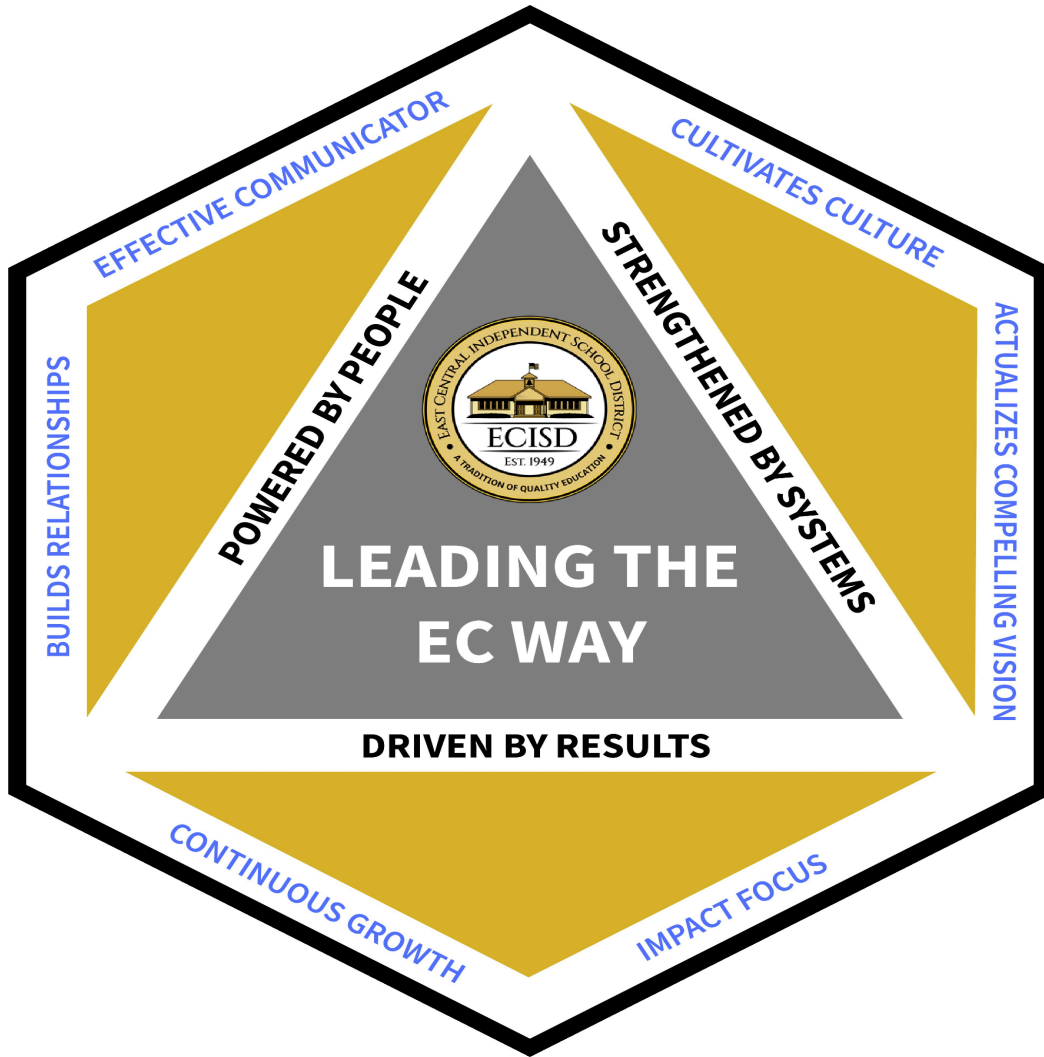


**EAST CENTRAL ISD
EMPLOYEE HANDBOOK
For
Personnel**



2025 - 2026

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Employee Handbook Receipt 2025-2026

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the East Central 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 receive an electronic copy go to www.ecisd.net

- 1. Click on Departments
- 2. Click on Human Resources/Personnel
- 3. Click on ECISD 2025-2026 Employee Handbook

Please indicate your choice by checking the appropriate statement below:

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

_____ I choose to receive a hard copy of the employee handbook and I understand I am required to contact the Personnel office 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 Personnel office if I have questions or concerns or need further explanation.

Signature

Date

Please sign and date this receipt and forward it to your campus/department representative.

Employee Agreement for Responsible Use of East Central Independent School District's Technology Resources

I have read the ECISD Responsible Use Policy and the Electronic Communications and Data Management Regulation (CQ (R)). I agree to abide by the provisions and regulations contained within these documents.

Name (Print) _____

Date _____

Title _____

Campus/Department _____

Issue Date: August 2025

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 Yvette Sanders, Director of Personnel, yvette.sanders@ecisd.net.

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 non contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at www.ecisd.net.

District Information

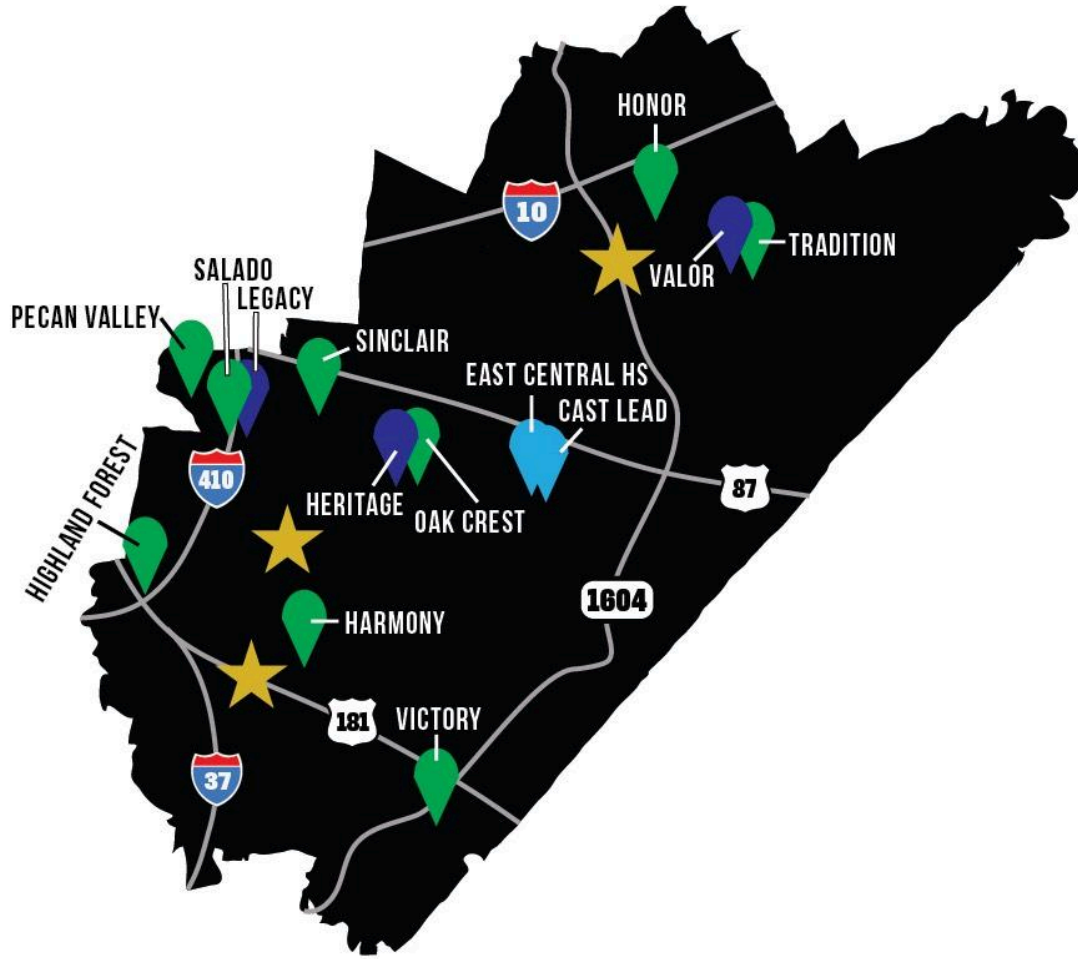
Description of the District

The East Central Independent School District, with growing student enrollment, is located in Southeast Bexar County. The district has one high school, one choice high school, two middle schools, and eight elementary schools. In addition, the District has one school for adjudicated youth from throughout the county.

