

PLEASANT GROVE ISD

PERSONNEL HANDBOOK



PLEASANT GROVE
Independent School District

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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 Kristen Giles, PGISD Central Services, 8500 North Kings Highway, Texarkana, Texas 75503, or call (903-831-4086).

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. The official Board Policies of the District shall control in the event of a discrepancy between said policies and this handbook. 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://www.pgisd.net/board/>.

Employee handbook receipt

Name _____

Campus/department _____

I hereby acknowledge receipt of a copy of the Pleasant Grove ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

To access the electronic format of this manual:

Visit <http://www.pgisd.net>
Go to “Departments” in the top menu
Click “Human Resources”
Click “Employment Policies”
Click “Personnel Handbook”

Please indicate your choice by checking the appropriate box below:

_____ I choose to receive the employee handbook in electronic format and accept responsibility for accessing according to the instructions provided.

_____ I choose to receive a hard copy of the employee handbook and I understand I am required to contact Shan Barton to obtain a hard copy.

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

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

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc.

I also accept responsibility for contacting my supervisor or the Assistant Superintendent of Staff and Student Services, Kristen Giles, if I have questions or concerns or need further explanation.

Signature

Date

Note: Sign and date this receipt and forward it to your Campus Principal, or Kristen Giles, Central Services, 8500 North Kings Highway, Texarkana, Texas, 75503, or call (903) 831-4086.

District information

Description of the district

The Pleasant Grove Independent School District continues to grow to meet the needs of the students and the community. The first one-room school was established in 1877. The 55-square mile area formerly included several smaller districts. The Baker District and the Morriss District united in 1916 to form Pleasant Grove District. The district was renamed Pleasant Grove Independent School District in September 1978.

Pleasant Grove operated only an elementary school for many years. Pleasant Grove Junior High opened in August 1977, and is known as Pleasant Grove Middle School. In 1983, voters approved the expansion of the educational program through grade 12. The first class of seniors graduated in May 1986. Pleasant Grove Intermediate School opened in March 2010.

District map

See the Appendix of this document for a map of the District's borders.

Mission statement, goals, and objectives

Policy AE

The mission of Pleasant Grove Independent School District is to ensure high levels of learning for all students.

Pleasant Grove schools are committed to the general philosophy that education should provide appropriate learning experiences for every child within the District. Experiences provide for each child to continually develop and improve - emotionally, physically, morally, socially, and intellectually. The District acknowledges that the student of today will live in a society demanding knowledge and skills related to the use of computers and other techniques. Evidence indicates that the District's schools are committed to the development of the "whole" child.

The curriculum is in a state of continuous study and revision, readily adaptable to meet the changing needs of children and provide a foundation of knowledge.

Methods of instruction reflect recognition of individual differences among students. Instruction equips students with real world work skills, human relations skills, respect for authority, appreciation of our American heritage, and other world cultures, knowledge of how and where to obtain needed information, and an understanding of computers and other technologies that will enable them to function in an ever-changing global society.

Well-trained and highly competent staff members take pride in their professional commitment to the intellectual, social, and moral development of school children. Continuous staff development and professional growth experiences are encouraged. Discipline is considered vitally important to a vigorous educational program.

Overall, the school's efforts are directed to the end that each student will become a productive member of our global society, capable and desirous of making a definite and positive contribution to the society and to himself or herself.

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 law 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 annually and serve three-year terms. Election information for specific trustee places may be found in Board Policy BBB (Local). Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

Mrs. Amy DamronPresident

Mr. Chris Barker..... Vice-President

Mrs. Brandy Eldridge Secretary

Mr. Ross Sarine

Mr. Matthew Robertson

Mrs. Lorie Son

Mrs. Kathleen Young

The board usually meets the second Thursday of each month at Pleasant Grove Central Services, 8500 North Kings Highway, Texarkana, TX 75503, at 12:00 p.m.

In the event that large attendance is anticipated, the board may meet at another location designated in the official notice of the meeting.

Special meetings may be called when necessary.

A written notice of regular and special meetings will be posted on the district website and on the front door of Pleasant Grove Central Services, 8500 North Kings Highway, Texarkana, TX 75503 at least 3 business days 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 session 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, and other matters permitted to be discussed in a closed meeting of the Board under Texas Law.

Board meeting schedule for 2025-2026

A copy of the Board of Trustees Meeting Schedule is included in the Appendix at the end of this document.

Administration

Superintendent.....	Chad Pirtle
Assistant Superintendent of Staff and Student Services	Kristen Giles
Assistant Superintendent of Learning Services.....	Ashley Barker
Director of Special Programs	Patricia Jameson
Director of Marketing and Communications.....	Haley Turner
Director of Athletics.....	Josh Gibson
Director of Music	Jay Sutton
Director of Operations.....	Matt Fry
Facilities Coordinator	Layne Berry
Director of Security	Chad Caldwell
High School Principal	Natalie Reeves
High School Assistant Principal.....	Neal Kiser
High School Assistant Principal.....	Gary Hill
Middle School Principal.....	Leah Sams
Middle School Associate Principal	Amy Maxey
Middle School Assistant Principal	Brian Mitchell
Intermediate School Principal	Brooke Beall
Intermediate School Assistant Principal.....	Derek Jenkins
Elementary School Principal	Brittany Beard
Elementary School Assistant Principal	Anne Granado
Dean of Students	Lindsey Head

School calendar

A copy of the official calendar is included in the Appendix at the end of this document. Additionally, the calendar may be viewed on the district's website at <http://www.pgisd.net/> .

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 Superintendent's office at 903-831-4086.

School directory

Pleasant Grove Central Services
8500 N. Kings Highway
Texarkana, Texas 75503
(903) 831-4086 (voice)
(903) 831-4435 (facsimile)

Pleasant Grove High School
5406 McKnight Road
Texarkana, TX 75503
(903) 832-8005 (voice)
(903) 832-5381 (facsimile)

Pleasant Grove Middle School
5605 Cooks Lane
Texarkana, TX 75503
(903) 831-4295 (voice)
(903) 831-5501 (facsimile)

Pleasant Grove Intermediate School
8480 North Kings Highway
Texarkana, TX 75503
(903) 832-0001 (voice)
(903) 832-0147 (facsimile)

Margaret Fischer Davis Elementary School
2800 Galleria Oaks
Texarkana, TX 75503
(903) 838-0528 (voice)

A directory of telephone and email contact information for faculty and staff may be found on the District Website at <http://www.pgisd.net/> or may be obtained from the Principals Office on each Campus.

Employment

Equal employment opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Pleasant Grove 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 employee 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 prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discriminating 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: Kristen Giles, Assistant Superintendent of Staff and Student Services, 8500 North Kings Highway, Texarkana, Texas 75503, phone (903) 831-4086. Reports can be made at any time and by any person, including during non-business hours, by mail, email, 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: Patricia Jameson, Director of Special Programs, 8500 North Kings Highway, Texarkana, Texas 75503, phone (903) 831-4086.

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job vacancy announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis and posted on the district's Web site.

