period, parents are notified if the student's grade average is near or below 70, or below the expected level of performance. If a student receives a grade of less than 70 in any class or subject during a grading period, the parents are encouraged to schedule a conference with the teacher of that class or subject. Unsatisfactory progress reports must be signed by the parent and returned to the school within 3 days.

Achievement or progress shall be reported to parents as numerical grades.

REQUEST FOR STUDENTS TO LEAVE SCHOOL

Sponsors of any organization that take students out of school:

1. Be sure the activity is scheduled on the calendar.
2. Fill out a roster form and have it approved by the Principal.
2. Furnish the office with an accurate roster of students **a minimum** of three days before the event.
3. Provide each teacher, staff member, and Mrs. Marks with a copy of the roster **at least two days** before the activity. This is not the responsibility of the office staff.
4. Complete an "Absence From Duty Report" **one week** before the event.
6. Verification of eligibility is the responsibility of the sponsor.

SEXUAL HARASSMENT / SEXUAL ABUSE

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, Principal or designee, or Superintendent who serves as the District Title IX coordinator for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

SCHOOL SPONSORED TRIPS

All school trips must be approved by the Principal. They will be scheduled with the Principal at least three weeks in advance of the trip. An alphabetized list of the students going on the trip will be turned into the secretary at least three days in advance of the trip. A transportation request must be turned in to the Principal two weeks before the date of the trip. All student trips will be under the supervision of the teacher in charge.

The following are regulations concerning school sponsored trips:

1. Each student must go in school arranged transportation.
2. A student must return by school arranged transportation unless his/her parents personally pick him or her up and a signed note is given to the school personnel in charge.
3. A student must meet all UIL qualifications to be eligible for school sponsored trips if such trip involves student competition.
4. Students who miss school as a result of school sponsored trips will not be counted absent, but will be required to make up work missed.
5. A teacher who serves as a sponsor of a group shall require that students observe safety precautions while riding in school transportation.
6. A teacher-sponsor should realize that he/she has the obligation and responsibility for requiring proper conduct of the students under his/her supervision.

STAFF MEETINGS

There will be scheduled staff meetings as needed.

STANDARD WORK DAY

Teachers shall report to work no later than 7:30 a.m. each morning and may leave at 3:30 p.m. each afternoon. Staff members may be required to work other hours as may be needed to provide an effective educational program.

LEAVING EARLY

With prior approval, a staff member may leave early (before 3:30 p.m.) **once they have signed out of the office.**

On a third unexcused occurrence, 1/2 day of leave time will be taken.

Any staff member who needs to leave before 3:00 p.m. but after 11:30 a.m. will be charged with 1/2 day.

Any staff member who needs to leave before 11:30 a.m. will be charged for a full day.

STUDENT INJURIES AND INSURANCE

When a student is injured at school or while participating in a school activity, either at school or during a supervised school event, the following procedures must be followed. Failure to do so could cause undue financial hardship on the student's family.

1. Contact parents or guardian immediately and ambulance if necessary.
2. A number of hospitals and physicians have agreed to treat our students on full assignment. A directory is on file at the front office or the Superintendent's office.

A few of the providers in our immediate area are:

College Station Medical Center, College Station (979) 764-5100
Physicians Center, College Station (979) 731-3100

3. Complete "Part A" of the accident/health claim form and have the parents complete their section. A complete claim form must be kept on file at the district. Parents should have several copies made, one for their files and one given to the medical provider. Claim forms are located in the Principal's office and through the Superintendent.

If you are traveling outside the district for a school event always carry extra student accident cards with you. The 800 number located on the back is available 24-hours a day and will provide you with the nearest medical facility and doctors that will treat our students on full assignment.

STUDENT HEALTH INSURANCE

Iola ISD has purchased a limited student accident insurance policy that covers all our students PK-12. This policy covers the student while participating in any school sponsored activity, including sports, FFA, FCCLA, and recess.

This policy is NOT designed to pay all medical expenses. The benefits should help offset an individual's co-insurance and their deductible. There is a Special Network of hospitals and physicians that will take an individual's insurance coverage and the student insurance on FULL ASSIGNMENT. This does not apply to HMO covered individuals. HMO participants must use their own HMO.

An injured student must be examined by a physician within 90 days of injury and a completed claim form must be submitted to the claims office.