An extensive academic program is supported by the latest technology. Schools are outfitted with computer labs; classrooms have computers for instruction. All schools carry on the district's tradition of quality education through a large selection of electives and extracurricular activities. The middle schools offer honors courses as well as high-school credit courses. The high school offers honors courses, dual credits (for both high school and college), advanced placement courses, and Career and Technical courses. Students annually bring home top prizes in competitions on local, state and national levels.

DISTRICT MAP

EAST CENTRAL ISD



District Beliefs, Mission, Values, Vision Statement and Philosophy

Policy AE

BELIEFS

1. We are a learning organization with a culture of continuous improvement.
2. Teachers are the most important influence on the quality of learning. Every teacher is a leader; every leader is a teacher.
3. We are all responsible for creating engaging learning opportunities for every student, every day.
4. We will create a safe and caring environment where students are motivated, interested and engaged in high quality, relevant work.
5. We will work closely together and support each other in our efforts to improve the educational experiences for all students.
6. Quality schools are the responsibility of the entire community.

MISSION

Together, we will customize learning experiences so that every student is continuously challenged to advance their knowledge and ability in every classroom, in every school, every day.

WE VALUE

- Diversity
- Customer Service
- Personal Accountability
- Fiscal Responsibility
- Adaptability
- Collaboration
- Loyalty

VISION STATEMENT

We envision an inclusive, exceptional school system that teaches all children to read critically, write compellingly, think logically, and solve problems creatively. We prepare students for life, equipping them with the ability to earn credentials they find appealing and have value in today's economy.

PHILOSOPHY

Committed to quality education, the District strives to promote a positive school climate that optimizes teaching and learning in accordance with the values of its community. The instructional focus is reflected in a curriculum that supports academic achievement for all children. Within our schools, this academic achievement is fostered by high expectations of both staff and students. The student's academic performance is monitored effectively and the results are utilized in planning goals and objectives. A strong commitment to preparing students to function in an ever changing technological world accompanies our goals for a solid basic education for all. Leadership throughout the District supports the goals and helps to communicate the educational mission of East Central.

We believe that...

...our purpose is to prepare our students to become *SUCCESSFUL, RESPONSIBLE, and PRODUCTIVE CITIZENS.*

...a *SUCCESSFUL STUDENT* works to his/her full potential, has excellent attendance, possesses self-worth and projects a positive self-image, enjoys life and gets satisfaction out of whatever s/he is doing, acts as a positive leader, establishes realistic goals, and makes good decisions.

...a *RESPONSIBLE STUDENT* learns marketable skills to make him/her employable and self-supporting, handles constructive criticism well, exhibits a cooperative attitude, accepts the consequences of his/her actions, leads a healthy lifestyle, honors commitments, and respects the rights and property of self and others.

...a *PRODUCTIVE STUDENT* becomes involved in school, club, and community activities; attains his/her academic goals; assists peers with their problems; makes a positive contribution to the community; does more than is required; and always strives for excellence.

Board of Trustees

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

Texas law grants the Board of Trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall

responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The Board of Trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Trustees are elected in November of even numbered years and serve three year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Current School Board members include:

Monique Presas, President
Emilio Carrasco, Vice President
Dell Braziel, Secretary
Ginger Friesenhahn, Member
Randall Gearhart, Member
James Mulkey, Member
David Santos Jr., Member

The board usually meets on the third Thursday of every month at 6:30 p.m. in the Central Office Board Room. In the event that large attendance is anticipated, the board may meet at an alternate location. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website, www.ecisd.net at least three 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 sessions may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

Board Meeting Schedule for 2025 -2026

July 24, 2025	January 15, 2026
August 21, 2025	February 19, 2026
September 18, 2025	March 19, 2026
October 16, 2025	April 16, 2026
November 18, 2025	May 14, 2026
December 16, 2025	June 18, 2026

Administration

SUPERINTENDENT OF SCHOOLS – Mr. Roland Toscano

Chief Financial Officer – Judy Burns

Chief Instructional Officer – Joette Barnes

Executive Director of Support Services – Stevie Gonzales

Executive Director of Student and Community Engagement – Shane McKay

School Directory

SCHOOL

East Central High School
7173 FM 1628
San Antonio, Texas 78263
(210) 634-7100

CAST - LEAD High School
7284 FM 1628
San Antonio, Texas 78263
(210) 634-7302

East Central Heritage Middle School
8004 New Sulphur Springs Road
San Antonio, Texas 78263
(210) 634-6500

East Central Legacy Middle School
5903 S. E. Loop 410
San Antonio, Texas 78220
(210) 634-6600

East Central Valor Middle School
College & Career Preparatory Academy
415 E FM 1518 N
St. Hedwig, TX 78152

Oak Crest Elementary School
7806 New Sulphur Springs Road
San Antonio, Texas 78263
(210) 634-6300

PRINCIPAL

Mary Alice Gomez

Erica Jackson

Andrea Chase

Jaime Jaen

Kasey Beckett

Amy Lively

Salado Elementary School
3602 South W.W. White Road
San Antonio, Texas 78222
(210) 634-6800

Teresa Triana

Harmony Elementary School
10625 Green Lake Drive
San Antonio, Texas 78223
(210) 634-6900

Charlott McReynolds

Highland Forest Elementary School
3736 S.E. Military Drive
San Antonio, Texas 78223
(210) 634-7000

Brittany Ervin

Honor Elementary
3610 N. Graytown Rd.
Converse, TX 78109

Stephanie Orsak

Tradition Elementary School
12885 FM 1346
St. Hedwig, Texas 78152
(210) 634-1700

Karen Kopeck

Pecan Valley Elementary School
3966 East Southcross
San Antonio, Texas 78222
(210) 634-6000

Krystle Halbardier

Sinclair Elementary School
6126 Sinclair Road
San Antonio, Texas 78222
(210) 634-6400

Anthony Harvey

Bexar County Learning Center/RTC
3621 Farm Road
San Antonio, Texas 78233
(210) 335-1745

Francisco Salinas
Campus Administrator

2025-2026 School Calendar



EAST CENTRAL ISD 2025-2026 CALENDAR



July						
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
29	28	29	30	31		

July 4: Independence Day (Holiday)
 July 24: Board Meeting
 July 21-24: Staff Development (New Teacher)
 July 28-29: Staff Development (a)/Teacher WorkDays (2)

August						
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

Aug 1, 4-6: Staff Development (a)/Teacher WorkDays (2)
 Aug 7: First Day of School
 Aug 21: Board Meeting