Posting of Vacancies:

The District employment policy provides that not later than the tenth school day before the date on which the District fills a vacant position for which a certificate or license is required as provided by Education Code 21.003 (see policy DBA), other than a position that affects the safety and security of students as determined by the Board, the District must provide to each current District employee:

1. Notice of the position by posting the position on:
 - a. A bulletin board at:
 1. A place convenient to the public in the District's central administrative office; and
 2. The central administrative office of each campus during any time the office is open; or
 3. The District's Internet website, if the District has a website; and

2. A reasonable opportunity to apply for the position.

Exception:

If, during the school year, the District must fill a vacant position held by a teacher, as defined by the Education Code 21.201 (see policy DCB), in less than the ten school days, the District must provide notice of the position in the manner described above as soon as possible after the vacancy occurs. However, the District is not required to provide the notice of ten school days before filling the position or to provide reasonable opportunity to apply for the position.

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 Web Site (www.trs.texas.gov).

Contract and noncontract employment

Policies 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 will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

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 employees will receive a copy of their contract. Employment policies can be accessed online or copies will be provided upon request.

Noncertified professional and administrative employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are not employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

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 who positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do no lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Kristen Giles, Assistant Superintendent of Staff and Student Services, in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Assistant Superintendent 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 Kristen Giles, Assistant Superintendent of Staff and Student Services, 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 Shan Barton if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and alcohol and drug testing

Policy CQ, DHE

Noninvestigatory 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, work areas, including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

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

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted if 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 is otherwise 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 Matt Fry, Director of Operations, or Kristen Giles, Assistant Superintendent of Staff and Student Services.

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), and 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, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their Assistant Superintendent by October 1, 2025.

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 and signed by the employee and the employee’s supervisor. A teacher requesting a transfer to another campus before the school year

begins must submit his or her request by May 1, 2026. 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 Assistant Superintendent of Staff and Student Services' office 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 distributed each school year.

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. 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 personnel are available.

Paraprofessional and auxiliary employees. Support employees are employed at will and will 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. See *Overtime Compensation* on page 26 for additional information.

ADA Accommodations

Policies, DAA, DBB, DIA

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting Kristen Giles, Assistant Superintendent of Staff and Student Services, and identifying an adjustment or change at work that is needed because of a disability. An employee also may submit a written request to HR using the ADA Accommodation Request Form which is available from Kristen Giles.

Upon receiving the reasonable accommodation request, HR or the ADA coordinator will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documentation, HR or the ADA coordinator will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. HR or the ADA coordinator will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

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 to express milk. For nonexempt 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.

The Providing Urgent Maternal Protection of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact Kristen Giles, Assistant Superintendent of Staff and Student Services, at 903-831-4086.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Kristen Giles, Assistant Superintendent of Staff and Student Services, at 903-831-4086 to begin the interactive process.

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 Kristen Giles, Assistant Superintendent of Staff and Student Services.

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.

Administrators. An employee who has significant administrative duties relating to the operation of a school district, including the operation for a campus, program, or other subdivision of the district is restricted from outside employment. Administrators may not receive financial benefits for performing personal services for *any* business entity that conducts or solicits business with the district.

Administrators are also prohibited from receiving financial benefits for performing personal services for any education business that provides services regarding the curriculum or administration of any school district or financial benefit for performing personal services for other school districts, open enrollment charter schools, and education service centers. An exception applies to an administrator who is not a superintendent, assistant superintendent, or member of a board of managers if the board approves as required by statute. Services must be performed on the administrator's personal time. Contact Kristen Giles, Assistant Superintendent of Staff and Student Services, for more information.

Performance evaluation

Policies 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.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Employee involvement

Policies BQA, BQB

At both the campus and district levels, Pleasant Grove 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 or from Kristen Giles, Assistant Superintendent of Staff and Student Services.

Staff development

Policy DMA

Since our growth as individuals and as a faculty is essential to providing the best possible instruction program for children, all professional employees are required to participate in the staff development program and to evidence individual professional development.

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.

Staff members receiving certification after September 1, 1999 or adding certification after September 1, 1999 must renew that certificate every 5 years. To renew the certificate an accumulation of 150 clock hours of education related time. Accumulation of hours may be accomplished by taking classes, going to workshops, participating in in-service, etc.

Please report all accumulated hours to Central Services by sending any document, certificates, etc. Although, accumulation of these hours is your responsibility, we will assist you by keeping a record of the accumulated hours in the Central Services building.

Mental Health Training

Policy DMA

All district employees who regularly interact with students are required to complete an evidenced-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide a certificate of completion to the district that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

Campus staff required to complete the training includes, but is not limited to teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers' crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students.

Compensation and benefits

Salaries, wages, and stipends

Policy DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each overtime hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 25.)

All salary information, work schedule and pay stub information are accessible through each employee's Skyward Employee Access account. 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 should contact Kristen Giles, Assistant Superintendent of Staff and Student Services, for more information about the district's pay schedules or their own pay.

Time Sheets

PGISD has established Skyward TrueTime as the electronic timekeeping system for the District. All non-exempt (hourly) employees must use the clocking system each workday. Timesheets must be submitted weekly, on Monday for the prior week. Supplemental timesheets are due by the 5th of each month, and will be included in pay the following month.

Paychecks

All staff are paid monthly. Paychecks will not be released to any person other than the district employee names on the check without the employee's written authorization. Employees are responsible for regularly reviewing the accuracy of their pay statement and should contact Trish Long, Payroll and Insurance Coordinator, or Kristen Giles, Assistant Superintendent of Staff and Student Services, if they have any questions.

The schedule of pay dates for the 2025-2026 school year is included in the Appendix.

Automatic payroll deposit

Employees are required to have their paychecks electronically deposited into a designated account. Notification must be received by the first day of the month in order to activate this service. With automatic deposit, an employee's pay is immediately available on the pay date. Contact Trish Long, in Central Services for more information about the automatic payroll deposit service.

Payroll deductions

Policy CFEA

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax
- Medicare tax (applicable only to employees hired in this district after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations, certain charitable contributions approved by the board and banking institutions. Salary deductions are automatically made for unauthorized or unpaid leave.

Overpayments. Employees are not entitled to any funds the district overpays. An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay.

If an over payment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the employee, the district has the discretion to develop a plan for regular payroll

deductions in the same fiscal year. An agreement between an employee and the district must be in place in order to deduct any overpayment.

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. All overtime must be approved in advance by the Employee's supervisor, Campus Principal, the Assistant Superintendent, or the Office of the Superintendent.** A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

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 shall begin at 12:00 am on Sunday and end at 11:59 pm on Saturday.

Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

Employees will be given specific duty times dependent on position and specific duties assigned. Duty times for Educational Aides and Secretaries may be generally summarized as:

7:30 a.m. until 3:30 p.m. Monday through Friday
OR
8:00 a.m. until 4:00 p.m. Monday through Friday
This Duty Schedule shall include Two (2) 15-minute breaks
and
One (1) 30-minute Lunch Break

Teachers are expected to be at their assigned duty positions by 7:45 a.m. each school day.

Health, dental, and life insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees annually. Employees should contact Trish Long, Payroll and Insurance Coordinator, for more information.

Supplemental insurance benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for Disability, Permanent Life, Term Life, Dental, Cancer, Vision, Accident, Health Savings, Medical Flexible, and Telehealth. Premiums for these programs can be paid by payroll deduction. Employees should contact Trish Long, Payroll & Insurance Coordinator, for more information.