The student's primary insurance must be filed and processed before the student insurance will begin payment.

The school offers VOLUNTARY plans with the same company for those parents that do not have personal insurance. These plans are considered PRIMARY and will pay regardless of other insurance. Their 24-hour plans are very reasonable and are also available to school employees.

Any questions concerning our coverage should be directed to Jeff Abbate at East Texas Insurance Associates in Bryan. His toll-free number is (800) 900-9750.

STUDENT TARDIES

Grades PK-6

For each individual class period during the same six-weeks grading period, a student's first tardy shall result in a warning by the teacher to the student. A second tardy will result in a verbal or written warning by the Principal to the parent or guardian. A third tardy will result in a 3-day assignment to detention. A fourth tardy will result in a 1-day assignment to in-school suspension. A fifth or subsequent tardy will result in more severe disciplinary action.

Grades 7-12

For each individual class period during the same semester grading period, the discipline policy for tardiness is - (1st and 2nd) warning, (3rd) D-Hall, (4 or more) more severe disciplinary action to be administered by the campus Principal.

SUBSTITUTE TEACHERS

When a teacher needs to be absent from school, JoLyn Haby at the high school or Annie Mae Fairbanks at the elementary school should be notified as soon as possible. Please call the office before 3:00 p.m. and let us know if you plan to be back the next day. All substitute teachers are to be hired by the Superintendent and Principal.

Upon returning to school, you will need to sign an "Absence from Duty Report". These are available on your computer or in the office. Failure to do so may cause your paycheck to be delayed.

TEACHER LEAVE POLICY

State Leave Policy

Each teacher receives five state days per school year which accumulates to an unlimited number if it is not used.

Auxiliary/Support personnel - The Board grants all full-time auxiliary/support employees five state days of leave annually, this is cumulative.

Local Personal Leave Policy

In addition to state leave days, each employee is given three local personal leave days per year.

After all leave is used, a full day's salary will be deducted. (Exception to this rule is stated under local sick leave policy.)

Personal leave will be granted under the following conditions:

1. Prior approval from the Principal must be obtained before use can be granted.
2. A personal leave day will not be granted when requested the week before Christmas or the last two weeks of school.
3. Two days notice is required for personal use.
4. No more than ten percent (10%) of the campus employees may take personal days on the same day.

Local Sick Leave

If needed and after an employee has exhausted all state and local personal leave, he/she shall be granted an additional ten workdays of local sick leave per school year **taken with the substitute's rate of pay deducted from the employee's paycheck**. This local sick leave is concurrent with state sick leave and is non-cumulative. Employees may utilize this leave for themselves or their immediate family for the following reasons:

- a. counseling or psychiatric care*
- b. court appearance unrelated to personal business

- c. death in family
- d. divorce
- e. hospitalization*
- f. illness of 3 or more consecutive days*
- g. natural or property disaster such as fire, flooding, etc.
- h. non-elective surgery and recovery*
- i. physical therapy*
- j. pregnancy*
- k. reoccurring absences due to illness or injury*

*Medical certification by a health care professional is required.

Employees may donate one local personal day to any employee that suffers a long term or continuing illness or a catastrophic illness/injury or whose immediate family suffers a long term or continuing illness or a catastrophic illness/injury. The employee must have exhausted all state sick and personal leave and all local personal leave. The Superintendent will determine employee eligibility for this leave.

TELEPHONE

Personal long distance phone calls must be charged to your home phone or credit card.

TEXTBOOKS TO STUDENTS

All textbooks will be issued and returned through the library. However, teachers may check out a classroom set of textbooks to use in their class. When this is done, the teacher is then responsible for these textbooks.

TEACHER APPRAISALS

Each professional employee will be formally evaluated by their immediate supervisor at least once during the academic year. The teacher will be given a one week time frame as to when their appraisal will be done.

TRANSPORTATION REQUEST

Any teacher desiring transportation for a group should fill out a bus request for that transportation at least five days prior to the departure time. This is necessary in order to have enough time to arrange for transportation. These forms are available online.

TRAVEL—SCHOOL-SPONSORED

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The Principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, or the parent presents- no later than the day before the scheduled trip-a written request that the student be permitted to ride with an adult designated by the parent.

TOBACCO

Employees shall not use tobacco products at school-related or school-sanctioned activities on or off school property in accordance with Board policy DH.