September						
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				

Sept 1: Labor Day (Holiday)
 Sept 14: Board Meeting
 Sept 15: Staff Development/Student Holiday
 Sept 20: Staff Development/Student Holiday

October						
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	

Oct 9-10: Fall Break (Holiday)
 Oct 12: Staff Development/Student Holiday
 Oct 16: Board Meeting

November						
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

Nov 11: Veteran's Day (Holiday)
 Nov 16: Board Meeting
 Nov 24-28: Thanksgiving Break

December						
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			

Dec 1: Staff Development/Student Holiday
 Dec 16: Board Meeting
 Dec 22-Jan 2: Christmas/Winter Break

January						
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

Jan 1-3: Christmas/Winter Break
 Jan 10: Board Meeting
 Jan 19: Martin Luther King Jr (Holiday)

February						
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

Feb 9: Staff Development/Student Holiday
 Feb 16: Staff Development/Student Holiday
 Feb 19: Board Meeting

March						
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 9-12: Spring Break
 March 16: Board Meeting

April						
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 3: Good Friday (Holiday)* - Bad Weather Make-Up Day
 April 6: Easter Weekend (Holiday)* - Bad Weather Make-Up Day
 April 16: Board Meeting
 April 24: Battle of Flowers (Holiday)* - Bad Weather Make-Up Day

May						
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 14: Board Meeting
 May 21: Student Early Release/Last day (Three Hours)
 May 22: Staff Development/Student Holiday
 TBD: Graduation
 May 25: Memorial Day (Holiday)* - Bad Weather Make-Up Day

June						
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				

June 16: Board Meeting

STUDENT HOLIDAY/STAFF DEVELOPMENT	
July 23-29	December 1
July 30- Aug 6	February 9
September 19	February 16
September 26	May 22
October 13	

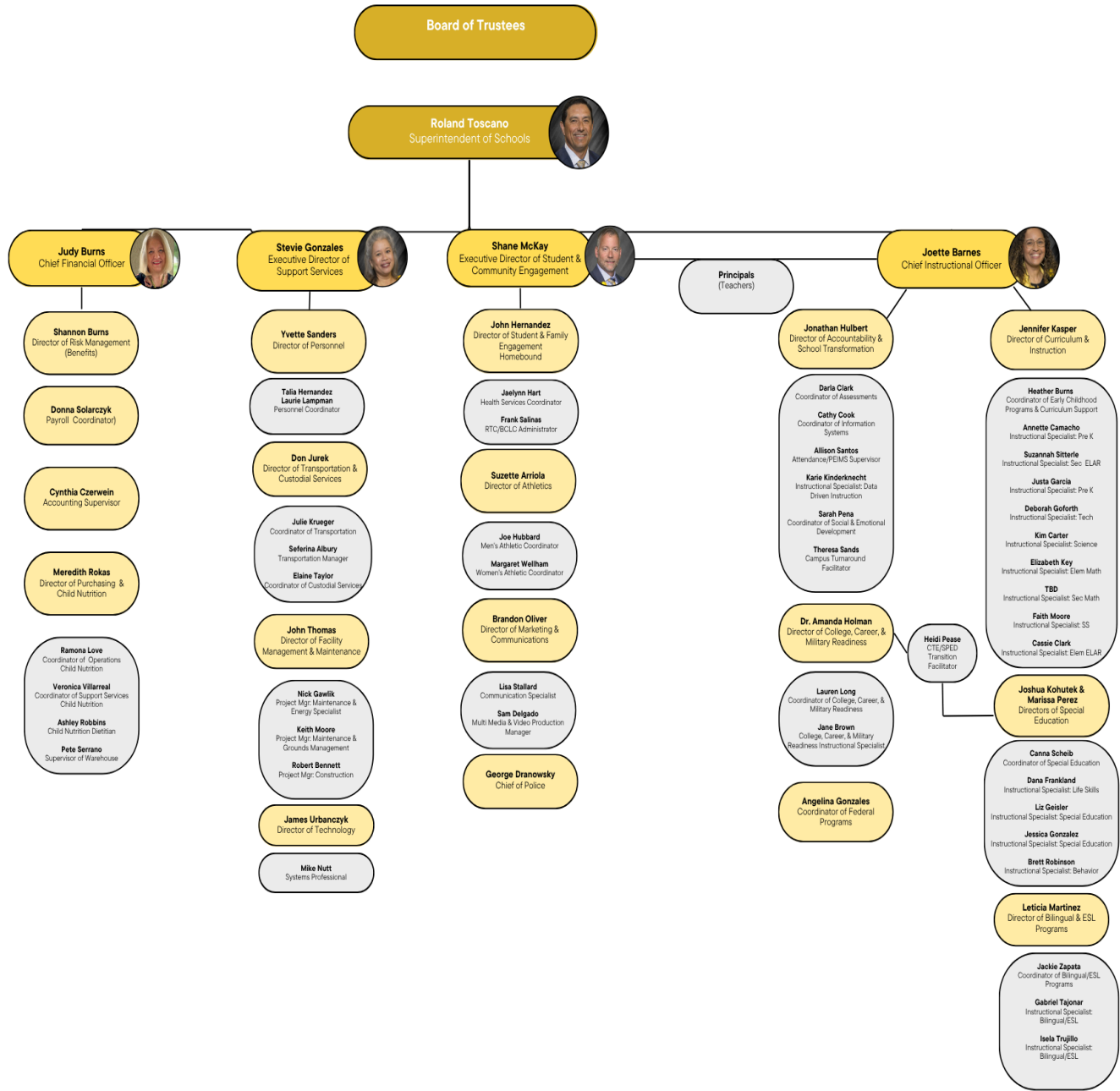
BOARD MEETINGS	
July 24	January 15
August 21	February 19
September 18	March 19
October 13	April 16
November 18	May 14
December 16	June 18

STAFF & STUDENT HOLIDAY	
July 4	Independence Day
September 1	Labor Day
October 9-10	Fall Break
November 11	Veterans Day
November 24-28	Thanksgiving Break
Dec 22-Jan 2	Winter Break
January 19	Martin Luther King
March 9-13	Spring Break
April 3-6	Easter*
April 24	Battle of Flowers*
May 25	Memorial Day*

CALENDAR KEY	
	Board Meeting
	Staff Development/Student Holiday
	Holiday
	Student Early Release
	Start/End of Semester
* Bad Weather Make-Up Day	
CALENDAR INFORMATION	
First Semester	Second Semester
83 Days	88 Days

Organizational Chart 2025-2026

East Central ISD Organizational Chart 2025- 2026



Employment

Equal Employment Opportunity

Policies DAA, DIA

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

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in educational programs or activities. The prohibition against discrimination 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: Stevie Gonzales, Executive Director of Support Services, 6634 New Sulphur Springs Road, San Antonio, TX 78263, stevie.gonzales@ecisd.net, 210-634-6100. 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 with concerns regarding discrimination on the basis of disability: Josh Kohutek, Director of Special Education, 6674 New Sulphur Springs Rd., San Antonio, TX 78263, joshua.kohutek@ecisd.net, 210-634-6100.

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, required by policy, are posted on a regular basis to the district's online application system, Frontline - Recruit and Hire.

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).

If you are a retiree with TRS and you received a payment for any of your unused state leave days, this must be noted on your service record. If it is not noted, then you must inform us of any payments. In order to use your balance of state leave with our district, you must reimburse your former district for the amount that was paid to you.