Cafeteria plan benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' compensation insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from TASB, effective September 1, 2024. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported **immediately** to the Assistant Superintendent. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' compensation benefits*, page 36 for information on use of paid leave for such absences.

Unemployment compensation insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. 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 Kristen Giles, Assistant Superintendent of Staff and Student Services.

Teacher retirement

Policy DEG

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). Substitute's 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, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.texas.gov). See page 19 for information on restrictions of employment of retirees in Texas public schools.

Leaves and absences

Policy 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 Kristen Giles, Assistant Superintendent of Staff and Student Services, for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district. Current accumulated leave balances can be accessed through the employee's Skyward Employee Access account. Employees with questions about leave or leave balances should contact Shan Barton, Human Resources Secretary.

Paid leave must be used in half day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Personal - receive 2 days each year – can carry over to a maximum of 10 days
- State Personal – receive 5 days each year – no limit on number of days that carry over

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's salary. Staff do not have the option to elect to take a deduction of pay (full deduct day) in lieu of using leave when absent from work. Any appropriate leave that is on record for an employee is to be applied when an employee is absent from work.

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a "no call/no show". An employee who is absent for two consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

Immediate Family

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

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).

Medical Certification

Any employee who is absent more than 3 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.

The district may require medical certification due to an employee’s questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee’s serious health condition, a serious health condition of the employee’s spouse, parent, or child, or for military caregiver leave.

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 FMLA 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.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee’s unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

Personal leave

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 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 immediate family illness, family emergency, a death in the immediate family or active military service is considered nondiscretionary leave. Reasons for this type of leave allows very little, if any advanced planning. Nondiscretionary leave may be used in the same manner as state sick leave.

For purposes of this policy, the term "immediate family" includes:

- 1) Spouse;
- 2) Son, stepson, and son-in-law;
- 3) Daughter, stepdaughter, daughter-in-law;
- 4) Parents, stepparents, and parents-in-law;
- 5) Siblings, step-siblings, and siblings-in-law;
- 6) Grandparents, and grandchildren;
- 7) Any person who may be residing in the employee's household at the time of illness or death

The term "family emergency" shall be limited to natural disasters and life threatening situations involving the covered employee or a member of the employee's immediate family. In no instance may personal sick leave (under this program) be approved for more days than have been accumulated in prior years plus that which will be earned during the employment period in the current school year.

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 3 days 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. Discretionary use of state personal leave shall not exceed five (5) consecutive workdays.

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.

State Sick leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas.

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

Local leave

Local Personal Leave

All employees shall earn two paid local leave days per school year in accordance with administrative regulations. Local leave shall accumulate to a maximum of ten (10) leave days. Local leave shall be used according to the terms and conditions of state personal leave.

Local Partial-Pay Leave

The District no longer offers Local Partial-Pay leave. Partially paid sick leave accumulated prior to the 2012-2013 school year, shall be used according to the terms and conditions of state sick leave accumulated before the 1995-96 school year.

Partial pay will mean that professional personnel using the partial pay leave shall do so at full pay less the established daily scale for a substitute.

Partial pay for hourly employees would be a minimum hourly wage less \$1.00 for each hour worked is deducted. Payment for partial pay leave shall be deducted by the business office.

Release Time

Teachers may occasionally be given release time to work on curriculum or other instructional projects. The teacher will use his/her release time at school under the direction of the director of instruction or the campus principal.

Reimbursement for Leave upon Retirement

The following leave provisions shall apply to state/local leave earned beginning on the original effective date of this program.

An employee who separates from employment with the District shall be eligible for reimbursement of state/local leave under the following conditions:

1. The employee's separation from employment is voluntary, i.e., the employee is retiring and is not being discharged or nonrenewed.
2. The employee has at least ten (10) years of service with the District.

The employee shall be reimbursed for each day of state/local leave, to a maximum of 30 days, at the rate established by the Board. If the employee is reemployed with the District, days for which the employees received payment shall not be available to that employee.

The rate established by the Board is \$75.00 and shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

Accumulated Extra Work Day Leave – 226 day Personnel

The District no longer offers Accumulated Extra Work Day (AEWD) leave. AEWD leave accumulated prior to the 2021-2022 school year shall be used according to the term and conditions previously set by the district.

Accumulated Extra Work Day Reimbursement upon Separation: An eligible employee who separates from employment with the District shall be eligible for reimbursement of Accumulated Extra Work Day pay if the employee has at least one year of service with the District. The employee shall be reimbursed for each day of Accumulated Extra Work Day pay at their daily rate. If the employee is re-employed with the District, Accumulated Extra Work Days for which the employee received payment shall not be available to that employee.

Vacation for Full-Time, 12-month Maintenance Employees

Policy DED

After one continuous year of employment, an employee in the above category shall receive one (1) week of paid vacation per year. After five (5) continuous years of employment, an employee in the above category shall receive two (2) weeks of paid vacation per year. An employee's use of such vacation days must be scheduled with and approved by the employee's supervisor in accordance with administrative regulations. The following guidelines shall apply:

1. An employee may accumulate up to ten days of vacation
2. Vacation leave may not be taken for more than ten consecutive workdays without administrative approval
3. Vacation days shall not be worked for additional pay.

If the employee has any unused vacation days on their Anniversary Date that would cause an accumulation to exceed the maximum of 10 days, those days will be forfeited. Any unused days that do not cause the maximum accumulation to exceed the maximum 10 days will carry over.

Employees shall not be granted vacation or be able to use state and/or local leave during the following times of the year:

- The week of professional development,
- The first five days of classroom instruction;
- The last ten days of classroom instruction;
- The day before a regularly scheduled school holiday; and
- Periods of time when employees are off campus due to school-related activities.

Vacation Reimbursement upon Separation: An eligible employee who separates from employment with the District shall be eligible for reimbursement of vacation pay if the employee has at least one year of continuous service with the District. The employee shall be reimbursed for each day of vacation pay at their daily rate. If the employee is re-employed with the District, vacation days for which the employee received payment shall not be available to that employee.

When Personal Business (discretionary) Leave may not be used

An employee shall not be granted personal business (discretionary) leave during the following times:

- 1) The first five days of classroom instruction.
- 2) The last ten days of classroom instruction.
- 3) The day before a regularly scheduled school holiday.
- 4) The day after a regularly scheduled school holiday.
- 5) Days scheduled for STAAR tests.
- 6) Periods of time when staff members are off campus due to school-related activities.
- 7) Days scheduled for parent/teacher conferences.

No more than three teachers and one support staff personnel per campus shall be approved for personal business leave at the same time. In this case, requests shall be honored in the order in which they are received.

Personal business leave shall be granted at the discretion of the principal or superintendent when an emergency situation arises that causes an employee to request leave on very short notice. Personal business leave may not be taken for more than five (5) consecutive days or five (5) days per semester except in extenuating circumstances as determined by the superintendent.

Pay after all leave is exhausted

After all accumulated state personal leave, local personal leave, and partial pay leave has been exhausted, all pay is forfeited until the staff member returns to work.

Family and medical leave (FML)—General Provisions

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

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor’s Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12 month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

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

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet # 28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employee-provided paid leave if your employer’s paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different “hours of service” requirements.

Your work for a **covered employer** if **one** of the following applies:

- You work for a private employer that has at least 50 employees during at least 20 workweeks in the current or previous calendar year,

- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state, or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer’s normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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.

State Employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

What does my employer need to do?

If you are eligible for FMLA leave, your employer **must:**

- Allow you to take job-related time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits, and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible or not eligible** for FMLA leave. If your employer determines that you are eligible, **your employer must notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR Code to learn about our WHD complaint process.**



Local Family and Medical Leave Provisions

Policy DECA (Local)

Eligible employees can take up to 12 weeks of unpaid leave in a 12-month period. For purposes of an employee's entitlement to FMLA leave, the 12 month period shall be measured forward from the date an individual employee's first FMLA leave began.

Use of paid leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, 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. Employees have the option of not using paid leave during an FML absence for pregnancy or birth or adoption of a child.

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. 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. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address 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 FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

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 DECA (LEGAL)).

Failure to Return. If, at the expiration of FML, the employee is able to return to the 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 Kristen Giles, Assistant Superintendent of Staff and Student Services, for details on eligibility, requirements, and limitations.

Temporary disability leave

Certified employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. 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 Assistant Superintendent should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to 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.

Workers' compensation benefits

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

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

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 Kristen Giles, Assistant Superintendent of Staff and Student Services.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person nonresponsible for purposes of criminal liability.

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

Bereavement leave

Use of state and/or local personal leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the District.

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 their 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. Employees should submit jury duty attendance documentation to Shan Barton, HR Secretary.

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. Absences for

court appearances related to an employee's personal business shall be deducted from the employee's leave or, at the option of the employee, shall be taken as leave without pay. 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 15 days of paid leave when engaged in authorized training or duty ordered by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. 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 (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 Kristen Giles, Assistant Superintendent of Staff and Student Services. In most cases, the length of federal military service cannot exceed five years.

A member of the state military forces who is ordered to active state duty by the governor or other proper authority under state law is entitled to the same benefits and protections provided to persons performing service in the uniformed services under 38 U.S.C. 4301-4313 and 4316-4319 and to persons in the military service of the United States under 50 App. U.S.C. 501-536, 560, and 580-594, as those laws existed on April 1, 2003. *Gov't Code 431.017*

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 Trish Long, Payroll and Insurance Coordinator or Kristen Giles, Assistant Superintendent of Staff and Student Services, for details on eligibility, requirements, and limitations.

Mental Health Leave for Peace Officers and Licensed Telecommunicators

Policy DEC

A District peace officer who experiences a traumatic event in the scope of employment shall be granted a maximum of five days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employees pay or leave balance:

The Superintendent shall develop regulations regarding mental health leave that addresses the following:

1. Circumstances or reasons under which a peace officer may use mental health leave;
2. Procedures for requesting mental health leave and maintaining the anonymity of the requestor;
3. The administrators authorized to approve mental health leave; and
4. Other procedures deemed necessary for administering this provision.

Quarantine Leave for Peace Officers

Policy DEC

A District peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

The Superintendent shall develop regulations regarding quarantine leave that addresses the following:

1. Continuation of all employment benefits and compensation for the duration of the leave;
2. Reimbursement for reasonable costs related to the quarantine; and
3. Other procedures deemed necessary for administering this provision.

Leave for Police Officers for Illness or Injury

A full-time district employed licensed police officer who regularly serves in a law enforcement capacity in a district police department is entitled to a paid leave of absence (LOA) for an illness or injury related to the person's line of duty. If necessary, the leave shall continue for at least one year.

If unable to return to work at the end of the paid leave and any extension, a police officer may use accumulated sick leave, vacation, and other accrued leave before being placed on unpaid temporary leave. At the end of temporary leave, the police officer will be reinstated at the same rank and with the same seniority, the person had before going on temporary leave.

Shared Leave Pool

The Shared Leave Pool is the voluntary donation of accumulated leave days by employees for the purpose of assisting a fellow employee who, after exhausting all paid leave including partial pay days, has a catastrophic occurrence. Partial pay days cannot be donated to this pool. Request forms are located in Central Services.

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, and through special events and activities. Recognition and appreciation activities also include publicity on campus outdoor signs, at football games, and other events.

District communications

Throughout the school year, the Central Services office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include, among others, *The Legacy of Success*.

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:

<https://www.pgisd.net/domain/503>

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 result in disciplinary action up to and including termination.

- 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 73 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 applicable state and federal laws.

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

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, email, 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 up to and including termination.

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:

<https://www.pgisd.net/domain/503>

Harassment of students

Policies DF, 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 the 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 has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting suspected child abuse*, page 47, and *Bullying*, page 78 for additional information.

Procedures for reporting and investigating harassment of student are listed below:

<https://www.pgisd.net/domain/503>

Reporting suspected child abuse

Policies DG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, the Department of Family and Protective Services (DFPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 24 after the employee first has reasonable cause to believe that the child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety, a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

A person responsible for the care, custody, or welfare of the child (including a teacher) is required to report alleged abuse or neglect to DFPS even if a report is made to law enforcement.

Employees are also required to make a report if they have cause to reasonable 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.

Reports to DFPS can be made using the Texas Abuse Hotline <https://www.teabusehotline.org/Login/Default.aspx> or (800-252-5400). State law specified that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, a 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 to the appropriate state agency. In addition, employees must cooperate with child abuse and neglect investigators. 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 www.pgisd.net and each campus office. 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 otherwise maltreated. Abuse in the Texas Family Code is defined to include sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or disabled individual, indecency with a child, improper relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, 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 has reasonable cause to believe 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* on page 38.

Reports to Texas Education Agency

Policy DG

The conduct of an employee must be reported to 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 minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

For a certified employee the conduct below must also be reported:

- 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 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 arrest, 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).

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 network, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. 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
- Artificial intelligence (AI) should only be used as a support tool to improve student outcomes, not to replace the decisions made by teachers or students

Electronic mail transmissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures.

Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and/or legal action. Employees with questions about computer use and data management can contact Jim McClurg, Director of Technology.

Personal computers may not be brought into the district and connected to the network to perform official PGISD business. The only exception to this is that staff may connect to the Guest W-Fi network (if available) with any personal devices for Internet access.

Substitute Teachers. All substitute teacher will have technology-approved training and have signed an Acceptable Use Agreement with limited permissions as specified. The specified permissions and restrictions include but are not limited to:

- Supervision of student use of network computers to complete assignments provided by the teacher
- Use of student logins to complete assignments provided by the teacher only – no personal use
- Use of any email account is prohibited

Long Term Substitutes. Long Term Substitutes as designated by the Principal may have additional permissions which will be provided in writing on a case by case basis and require additional training.

Personal Use of Electronic Communications

Policy CQ, CY, DH

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, X, LinkedIn, Instagram). Electronic media also includes 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 media as they are for any other public conduct.

Personal Electronic Media Use by Employees

- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee is responsible for maintaining privacy settings appropriate to the content.
- If an employee's use of electronic media 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.

- The employee shall not use district and campus trademarks, including names, logos, mascots and symbols or other copyrighted material on social media or in texts without express written consent

- Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns. An employee should be very aware of privacy matters and the employee should consult their immediate supervisor for guidance.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the 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)]

Personal social media site use by employees

- The employee may not set up or update the employee's personal social media 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.
- If an employee wishes to use a social media 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.
- An employee may not knowingly communicate with an existing student of the district on any personal social networking site. For example, knowingly welcoming a student on an employee's personal page (such as friending on Facebook) is considered a solicited communication and is prohibited. Similarly requesting to be allowed access to a student's personal page (such as a friend request on Facebook) is considered a solicited communication and is prohibited.