Contract and Non Contract Employment

Policy DC series

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at will or by a contract that is not subject to the procedures for non renewal or termination under Chapter 21 of the Texas Education Code. All contracts state you are employed for the “school year, according to the hours and dates set by the District as they exist or may hereafter be amended.” The minimum number of days set is for payroll purposes only and is not indicative of the maximum number of days an employee is scheduled to work. 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 at least a two-year lapse in district employment also may 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 exceed one school year. The district will have the option to extend the probationary contract for 1 additional year for all Professional Educators, including but not limited to teachers, counselors, librarians, nurses, or administrators that have more than 5 years of experience.

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.

Non Certified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by both Chapter 21 and Non-Chapter 21 contracts (Refer to Board Policy DCE (Local) for positions under Non Chapter 21 contract).

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

Certification and Licenses

Policies DBA, DF

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

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the Personnel office if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy DC

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the Payroll department 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

Non Investigatory searches in the workplace including accessing an employee's desk, file

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

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact Don Jurek, Director of Transportation.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their supervisor prior to the expiration of the current certification.

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.

Other training may include but are not limited to: Stop the Bleed training, AED, Naloxone administration, and Epipen administration.

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 45 calendar days prior to the first day of instruction. 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 Personnel 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 within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. By virtue of this, please understand that you are not eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to the summer, Thanksgiving, Christmas, and Spring Break. See Overtime Compensation on page 29 for additional information.

Breaks: Auxiliary

Employees may be given two (2) fifteen minute breaks during the eight-hour work shift. These breaks must be taken at the time indicated on the work schedule. Break times may not be changed without prior approval from your supervisor. Breaks exceeding fifteen minutes will be unpaid unless authorized by your supervisor. Child Nutrition employees must clarify break information with their supervisors; Breaks are provided at the discretion of the manager, based on the operational needs of the kitchen..

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 the Benefits or Personnel office 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 through the Benefits or Personnel office.

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 the employees who express breast milk. A place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express breast 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 Protections 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 Yvette Sanders, Personnel Director at 210-634-6100.

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 the benefits or personnel office 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 a parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status can call the Personnel Office.

Outside Employment and Tutoring

Policy DBD

All employees who wish to accept outside employment or engage in other activities for profit during the term of their employment shall file a written request to the administrator in charge, which shall submit the request to the Superintendent.

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 benefits 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 approved as required by statute. Services must be performed on the administrator's personal time. Contact the Personnel department for more information.

The Superintendent shall ascertain whether outside employment might interfere with the employee's ability to carry out his or her regular assignment or cause a conflict of interest and render a decision concerning the request.

The Superintendent reserves the right, at all times, to evaluate any problem or question arising under this policy and makes such disposition of these questions and problems as may be deemed proper and necessary.

Performance Evaluations

Policy DN series

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation. If a teacher requests a second evaluation, the evaluator would be selected among all T-TESS certified appraisers in the district. All the names would all be placed in a container and the teacher would hand pick one. The name of the person picked would be notified and the window established for the second 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, East Central 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 the district office.

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Teachers new to the district are required to attend the equivalent of four additional full days of staff development during their first year of employment with the district. District and campus staff development may be used to satisfy the Continuing Professional Education (CPE) requirements as established by the State Board of Educator Certification (SBEC). 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.

Child Nutrition employees must attend the specified Staff Development Days as communicated by the Child Nutrition Administration. These days are authorized through district administration and payroll, and are treated as regular work days. Notification of these specified days are given prior to the start of each school year, and upon hire.

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

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees are generally classified as exempt and are paid on a monthly basis. They are not entitled to overtime compensation. Paraprofessional employees are generally classified as non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 29)

All employees will receive written notice of their pay and work schedules within a reasonable time period at the start of each school year. Classroom teachers, full-time librarians, full-time registered 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 Judy Burns, Chief Financial Officer, for more information about the district's pay schedules or their own pay.

Paychecks

All professional and paraprofessional employees are paid monthly. Auxiliary salaries and hourly employees are paid semi monthly. All employees participate in direct deposit with payroll and should go to the district website at www.ecisd.net and click on Staff Information to print out a copy of their pay information. An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave used. Employees are responsible for regularly reviewing the accuracy of their pay statement and should contact the Payroll Department if they have any questions.

Pay dates shall be monthly or biweekly on a schedule published once annually by the Payroll Office. If an error occurs on a paycheck, it must be reported to Payroll as soon as possible. All errors will be adjusted on the next scheduled pay date.

The schedule of pay dates for the 2025 - 2026 school year follows:

EAST CENTRAL INDEPENDENT SCHOOL DISTRICT

MONTHLY TIME CARDS ONLY

2025-2026 DATES FOR ADMINISTRATORS/TEACHERS/PARAPROFESSIONALS

<u>DUE DATES</u>	<u>PERIOD COVERED</u>	<u>PAY DATES</u>
August 11, 2025	08/01/25 - 08/10/25	September 15, 2025
September 8, 2025	08/11/25 - 09/07/25	October 15, 2025
October 6, 2025	09/08/25 - 10/05/25	November 14, 2025
November 3, 2025	10/06/25 - 11/02/25	December 15, 2025
December 8, 2025	11/03/25 - 12/07/25	January 15, 2026
January 5, 2026	12/08/25 - 01/04/26	February 13, 2026
February 9, 2026	01/05/26 - 02/08/26	March 11, 2026
March 16, 2026	02/09/26 - 03/08/26	April 15, 2026
April 6, 2026	03/09/26 - 04/05/26	May 15, 2026
May 4, 2026	04/06/25 - 05/03/26	June 15, 2026
June 8, 2026	05/04/26 - 06/07/26	July 15, 2026
** August 3, 2026	06/08/26 - 07/31/26	August 14, 2026

** All time cards that must be paid with 2025-2026 funds need to be submitted to Payroll no later than 08/03/2026

The above listing for "Period Covered" is only for Extra Duty Monthly Time Cards. The monthly time cards are for Administrators (if approved by Admin Council), Teachers and Paraprofessionals only.

The "Period Covered" dates do not pertain to the Pay Period Covered, Leave or Absence Deductions on your Paycheck.

Please copy this list of close-out dates for all staff submitting a time card. Time cards need to be submitted in a timely manner. If time cards are received after due dates, payment may be delayed for one month.

Please copy this list of close-out dates for all staff submitting a time card. Time cards need to be submitted in a timely manner. If time cards are received after the due dates, payment may be delayed for one month.