- The following clarification of “student” applies to the personal use of social networking sites by an employee
 - *Social Or Family Relationship Exception* – For the purposes of communication through personal social networking sites with a young person currently enrolled in the district, that young person is not considered a student to the extent the employee has a social or family relationship with the individual. 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.
 - All individuals currently enrolled in the district, but not meeting the guidelines of the *Social or Family Relationship Exception* are considered students.

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

Use of Electronic Media 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 media with students who are currently enrolled in the district. 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 email address.

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

- *Electronic media* includes 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 Web sites (e.g., YouTube), editorial comments posted on the Internet, and social media sites (e.g., Facebook, X
- , LinkedIn, Instagram, etc.). *Electronic media* also includes all forms of telecommunication such as landlines, mobile phones, and Web-based applications.
- *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 prohibited *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 prohibited *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 uses electronic media to communicate with students shall observe the following:

- Any employee wishing to create a professional social networking site must follow these steps:
 - Send a request via email requesting permission from his or her principal
 - Receive permission in writing via email to publish a professional social media site
 - Clearly mark the site with the employees name and the word “professional” near the title of that page
 - Activate the site and immediately send a link to the site to his or her principal with a copy to the superintendent
- Employees may not provide on their professional pages space whereby students may post messages for public viewing without those messages first being approved by the employee.
- An employee may not communicate with a student via text messaging, with the following exception. 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 a 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;
 - 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 media page; the employee must create a separate social media 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 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 Code of Ethics and Standard Practices for Texas Educators, including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records [See Policies CPC and FL]
 - Copyright law [See Policy CY]

- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social media 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 principal. Exceptions granted by the principal must be designated in writing with copies to the employee making the request and to superintendent and the director of technology.
- All staff are required to use school email accounts for all electronic communications with parent. Communication about school issues through personal email 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 her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices

Policy DH, GB

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

All employee are 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 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, DHB, DHC

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
- Crimes involving or allegedly perpetrated against one or more minor children or against a student of a Texas public school.

Moral turpitude includes, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- 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 Texas Family Code

If an employee is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA.

Certified Employees. The superintendent and directors are required to report the misconduct or criminal history of a certified employee or individual applying for certification or permit to TEA Division of Educator Investigations. Information about misconduct or allegations of misconduct of a certified employee obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

The superintendent is required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to Policies DHB (LEGAL) and DHC (LEGAL) for timelines and conduct that will result in reporting.

Alcohol and drug-abuse prevention

Policy DH

Pleasant Grove 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 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 follows:

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.

3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An Employee need not be legally intoxicated to be considered “under the influence” of a controlled substance.

<https://www.pgsid.net/domain/503>

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using tobacco 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.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school related activity. Exceptions may be made for smoking cessation products with supervisor approval.

The use of smokeless products, electronic cigarettes, and any other electronic vaporizing device is strictly prohibited in the workplace and at school-related or school-sanctioned activities on or off school property.

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 includes 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
- 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.

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 and policy relating to the 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.

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 fund-raiser. 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 fund raiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety and Security

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 60 for additional information.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

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.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

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 Kristen Giles, Assistant Superintendent of Staff and Student Services.

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 supervisors or call the Campus Safety officer or 911 immediately.

Visitors in the workplace

Policy GKC

All visitors must check in at the main office through the Hall School Visitor Management System. A Hall Pass will be issued to all visitors. 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 CSC

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the Central Services office and each Campus administrative office, and is available for inspection during normal business hours.

This notice is to provide notification in accordance with Section 763.93 of the Asbestos-in-School Identification and Notification Rule (40 CFR Part 763) of the availability of the District Asbestos Management Plan. On May 21, 1997 a TASB Asbestos Inspector/Management Planner (TDH license number 20-5049) conducted a three-year re-inspection of district facilities for asbestos containing materials. All materials were found to be in good condition.

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. Integrated pest management, or IPM, is simply a strategy that relies on a combination of the best available control tactics, with an emphasis on the least hazardous methods, to effectively reduce pests. IPM relies heavily on information about the pest, its biology, its habitat, and its changes in population to devise accurate and targeted control strategies that require minimal, or no, use of pesticides. Structural and Landscape pests can pose significant problems to people and the environment. Pesticides can also pose risks to people, property, and the environment. It is therefore the policy of Pleasant Grove Independent School District to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests.

Pesticide applicators must be educated and trained in the principles of IPM and the use of approved pesticides, and they must follow regulations and label precautions.

Applicators must be certified and comply with the IPM policy and Pest Management Plan. Only persons certified and licensed with Structural Pest Control Board of the State of Texas shall possess or apply any pest control chemicals on school property.

- Food items and beverages must be kept in sealed containers and consumed in designated areas only.
- If indoor plants are present, keep them healthy. When small insect infestations appear, remove them manually.
- Keep areas as dry as possible by removing standing water and water damaged or wet materials.
- In the science lab, store animal foods in tightly sealed containers and regularly clean cages.
- In all areas, remove dust and debris.
- Routinely clean lockers and desks.
- Pest sightings may be reported on the Log of Pest Sightings form located in each campus lounge or kitchen bulletin board.

Notices of pesticide treatments are posted in accordance with regulations set by the Texas Department of Agriculture. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who request individualized notice will be notified by telephone, written or electric means. All treatment records and M.S.D.S. information sheets are on file in the IPM Coordinator's office. If more information is needed, contact Matt Fry, IPM Coordinator, at (903) 831-4086.

Certificates, Transcripts, and Service Records

State law requires that each educator must hold a valid Texas certificate and that this certificate must be on file before any payment can be made for teaching services. Before or immediately upon commencing work, an educator must see that his or her certificate is delivered to Central Services.

Each professional educator is to have on record in the central office an official copy of his or her college transcript. This transcript should be kept up to date at all times.

It shall be the responsibility of the staff member to secure verification of experience from officials in the school or schools in which he or she has previously been employed.

Forms to use are in Central Services.

ID Badges

All staff members will be issued and required to wear a pictured ID badge. Substitute teachers will be issued a Tech Approved Substitute badge with a photo when they are hired by the district. Substitutes are required to wear this badge while substituting on any campus. Visitors will be required to go to the office on each campus to be issued a visitor's badge. They must return the badge to the office before they leave the campus. All teachers, substitutes, and visitor's badges will be worn above the waist and in plain sight. Any staff member observing someone on campus without a badge should direct that person to the office to be issued a badge.

General procedures

Emergency School Closing

Policy EB

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 a decision is made to cancel school, delay school, or dismiss school early, the district will notify the community using the following modes of communication:

Blackboard Mass Communication call and email alert
The Pleasant Grove ISD website
Pleasant Grove ISD Facebook
Local television stations: KTBS, KTAL, KSLA
The Texarkana Gazette
txktoday.com

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. 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 procedures of their use.

The insurance rates at Pleasant Grove depend, to a certain extent, on the fire prevention instruction given and fire drills held in our school. The instruction and drills will vary with the different buildings. Information concerning fire prevention will be given from the principal's office.