**EAST CENTRAL INDEPENDENT SCHOOL DISTRICT
2025-2026 BIWEEKLY PAY DATES
AUXILIARY EMPLOYEES
9/2025-8/2026**

<u>DUE DATES</u>	<u>PERIOD COVERED</u>	<u>PAY DATES</u>
August 25, 2025	08/11/25 - 08/24/25	September 5, 2025
September 8, 2025	08/25/25 - 09/07/25	September 19, 2025
September 22, 2025	09/08/25 - 09/21/25	October 3, 2025
October 6, 2025	09/22/25 - 10/05/25	October 17, 2025
October 20, 2025	10/06/25 - 10/19/25	October 31, 2025
November 3, 2025	10/20/25 - 11/02/25	November 14, 2025
* November 17, 2025	11/03/25 - 11/16/25	November 28, 2025
December 1, 2025	11/17/25 - 11/30/25	December 12, 2025
December 15, 2025	12/01/25 - 12/14/25	December 26, 2025
* December 29, 2025	12/15/25 - 12/28/25	January 9, 2026
January 12, 2026	12/29/25 - 01/11/26	January 23, 2026
January 26, 2026	01/12/26 - 01/25/26	February 6, 2026
February 9, 2026	01/26/26 - 02/08/26	February 20, 2026
February 23, 2026	02/09/26 - 02/22/26	March 6, 2026
* March 9, 2026	02/23/26 - 03/08/26	March 20, 2026
March 23, 2026	03/09/26 - 03/22/26	April 3, 2026
April 6, 2026	03/23/26 - 04/05/26	April 17, 2026
April 20, 2026	04/06/26 - 04/19/26	May 1, 2026
May 4, 2026	04/20/26 - 05/03/26	May 15, 2026
May 18, 2026	05/04/26 - 05/17/26	May 29, 2026
June 1, 2026	05/18/26 - 05/31/26	June 12, 2026
June 15, 2026	06/01/26 - 06/14/26	June 26, 2026
* June 29, 2026	06/15/26 - 06/28/26	July 10, 2026
July 13, 2026	06/29/26 - 07/12/26	July 24, 2026
July 27, 2026	07/13/26 - 07/26/26	August 7, 2026
August 10, 2026	07/27/26 - 08/09/26	August 21, 2026

ALL TIME CARDS are due in the payroll office on the time card due dates listed above.

*Special arrangements will be made regarding due dates.

Automatic Payroll Deposit

Employees must have their paychecks electronically deposited into a designated account. They may have their checks directly deposited up to three different bank accounts. A notification period of ten (10) days is necessary to activate this service. Contact the Payroll Department 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 is required for all employees
- 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 to include: deductions for the employee's share of premiums for health, dental, life, and vision, disability or income replacement and other insurance; United Way; annuities; special service purchases and long term care from TRS; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized, unpaid or advanced unearned 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 overpayment 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 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 from one or more paychecks if an overpayment occurs.

Overtime Compensation

Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action 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 begins on Monday 12:00 a.m. and ends at Sunday 11:59 p.m.

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 may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 16 hours of comp time after which the overtime will be paid.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation, flex days).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor or principal and CFO must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule authorized by the Board of Trustees and the Internal Revenue Service. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage. **All overnight travel must be pre-approved using the request for overnight travel form, which is approved by the employee's supervisor and submitted to the Chief Financial Officer.**

Medical Coverage

Policy CRD

The District provides a self-funded group medical plan.

The District's contribution to employee insurance premiums for both options is determined annually. Employees eligible for medical coverage under all plans include the following:

- Employees who are active, contributing TRS members working 20 hours per week.
- TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in the District's medical plan.

The insurance plan year runs from September 1 through August 31. New employees must complete their enrollment within 31 days of their start date. Annually, employees may make changes to their insurance coverage during the annual open enrollment period or within 31 days of a qualifying life event (e.g., marriage, divorce, or the birth of a child). Enrollment can be completed online either independently or with assistance from the Benefits Department staff or a

representative from our Third-Party Administrator, First Financial Group of America. The online enrollment portal is accessible via the ECISD Benefits Website.

Comprehensive information on insurance coverage and employee costs is available to all staff in digital format on the District's website, with printed copies available upon request. Updates and additional resources can also be found on the Benefits Department webpage.

For questions or further assistance, employees are encouraged to contact the Employee Benefits Office.

Supplemental Benefits

Policy CRD

The District provides an employer-paid life insurance policy for eligible employees and will automatically be enrolled in the benefits even if the online enrollment is not completed within 31 days from the day of hire. However, employees are responsible for providing the policy beneficiary information in the online enrollment system.

Employees have the option to enroll in supplemental benefit programs at their own expense, with premiums conveniently payable through payroll deduction. The selection of available supplemental benefits may vary from year to year. Current offerings can be viewed on the East Central ISD Benefits Department website at <https://ffbenefits.ffga.com/eastcentralisd>.

Current employees may make changes to their insurance coverage during the annual open enrollment period or within 31 days of a qualifying life event (e.g., marriage, divorce, birth of a child). New employees must complete their benefits enrollment within 31 days of their start date.

Enrollment can be completed online, either independently or with assistance from the Benefits Department or a representative from our Third-Party Administrator, First Financial Group of America. The enrollment portal is accessible via the ECISD Benefits Website.

Detailed descriptions of insurance coverage and associated employee costs are available in digital format on the District website, with printed copies provided upon request. Additional updates and resources are posted regularly on the Benefits Department webpage.

For any questions or further assistance, employees are encouraged to contact the Employee Benefits Office.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the District's Cafeteria Plan (Section 125), which allows qualifying insurance premiums—such as medical coverage or eligible supplemental products—to be paid on a pre-tax basis in accordance with IRS regulations. Participation in this benefit must be formally accepted or declined. The District's Section 125 Plan is administered by First Financial Group of America, a Third-Party Administrator.

New employees must elect to accept or decline participation within the first 31 days of employment by completing their benefits enrollment or officially declining health and other insurance coverage. Eligible employees may also make this election annually during open enrollment, or within 31 days of experiencing a qualifying life event (e.g., marriage, divorce, birth of a child).

When enrolling in a product that qualifies for Section 125, the online enrollment system will automatically default to a pre-tax deduction. If an employee wishes to opt out of the pre-tax option, they must manually change the selection during enrollment. This choice is verified through an electronic signature upon submission.

Medical, Dental, Life & Supplemental Benefits Enrollment Guidelines

The East Central ISD offers group medical coverage and supplemental benefits to employees meeting eligibility requirements for each product or coverage. The ECISD plan year for benefits begins September 1 and ends August 31 each year.

Offer of Coverage and Enrollment

Eligible employees are offered coverage and are eligible to enroll at the following times:

- **WITHIN 31 DAYS OF DATE OF HIRE:** Eligible employees are offered coverage at the date of hire and have 31 days from the first day of employment to either enroll or decline coverage for themselves and dependents.
- **DURING THE ANNUAL OPEN ENROLLMENT PERIOD:** Eligible employees may enroll or make changes in coverage for the next plan year during the annual open enrollment period. The specific enrollment period varies from year to year. During this open enrollment period, employees may enroll or make changes in medical coverage as well as changes in supplemental benefits products. All changes will go into effect for the following plan year effective September 1. The specific enrollment dates will be communicated each year via district email as well as posted on the District at <http://www.ecisd.net/Domain/48>.
 - NOTE: If employees do not make changes during open enrollment, then the current plan enrollments will roll over, with any rate changes, to the following

year except as follows:

- Medical Flexible Spending Accounts (F.S.A.s) require new enrollment each year.
 - Occasionally, the district may change insurance carriers for certain products. In the event of a carrier change, enrollment under the current carrier would not roll over to the new carrier so an initial enrollment would be required during the annual enrollment period.
- **WITHIN 31 DAYS OF A QUALIFYING LIFE EVENT:** Once the annual open enrollment period closes, employees can only enroll for initial coverage in medical coverage or a supplemental benefit during the plan year as a result of experiencing a qualifying life event, and only if the employee notifies and provides proof of the qualifying life event, and proof of prior medical coverage if applying for medical coverage, to the Benefits Department within 31 days of the qualifying event. **NOTE:** Employees may not enroll in medical coverage for themselves or dependents during the plan year due to a voluntary loss of coverage.

CHANGES DURING THE PLAN YEAR: The ability to make changes to your insurance elections after the enrollment period ends depends on whether or not the insurance coverage is on the cafeteria plan and/or whether or not you have a qualifying life event such as marriage, divorce, death, change in employment, death of family member, etc.

- Coverage for any product can be dropped:
 - For any reason if the product is not on the Section 125 Cafeteria Plan
 - Within 31 days for a qualifying life event if it is on the Section 125 Cafeteria Plan
 - Termination of employment
- Coverage can be added only if within 31 days of a qualifying life event. **NOTE:** Employees may not enroll in medical coverage for themselves or dependents during the plan year due to a voluntary loss of coverage.
- Changes in coverage such as adding or removing a dependent, changing plan type, or changing plan coverage level can only be done within 31 days of a qualifying life event. Employees may not enroll in medical coverage for themselves or dependents during the plan year due to a voluntary loss of coverage.

Employees who do not enroll or decline coverage during any of the available enrollment periods will be considered to have declined coverage for themselves and any qualifying dependents.

Employees may self-enroll by accessing the District's online enrollment system at <http://benefits.ffga.com/eastcentralisd/HowToEnroll>, or they may contact the third-party administrator, First Financial Group of America, or the Benefits Department for assistance. For life-event coverage changes, employees must contact the Benefits Department for assistance.

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 through the Texas Association of School Board (TASB), a risk-pool membership, effective the first day of employment.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the employee's immediate supervisor. 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 47 for information on the 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 the Payroll department.

Teacher Retirement

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

Employees who plan to retire under TRS should notify the Payroll department as soon as possible. Information on the application procedures for TRS benefits is available through Payroll. Additional inquiries should be addressed to: 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 18 for information on restrictions of employment of retirees in Texas public schools.

Reimbursement for Leave upon Retirement

Policy DEC(LOCAL)

A full-time employee who retires from the District is eligible for reimbursement for state and local leave. The following criteria must be met:

- 1.) The employee's retirement is voluntary
- 2.) The employee provided advance written notice of intent to retire. Contract employees must provide written notice at least 90 days before the last day of employment. Non-contract employees must provide written notice at least two weeks before the last day of employment.
- 3.) For reimbursement of state leave, the employee has at least ten years of consecutive service with the District.

Eligible employees will be reimbursed for each day of unused state and local leave at a rate established by the Board, according to the following:

- 1.) The employee will be reimbursed for each day of unused local leave, to a maximum of 100 days.
- 2.) A contract employee will be reimbursed for each day of unused state leave, to a maximum of \$3000.00.
- 3.) A non-contract employee will be reimbursed for each day of unused state leave, to a maximum of \$1,500.00.

The rate established by the Board 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.

Other Benefit Programs

University/College Programs

Many of the local universities give fellowships to teachers on a competitive basis. In addition, Our Lady of the Lake has an agreement with East Central Independent School District whereby any district employee can receive discounted tuition (25 percent for undergraduates and 20 percent for graduates) by turning in a form certifying district employment. This form is available in the district personnel office.

Leaves and Absences

Policies DEC, DECA, DECB

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

Punctual and consistent attendance at work is a fundamental requirement of your employment in East Central ISD. Excessive absences or repeated tardiness in reporting for duty can result in the

termination of your employment. “Excessive” absences are any that are not in compliance with our policies and procedures for taking available local, state, or federal leave. If you are going to be absent or late from work, you must contact the Absence Management system via Frontline or your supervisor. This contact must be made every time you are absent or late unless you have provided your supervisor with more specific long-term information from your treating health care provider. Child Nutrition employees must comply with their department’s attendance policy.

Use of Leave. Leave is available for the employee’s use as soon as s/he reports to work. However, state personal and local leave is earned on an annual (school year) basis. If an employee leaves the district before the end of the work year or is on an extended leave of absence, the cost of any unearned leave days taken shall be deducted from the employee’s final paycheck or taken from sick leave balance.

An employee must utilize all leave options for all absences. Once all leave is exhausted the employee then will move into docked time. The employee does not have the option of being “docked” in lieu of utilizing available leave.

Paid leave must be used in ½ day increments for exempt employees and ¼ hour increments for non-exempt employees. However, if an employee is taking family and medical leave, leave shall be recorded in one-hour 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:

- State
- Local

Employees must follow district and department or campus procedures to report any absence 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 pay.

ECISD generally does not allow unpaid or “docked” days when an employee has used all available state and local leave, except as permitted by Board policy. A docked day means an employee is not paid because no leave is available to cover the absence. Absences beyond available leave may result in disciplinary action up to and including dismissal.

Discretionary leave is not permitted during the first week of a new semester, the day before or after a school holiday, during district or state testing days, exam periods, or professional development days.

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 3 consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

If an employee resigns from the district, the last day the employee actually works will be their final day and will be considered their resignation date. An employee may not use paid leave to end their employment.

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, step sibling, 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 is found in Policy DECA (LEGAL).

Medical Certification. Any employee who is absent for 5 or more days because of a personal or family illness must submit a medical certification from a qualified healthcare 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 verification when an employee requests leave under the Family 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. Medical 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.

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 other pro-rata entitlement for the school year:

- 1) State leave the employee used beyond his or her pro rata entitlement for the school year; and
- 2) Local leave the employee used but had not earned as of the date of separation.

If an employee uses more local leave than he or she earned and remains employed with the District through his or her last duty day, the District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.

State Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. When completing absence documentation, leave will default to state leave unless the employee designates the leave as "local" leave. State sick leave can be used only in ½ -day increments for exempt employees and ¼-hour increments for nonexempt employees, except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits. If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck.

Local Sick Leave

The district shall grant five local sick leave days, in addition to five state personal leave days for all employees under 220 days. 220 day employees will receive six local days and 226 day employees will receive seven days. Local sick leave shall accumulate without limit and shall be taken without loss of pay.

Earning Local Leave. An employee shall not earn any local leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.

Deductions - Leave Without Pay. The District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

An employee may also use local leave for absences related to the birth or placement of a child when leave is taken within the first year after the child's birth, adoption or foster placement.

Catastrophic Sick Leave Bank (or Pool)

The District has established a sick leave bank that employees may join through contribution of local leave or state personal leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee experiences a catastrophic illness or injury and has exhausted all paid leave.

If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.

The Superintendent or designee has developed regulations for the operation of the sick leave bank that addresses the following:

1. Membership in the sick leave bank, including the number of days an employee must contribute to become a member;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.
6. The current Catastrophic Sick Leave Bank policies are available under staff information on the district website or a copy can be requested from Employee Benefits.

SICK LEAVE POOL

An employee who is a member of the District's sick leave bank and who has exhausted all paid leave as well as any applicable compensatory time, and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which District employees may donate local leave or state personal leave for use by the eligible employee. If the employee is unable to submit the request, a member of the employee's family or the employee's supervisor may submit the request to establish a sick leave pool.

An employee who donates leave to a sick leave pool shall not be required to be a member of the District's sick leave bank.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.

The Superintendent or designee has developed regulations for the implementation of the sick leave pool that address the following:

1. Procedures to request the establishment of a sick leave pool;
2. The maximum number of days an employee may donate to a sick leave pool;
3. The maximum number of days per school year an eligible employee may receive from a sick leave pool; and
4. The return of unused days to donors.
5. The current Catastrophic Sick Leave Pool policies are available under "Staff Information" on the district website or a copy can be requested from the Employee Benefits Department.