Purchasing procedures

Policy CH

Please refer to the district's Purchasing Procedures manual located on the staff page of the district's website.

Name and address changes

It is important that employment records be kept up to date. Employees must notify the Central Services office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from each campus or the Central Services office.

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 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

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 Kristen Giles, Assistant Superintendent of Staff and Student Services. 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 by 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. Central Services is responsible for scheduling the use of facilities after school hours. Contact Central Services to request to use school facilities and to obtain information on the fees charged.

For use of the athletic facilities contact the district Athletic Director.

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 notice of resignation should be submitted to the Superintendent or other persons designated by the board of trustees, which includes the Assistant Superintendent. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent, or other persons designated by board action.

Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. 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 of the following:

- Certain misconduct, abuse, unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor
- Solicitation or engaging in sexual conduct with a student or minor
- Inappropriate communications with a student or minor
- Failure to maintain appropriate boundaries with a student or minor
- Possession, transfer, sale or distribution of a controlled substance

- 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 will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

A teacher employed under a term contract may relinquish the teaching position and leave district employment without penalty by filing a written resignation with the Board not later than the **45th day** before the first day of the following school year.

Noncontract employees. Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to the Superintendent 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.

A prepaid certified or registered letter of resignation addressed to the Superintendent at the Central Services office address shall be considered submitted upon mailing.

The Board delegates to the Superintendent the authority to accept resignations in accordance with the requirements of policy. Once submitted and accepted, a resignation may not be withdrawn without consent of the Board or its designee.

Acceptance of a resignation after the deadline established by law is determined by the Board or its designee, in their sole discretion.

The principal or director is required to notify the superintendent of a noncertified employee's resignation or termination within seven days for any of the following:

- Alleged incident of misconduct of abuse or otherwise committed an unlawful act with a student or minor
- Was involved in or solicited a romantic relationship with a student or minor
- Engaged in inappropriate communications with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

The superintendent is required to report such conduct to SBEC.

Dismissal or nonrenewal of contract employees

Policies DF Series DHB, DP

Employees on probationary, term, and continuing 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 time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.

The reporting requirements for termination of a contract employee are the same as those listed above in Resignations/Contract Employees.

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 time lines and procedures can be found in the DF series policies that are provided to employees or are available online.

Dismissal of noncontract employees

Policies DHC, 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 34.)

The reporting requirements for termination of a noncertified employee are the same as those listed above in Resignations/Noncontract Employees.

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of a felony under Title 5 Penal Code or convicted of or placed on deferred adjudication community supervision for the following:

- An offense requiring the registration as a sex offender
- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful materials to a minor
- Public indecency
- A felony offense involving school property

If the Title 5, Penal Code offense is more than 30 years before the date of 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. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property including intellectual property, and equipment must be returned upon separation from employment.

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. 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

Student issues

Equal educational opportunities

Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Pleasant Grove 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 on the basis of sex, including sexual harassment should be directed to Kristen Giles, Assistant Superintendent of Staff and Student Services, 8500 North Kings Highway, Texarkana, Texas 75503, kgiles@pgisd.net, phone (903) 831-4086, the district Title IX coordinator. Questions or concerns about the discrimination on the basis of disability should be directed to Patricia Jameson, Director of Special Programs, 8500 North Kings Highway, Texarkana, Texas 75503, pjameson@pgisd.net, phone (903)831-4086, the district ADA/Section 504 coordinator for students.

All other questions or concerns relating to discrimination based on any other reason should be directed to the Superintendent.

Any person having a disability-based grievance to be filed against the Pleasant Grove Independent School District should first make contact with Mrs. Giles. In case of a failure to reach a satisfactory solution, the line of authority shown below should be followed.

Line of Authority:

- 1) Designated contact person
- 2) Local Board of Trustees
- 3) The Regional Office of Department of Health, Education, and Welfare, Dallas, Texas

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 that 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 teachers 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.

Parent-Teacher Conferences

Parent conferences are encouraged by the school. Teachers are to schedule parent conferences as the need arises. At a minimum a teacher must request a conference if a child's six weeks grade is less than 70. Two possible dates and times are to be given to the parent(s). Many people's conceptions of our school will be formed by the impressions they receive when they come to visit, either for a formal conference or a few minutes talk. Communication with parents can be accomplished via telephone, e-mail, parent conference, and student conference. This is one reason why it is important that each teacher continues to strive to make parents feel their visits are welcome and their interest in the school is appreciated when they come to visit.

The following suggestions are some that teachers may find helpful when talking with parents:

Try to find a comfortable and private place for your talk. It will be helpful if you are not seated behind your desk.

Listen closely and sympathetically to what the parent has to say. He/she knows more about his or her child than anyone else can ever know, yet you have an advantage in that you see his or her child in action each day in a group situation. Both you and the parent have a great deal of information that can be shared for mutual benefit.

Every child has some good points; emphasize these and the parent will accept more readily any unfavorable information or criticism about the child. Begin and end your report with encouraging news. Be honest but tactful.

Watch closely for signs of emotional changes in the parent's expressions, gestures, voice.

If the parent thinks it is the fault of the school that his/her child is not doing well, try to find out exactly what he/she thinks is the matter. Then ask for any suggestions as to how the situation might be improved.

If someone asks you to do something that you do not think should be done, or that is against school policy, make your refusal as courteous and pleasant as possible and explain why you cannot do it.

When someone starts to criticize another teacher or staff member, if possible, offer a defense or suggest that the person have a conference with the teacher or staff member. If you cannot do this, change the subject as unobtrusively as possible.

Summarize the major areas discussed. Invite the parent to revisit the school at any time.

Record and file notes summarizing the conference for future reference.

Administering medication to students

Policy FFAC, FFAF

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen[®]), opioid antagonist, and medication for diabetes management, if the medication is 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

Education in this community represents a significant commitment of financial and human resources. The benefits a student derives from this investment depend very much on the student's attitude toward learning and the student's adherence to high standards of behavior.

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.

The Student Code of Conduct is the district's specific response to requirements of Chapter 37 of the Texas Education Code. The law required the district to define misconduct that may or must result in a range of specific disciplinary consequences.

The Student Code of Conduct was developed by members of the District Educational Improvement Committee, and approved by the Board of Trustees. Representatives of this committee included parents, community members, business representatives, and both campus and district-level professional staff members.

The handbook will be available online to all students, parents, teachers, and administrators at the beginning of the school year. It will also be provided to newly enrolled students, new professional employees, and any other person on request.

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.

Absentee information forms will be furnished by the office.
See your campus principal for attendance procedures.

Bullying

Policy FFI

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

Appendix (page 68-71)

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.

Appendix

District Map

Board Meeting Schedule for 2025-2026

The board usually meets the second Thursday of each month at Pleasant Grove Central Services, 8500 North Kings Highway, Texarkana, TX 75503, at 12:00 p.m.