APPEAL

All decisions regarding the sick leave bank or a sick leave pool may be appealed in accordance with DGBA (LOCAL), beginning with the Superintendent or designee.

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 work weeks 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 employer-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.

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

- You work for a private employer that had 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-protected 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, ben-efits 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.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR



Eligibility Requirements

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

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

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

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 5 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

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

The District shall require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FMLA leave.

Substitution of Paid Leave for Unpaid Leave. Employees may choose or employers may require use of accrued paid leave while taking FML. In order to use paid leave for FML, employees must comply with the district's normal paid leave policies.

Employee Responsibilities. Employees must provide 30 days advance notice of the need to take FML when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees must provide a medical evaluation listing restrictions towards meeting the expectations of the essential job functions.

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

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

Modified Duty. The objective of modified duty assignment is to allow employees to return to work as soon as possible after an illness or injury. Modified duty assignments are temporary modifications of an employee's job assignments.

Modified duty assignments will be made according to work limitations as prescribed by the treating physician. Supervisors will develop modified duty assignments for each employee who has experienced an illness or injury that impacted their ability to perform assigned duties. Each supervisor will evaluate his/her work areas for ways in which modified duty assignments could be developed. If the employee's supervisor can develop a modified duty assignment that meets the treating physician's limitations, the employee may return to work. **Prior to any employee returning to work for modified duty, the employee must have written approval from Stevie Gonzales, Executive Director of Support Services.**

As soon as the treating physician gives a full release to the employee, the modified duty assignment will stop and the employee will return to a full duty assignment.

Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from July 1 through June 30.

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. Teachers 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. If certification of the employee's ability to perform essential job functions is required, 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.

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 employee's group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in policy (see DECA (Legal)).

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

District Contact. Employees that require FML or have questions should contact the Benefits Office for details on eligibility, requirements, and limitations.

On-the-job injuries

If you are injured while performing your duties for the district, you must notify your supervisor immediately so that we can comply with our responsibilities under workers' compensation laws.

The district provides workers' compensation coverage for all employees. If an injury at work causes you to be absent, it is your responsibility to inform the district's payroll office whether you wish to use accumulated leave in order to receive full pay during your absence to the extent of accumulated leave or whether you wish to save your accumulated leave and receive only the temporary income benefits that are available under the workers' compensation laws. If you do not inform the district of your choice, the district will NOT charge your absence to accumulated leave and you will receive only temporary income benefits. If absence because of a work-related injury also qualifies as a serious health condition under family medical leave, you will also be charged with family medical leave during your absence.

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 for a full-time employee whose position requires SBEC certification. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

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.

FMLA and Temporary Disability Leave Request Form should be completed prior to any leave and be sent to Payroll.

When an employee is ready to return to work, the Superintendent's designee 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.

Temporary Disability Leave for Non-Certified Employees

Local temporary disability leave shall be available for full time employees other than those with educator certification. Eligibility requirements, the length of leave, and reinstatement to employment shall be in accordance with administrative regulations.

Workers' Compensation Benefits

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.

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.

The Texas Worker's Compensation Act for on-the-job injuries covers all employees. Compensable expenses are paid by the East Central Independent School District through its Workers Compensation Coverage with the Texas Association of School Boards, TASB, risk pool.

Employees have the responsibility to report injuries to ECISD if injured at work while performing duties. Notification must occur within 30 days of the date of injury or when the employee first knew the injury or illness might be work-related.

Employees seeking medical attention due to a work related injury must seek care with a provider within the TASB Alliance Network. It is the employee's responsibility to follow the network rules.

Employees who are off work due to a work related injury, must communicate weekly and after each doctor appointment with their immediate supervisor and the Employee Benefits Office.

According to Board Policy DEC (Local), an employee receiving worker's compensation wage benefits shall be assigned to family and medical leave, temporary disability leave, and/or assault leave, as applicable.

Worker's Compensation temporary income benefits for lost time begins when the employee is out for seven consecutive days. Employees out less than seven consecutive days may opt to use available leave or be docked pay for the first seven days. If the absence extends beyond 14 consecutive days, the employee will retroactively receive temporary income benefits for the first seven consecutive days unless the employee originally chose to use leave.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as a 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 their immediate supervisor.

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.

Mental Health Leave for Peace Officers and Licensed Telecommunicators

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 employee's pay or leave balance.

Quarantine Leave for Peace Officers

A District peace officer shall be granted quarantine leave when ordered by the local health authority or the superintendent's designee to quarantine or isolate due to the 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 pay or leave balance.

Bereavement Leave

Use of state leave and/or local sick 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 the employee's attendance or scheduled attendance in connection with the service on any court in the United States.

Employees who report to the court for jury duty may keep any compensation the court provides. An employee who reports to jury duty but requests to be excused from serving will not qualify for paid jury duty leave. They must use their own paid leave. 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.

If jury duty is for 1/2 day or less, employees must return to work for the remaining portion of the workday or personal leave will be charged. 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 will be required.

Compliance with 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 paid leave. Employees will 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 observances

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 member of a state or federally authorized Urban Search and Rescue Team is entitled to paid leave when engaged in

authorized training or duty ordered by proper authority. Paid military leave is limited to 15 days each fiscal year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact Yvette Sanders, Director of Personnel. In most cases, the length of military service cannot exceed five years, and the employee must apply for reemployment within the period of time specified in law.

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

Flex Days. Refer to the District's Duty Reporting Day Schedule

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.

District Communications

Throughout the school year, the District publishes newsletters, brochures, flyers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

Tides of Pride - a weekly e-newsletter distributed every Friday via email detailing the District's highlights of that week. Content derived from submissions by District staff.

Leading the EC Way - once a month, school principals nominate an employee to be recognized for that given month's competency according to the leadership definition. One of those nominees will be recognized at the Board meeting as the district champion for the month. The other nominees will receive social media shout outs.

Spotlight Articles - Marketing & Communications produce more in-depth spotlight articles on alumni, students, programs and staff.

Superintendent Students of the Month - every month, a student is selected from each school that represents hard work, achievement and character.

Teacher of the Year - Each campus has its own Teacher of the Year, with a District Teacher of the Year chosen.

Social media - On Facebook @ecproud, Twitter @ECISDTweets, and Instagram @ecisdig social media offers the community a real-time glimpse of what's happening at East Central including recognitions, awards, events, and more.

Complaints and Grievances

Policy DGBA

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

Complaints must be filed within 10 days of the event you are complaining about. The district will not entertain untimely complaints. District policy generally provides for a three-step process, beginning with the principal or immediate supervisor and ending with the board of trustees.

At-will employees may complain about the termination of their employment through this process, and probationary teachers whose employment is terminated at the end of a school year in the best interest of the district may also use this process to present a concern to the board of trustees. All other employees must use the specific processes described in law and policy to raise issues related to contract non-renewal or termination.

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. Complaints and grievances policy can be found in policy [DGBA](#) (Legal and Local). Complaint and grievance forms can be requested through the Personnel Office.

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action 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, up to and 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 101 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.

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 to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

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

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

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

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

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

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

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

Standard 1.13 The educator shall not 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 a 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;
- (iv) whether the communication was sexually explicit; and
- (v) 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, DIA (LOCAL), which includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is located on the district website www.ecisd.net under Board of Trustees- Board Policies.