School Calendar 2025-2026



2025-2026 DISTRICT CALENDAR PLEASANT GROVE ISD

HOLIDAY **STAFF DEVELOPMENT** **NEW EMPLOYEE ORIENTATION** [] BEGIN/END 9 WEEKS

JULY / AUGUST 2025

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

JULY
28 New Teacher Orientation
29-31 Staff Development

AUGUST
1-5 Staff Development
6 **FIRST DAY OF SCHOOL!**

JANUARY 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY
1-2 Christmas Holiday
5-6 Staff Development
7 3rd Nine Weeks Begins
19 MLK Holiday

SEPTEMBER 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SEPTEMBER
1 Labor Day Holiday

FEBRUARY 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

FEBRUARY
16-20 Winter Break

OCTOBER 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCTOBER
10 1st Nine Weeks Ends (47 Days)
13-14 Staff Development
15 2nd Nine Weeks Begins

MARCH 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH
13 3rd Nine Weeks Ends (42 Days)
16-17 Staff Development
18 4th Nine Weeks Begins

NOVEMBER 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

NOVEMBER
24-28 Thanksgiving Holiday

APRIL 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

APRIL
6-10 Spring Break

DECEMBER 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER
19 2nd Nine Weeks Ends (43 Days)
22-31 Christmas Holiday

MAY 2026

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

MAY
21 4th Nine Weeks Ends (42 Days)
22 GRADUATION
25 Memorial Day Holiday

Pay dates for 2025-2026



PLEASANT GROVE
INDEPENDENT SCHOOL DISTRICT

2025-2026
Monthly Payroll Schedule

Pleasant Grove Independent School District

Base wages are annualized regardless of the pay periods covered in this schedule.

Pay Period	Submission Deadline	Pay Date
08/03/2025-08/30/2025	9/5/25	9/19/25
08/31/2025-09/27/2025	10/3/25	10/20/25
09/28/2025-10/25/2025	11/5/25	11/20/25
10/26/2025-11/29/2025	12/5/25	12/19/25
11/30/2025-01/03/2026	1/7/26	1/20/26
01/04/2026-01/31/2026	2/5/26	2/20/26
02/01/2026-02/28/2026	3/5/26	3/20/26
03/01/2026-04/04/2026	4/3/26	4/20/26
04/05/2026-05/02/2026	5/5/26	5/20/26
05/03/2026-05/30/2026	6/5/26	6/19/26
05/31/2026-06/27/2026	7/6/26	7/20/26
06/28/2026-08/01/2026	8/5/26	8/20/26

THIS TABLE PROVIDES PAY DATES FOR REGULAR PAY AND SUPPLEMENTAL PAY. REGULAR PAY IS ANNUALIZED AND SUPPLEMENTAL IS PAID ACCORDING TO THE PAY PERIODS LISTED.

Bullying Policy

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

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.
Examples	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.
Minimum Standards	In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.
Retaliation	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	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.
False Claim	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.
Timely Reporting	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.
Reporting Procedures	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, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Student Report	

DATE ISSUED: 6/8/2023
UPDATE 121
FFI(LOCAL)-A

Adopted:
7/20/2023

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STUDENT WELFARE
FREEDOM FROM BULLYING

FFI
(LOCAL)

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 principal or designee.
Report Format	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
Periodic Monitoring	The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.
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 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	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. 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 be sent to the Superintendent or designee.
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.

DATE ISSUED: 6/8/2023
UPDATE 121
FFI(LOCAL)-A

Adopted:
7/20/2023

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District Action	
<i>Bullying</i>	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.
<i>Discipline</i>	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.
<i>Corrective Action</i>	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.
<i>Transfers</i>	The principal or designee shall refer to FDB for transfer provisions.
<i>Counseling</i>	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.
<i>Improper Conduct</i>	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	Retention of records shall be in accordance with CPC(LOCAL).
Access to Policy and Procedures	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.

DATE ISSUED: 6/8/2023
UPDATE 121
FFI(LOCAL)-A

Adopted:
7/20/2023

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General Information for Maintenance/Custodial Staff

General Information for Maintenance/Custodial Staff Members

- Each maintenance staff member shall be subject to assignment for work by the Director of Operations.
- Each custodial staff member shall be subject to assignment for work by the Facilities Coordinator.
- Each staff member shall be faithful at all times to the duties of his or her position and devote his or her time during the school day exclusively to matters which concern the school.
- Each staff member shall be kind and courteous to the students requiring of them in return politeness and obedience. He/she must require that students refer to other staff members in the same manner.
- Staff members should never have duplicate keys made under any circumstances. If a key is lost or if it is necessary to have an additional key, please tell the Director of Operations and he will take care of it. Do not leave keys where others can have access to them.
- Please be careful to turn off all lights when your room is not in use. Only teachers or custodians are to adjust shades, windows, and temperatures.
- Each staff member is urged to secure a voter's registration certificate and to exercise his/her right to vote.
- Notification of school closing due to bad weather will be announced on local radio stations prior to 6:30 a.m. and the automated Notification System (if you have provided the required information).

Extra Duties

Any maintenance/custodial staff member will be required to work at school sponsored activities.

Maintenance/Custodial Meetings

Maintenance meetings will be held as planned and scheduled by the Director of Operations and/or central administration.

Custodial meetings will be held as planned and scheduled by the Facilities Coordinator and/or central administration.

Personnel Dress Code

All personnel shall dress in a uniform manner or at the discretion of the Director of Operations and the Facilities Coordinator.

Absence from Work

A Maintenance staff member shall not be absent from his/her regular duties at anytime without the consent of the Director of Operations, except in case of illness or emergencies. The Director of Operations shall be notified no later than three days regarding a preplanned absence.

A Custodial staff member shall not be absent from his/her regular duties at anytime without the consent of the Facilities Coordinator, except in case of illness or emergencies. The Facilities Coordinator shall be notified no later than three days regarding a preplanned absence.

Staff member **must** enter their absences in the Skyward Employee Access system. Also, the maintenance staff member should call Matt Fry, Director of Operations at 903-831-4086. The custodial staff member should call Layne Berry, Facilities Coordinator at 903-831-4086.

In the event you are called for jury duty, a notice to appear for jury duty form will need to be turned in to Central Services.

All employees must call the district secretary before school hours and report their absence unless the absence has been prearranged. After 7:00 a.m., you should call the Director of Operations. Unexcused absences or excessive tardiness will not be tolerated and may lead to termination of employment.

Vacation for Full-Time 12 Month Maintenance Employees Policy DED

After one continuous year of employment, an employee in the above category shall receive one (1) week of paid vacation per year. After five (5) continuous years of employment, an employee in the above category shall receive two (2) weeks of paid vacation per year. An employee's use of such vacation days must be scheduled with and approved by the employee's supervisor in accordance with administrative regulations. The following guidelines shall apply:

1. An employee may accumulate up to ten days of vacation
2. Vacation leave may not be taken for more than ten consecutive workdays without administrative approval
3. Vacation days shall not be worked for additional pay.

If the employee has any unused vacation days on their Anniversary Date that would cause an accumulation to exceed the maximum of 10 days, those days will be forfeited. Any unused days that do not cause the maximum accumulation to exceed the maximum 10 days will carry over.

Employees shall not be granted vacation or be able to use state and/or local leave during the following times of the year:

- The week of professional development,
- The first five days of classroom instruction;
- The last ten days of classroom instruction;
- The day before a regularly scheduled school holiday; and
- Periods of time when employees are off campus due to school-related activities.
- Any maintenance employee shall not be granted personal business or vacation leave during the following times for the 2025-2026 school year:

July 28 through August 15, 2025
November 24 through November 26, 2025
December 15 through December 19, 2025
January 5-6, 2026
February 16 through February 20, 2026
April 6 through April 10, 2026
May 11 through May 29, 2026

Note: The last week before school ends, last week before school starts.

Exceptions may be made on an individual basis. In this case, requests will be honored in the order in which they are received. A request shall not be made anymore than 30 days in advance, and it must be approved by both the campus administrator and the Director of Operations. No more than 25% of the maintenance staff will be granted leave on the same day.

No more than one support staff personnel per campus shall be approved for personal business leave at the same time. In this case, requests shall be honored in the order in which they are received.

Personal business leave shall be granted at the discretion of the Director of Operations when an emergency situation arises that causes an employee to request leave on very short notice.

Paid holidays for Maintenance Staff

July 4 th	Labor Day	Thanksgiving Day
Day after Thanksgiving	Christmas Eve	Christmas Day
New Year's Day	Martin Luther King Day	Memorial Day

Substitute Employee Information

Application Requirements

Any individual wishing to be employed as a substitute teacher must complete an application form with attached educational data including college transcript. After the application has been received by Central Services, the applicant must schedule an interview with the Assistant Superintendent of Staff and Student Services. Following the interview, to complete your substitute file, the following forms must be completed:

Fingerprinting (will receive information from the Human Resources Department)
W-4 Employee Withholding Allowance Certificate
I-9 Employment Eligibility Verification
Statement of Your Employment in a Job Not Covered by Social Security
Ethnicity and Race Reporting Form

Substitute Pay

Daily Rate of Pay:

Certified Teacher* - \$120.00 Full Day	\$60.00 Half Day
Non-certified - \$90.00 Full Day	\$45.00 Half Day

Long term Substitute: 30 or more consecutive days for the same person.

Certified Teacher* - \$125.00	Non-Certified - \$95.00
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*Must hold a valid active Texas Educator Certificate

Substitute teachers are paid once a month on the same day as regular employees; however, their pay is for the **prior** month worked. If you are scheduled to substitute on “payday”, your check will be delivered to the campus you are working on that day. Otherwise, your paycheck will be mailed to the address you have listed in your file. If you wish to pick up your check at the Central Services building, you may call and request that your check be held for pick up.

Substitutes Requirements

Pleasant Grove ISD provides health coverage to employees through TRS-AciveCare. A district substitute is now eligible to enroll in TRS-AcitiveCare if the district reasonably expects the substitute to work at least 10 hours per week. Hours worked for other school districts are not considered in determining whether a substitute is eligible through Pleasant Grove ISD.

Although the district reasonably expects substitutes to work at least 10 hours per week, the district does not guarantee that you will receive 10 hours every week. The district’s need for substitutes varies from week to week. In some weeks, you may not receive any assignments. Similarly, the district understands that some weeks you may not be able to accept assignments due to illness or other personal reasons.

You may be removed from the district’s substitute roster for poor performance or misconduct. In addition, you may be removed from the substitute roster if:

- you repeatedly turn down assignments, are repeatedly unavailable for calls, or frequently cancel assigned positions

- you do not work the average of 10 hours per week
- you do not timely return a letter of reasonable assurance

Responsibilities and Duties of the Substitute

Report to the secretary on the campus in which you will substitute. Substitute teachers should report at the same time the regular classroom teacher reports for duty and remain until the designated release time for faculty.

The online substitute program will be used for assigning substitutes to positions as they become available. Substitute teachers will follow instructions as provided during training. Any questions regarding this program should be directed to the Substitute Teacher Manager by calling Central Services.

**All Campuses
7:45 A.M.-3:45 P.M.**

Substitute teachers will be issued a Tech Approved Substitute badge with a photo when they are hired by the district. Substitutes are required to wear this badge while substituting on any campus.

The campus secretary will give the substitute all of the necessary information and materials left by the regular teacher. The substitute will be issued a substitute badge to be worn at all times.

Locate the classroom teacher's mailbox and carefully scrutinize all material as it may contain instructions pertinent to the day's routine.

Follow closely the program schedule of the regular classroom teacher.

Review the classroom teacher's daily schedule, plan book, seating charts, grade book, textbooks, and other materials.

Do not deviate from the regular teacher's lesson plan and schedule. If a problem arises, please check with the principal.

Only state-adopted instructional materials or materials identified in the curriculum documents are to be used. Any other material must be approved by the campus principal.

Substitute teachers are not to make recordings from television programs to use in the classroom. Any recording of this nature for playback at a later time is to be made by the media specialist in accordance with approved sanctions and procedures.

Substitute teachers are expected to stay at school during their conference period. If a teacher must leave during this time, he/she must obtain administrative approval and sign out in the office.

Except in emergency, a substitute teacher shall be in his or her room at all times when students are there in class. Each teacher shall also stand in the hall by the door to his or her room and supervise the conduct of the students passing between classes. No teacher shall leave a class or the supervision of students passing between classes.

Hall passes will be issued by a middle school or high school substitute teacher to a middle school or high school student before a student is allowed to leave class. One pass will be sufficient for all reasons, such as to office, to bathroom, to use phone, and other similar reasons.

A substitute teacher may not give a student permission to leave the school grounds without the consent of the principal, except in case of emergency.

Under no circumstances should students be placed in an unsupervised situation. The substitute is to remain with his/her classes during all designated class times, during group travel in the hallway, during class time, and at all assemblies, etc.

Except in an emergency, a substitute teacher shall not dismiss students earlier than the scheduled time for dismissal, and then only with the permission of the principal.

Each substitute teacher shall be extremely careful about leaving money and other valuables in his/her room when not in the room. Money should never be left in a room overnight. Teachers should encourage students not to leave money in desks or lockers.

Internal medicine can be administered only in the office or in the nurse's office.

Acquaint yourself with fire and safety drill regulations, assigned exits and refuge procedures.

The Pleasant Grove ISD will comply with the provisions of the Drug-Free Workplace Act of 1988. See Board Policy DH (Local). Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Pleasant Grove ISD. Any employee who violates these provisions will be subject to non-renewal and/or dismissal.

All personnel should dress in an appropriate manner. Ladies may wear dresses, sweaters and blouses coordinated with pants (not jeans). Men may wear slacks (not jeans) coordinated with sport shirts. Coats and ties are optional. Teachers and/or coaches are not to wear shorts in the main building or classrooms. All staff members are expected to adhere to the dress code on all days unless special permission is given by the principal to disregard the dress code.

Notification of school closing due to bad weather will be announced on local radio stations prior to **6:30 A.M.**

Substitute teachers are expected to keep confidential any information about the school (students, teachers, parents, and principal) which might be gained while substituting. Concerns growing out of the substitute teaching experience should be addressed through the proper administrative channels.

The doors to the administrators' offices are always open. Each teacher is invited to come in at any time to discuss the problems he/she might have in which assistance is needed or to offer suggestions that might help us have a better school. All suggestions and criticisms should be submitted to the principal's office.

Before you leave each day, leave a brief summary of the work completed, or not completed, as well as any other information that would be helpful to the classroom teacher (bulletins, parental notes, assignments, and problems). Return materials and/or equipment to its proper place.

Report to the school secretary regarding your assignment for the next day, and/or problems concerning your stay in the building. Sign proper documents verifying employment for that day.