Employee-to-Employee

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

- Submission to such conduct is explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions.
- The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe that they have been subject to sexual harassment are encouraged to come forward with complaints and should inform their principal, supervisor, or Stevie Gonzales, Executive Director of Support Services. Employees must follow the procedures outlined in this handbook for filing a complaint except when it would require presenting a complaint to the alleged harasser. (See Complaints and Grievances, page 52) The district will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action.

Employee-to-Student

Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances; requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between district employees and students are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification
- Telephoning students at home or elsewhere and engaging in inappropriate social relationships
- Engaging in physical contact that would reasonably be construed as sexual in nature
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits

Sexual abuse of a student by an employee violates a student's constitutional right to bodily integrity. Sexual abuse may include but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the campus principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse will also be reported to the appropriate authorities, as required by law. Employees with questions or concerns relating to the alleged sexual harassment of a student should contact Stevie Gonzales, Title IX Coordinator.

Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

Other Harassment

The East Central ISD does not allow employees to harass each other based on race, national origin or ethnicity, religion, age, or disability. If you always conduct yourself in the workplace with common courtesy and respect for your co-workers, this will never be a problem for you. You should be sensitive to the desires of your coworkers in making or displaying personal religious expressions in the workplace and should not engage in unwelcome religious discussions or proselytizing in the workplace.

Harassment of Students

Policies DF, DHB, FFG, FFH, FFI

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

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

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse* below and *Bullying*, page 105 for additional information.

Procedures for reporting and investigating harassment of students is DF (LEGAL), DHB (LEGAL) and FFH (LOCAL) and (REGULATION) can be located at www.ecisd.net under Board of Trustees – Board Policies.

Reporting Suspected Child Abuse

Policies BQ(LEGAL), DG, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §261.001, to a law enforcement agency, 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 hours 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.

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

Under state law, 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 may result in disciplinary procedures by SBEC for a violation of the Texas Educators Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

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

County Sheriff-----210-335-6000-----911 Emergency Only
City Police-----210-227-7201-----911 Emergency Only

Sexual Abuse and Maltreatment of Students

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at each campus via the Counselor's office. As an employee, it is important for you to be aware of the 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 any sexual conduct harmful to the 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 failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse

or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect follow the procedures described above in *Reporting Suspected Child Abuse*.

Reporting Crime

Policy DG

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

Scope and Sequence

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence. The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policy CQ

The district's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, 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:

- Does not bypass any of the district's network security measures
- Imposes no tangible cost to the district.
- Does not unduly burden the district's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance.

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

Employees who are authorized to use the system are required to abide by the provisions of the acceptable use policy and administrative procedures. Bypassing system filters, firewalls, and

restrictions is strictly forbidden without administrator approval and an educational need.

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 the Director of Technology.

Personal Use of Electronic Communications

Policy CQ, CY, DH

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

All electronic communications, including personal devices, that are sent using the district's network are subject to monitoring, inspections, and restrictions in accordance with district procedures and policies.

East Central ISD Employee Guidelines for Personal Use of Electronic Media

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If the employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

Cell Phones--In order to preserve the integrity of the instructional environment, personal use of phones should not interfere with one's ability to perform job duties in a timely manner and should not be used for personal calls or texting while students are present. District employee focus will remain on student learning, instruction, job duties, and safety.

Social Media--If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content. Access to personal social media sites may not occur during contractual time.

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

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

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

Computers/Tablets Use of district resources and equipment (i.e. computer/mobile devices) for personal use during the school day *will not interfere with job responsibilities and should not occur during a time when students are present in the classroom.* Professional use of computers (i.e. grading, email, research, etc.) during instructional time should be limited. Instructional

focus will remain on students, student learning and safety.

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee *designated in writing by the superintendent or a campus principal*, may use electronic communications with students who are currently enrolled in the district. 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 personal email address.

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. *An employee who claims an exception based on a social relationship shall provide **written consent** from the student's parent.* The written consent shall include an acknowledgment 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 exempted from district regulations; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including but not limited to a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes one-way communication as well as a dialogue between two or more people. 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 *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 *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers,

counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or another employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - The employee shall include at least one of the student’s parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
 - 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 classwork, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
- The employee *does not have a right to privacy* with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records [*See Policies CPC and FL*]
 - Copyright law [*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 network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.

- An employee may request an exception from one or more of the limitations above by submitting a *written request* to his or her immediate supervisor.
- All staff are *required to use school email accounts for all electronic communications with parents*. 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 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

Responsible Use Agreement (RUA)

School Year 2025-2026

Our Core Business for Growth: "We aim to cultivate literate problem-solvers who are prepared to thrive in an interconnected world with a dynamic economy."

Connected students and staff are encouraged to interact in ways that are safe, legal, and responsible.

This Responsible Use Agreement (RUA) supports our vision of technology use and upholds in our users a strong sense of digital citizenship. The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms, and cyberbullying awareness and response. This policy applies to all East Central Independent School District (ECISD) computer networks and resources, and all devices connected to those networks, even private devices.

General Technology Policies

1. The purpose of an ECISD user account is to engage in connected learning and sharing opportunities via facilitated access to the ECISD network.
2. ECISD user accounts are owned by the ECISD, subject to digital archival when feasible, as well as subject to the Open Records Act. All digital files associated with user accounts may be retrieved by ECISD staff at any time without prior notice and without the

permission of any user. *The ECISD reserves the right to monitor all accounts and any content stored in, created, received, or sent through the ECISD computer network in order to maintain system integrity as well as to ensure responsible use.*

3. ECISD student accounts and their passwords are not to be shared with other students. Students are responsible for any activity generated by their district account.
4. ECISD staff accounts and their passwords are not to be shared with others. Staff are responsible for any activity generated by their district account.
5. Student's pictures, names, work, etc.--in alignment with Family Educational Rights and Privacy Act (FERPA)--may be published online unless parents/guardians notify the campus principal in writing that they do not wish for student information to be shared. When identifying a student in a picture or video, first name and last initial only will be used at all campuses except the middle school and high school. Groups of student names, as for awards, teams, etc. may be published without any identifying picture of the individuals.
6. The ECISD employs Google Workspace for Education Plus and Google Classroom to provide district-wide email for students and staff and provide a virtual classroom environment. These services are deemed necessary for District functions. The Curriculum Department maintains a list of applications that it deems necessary for District instructional functions. A parent/guardian signature on the acknowledgment form in the Student Handbook serves as a record that consent is given for the parent/guardian's child to use these services and applications under school district supervision. Other services or applications may be used provided sufficient notice is provided to parents and the campus administrator.
7. A Children's Internet Protection Act (CIPA) compliant, content filtering solution is in place in order to prevent access to certain sites that may contain inappropriate material, including pornography, weapons, illegal drugs, gambling, and any other topics deemed to be of non-educational value by the ECISD. *ECISD cannot guarantee that all inappropriate content will be blocked by the filter.* Staff and students are responsible to immediately report any access to inappropriate materials so that proper steps can be taken to prevent future access. *The ECISD is not responsible for the content accessed by users who connect via their own mobile service (cell phones, air-cards, etc.).*
8. Technology is to be utilized in conformity with the laws of the United States and the State of Texas. Violations include, but are not limited to, the following: a) criminal acts such as cyberstalking, child pornography, email harassment, vandalism/hacking networks, cyberbullying; b) libel laws that involve defaming people through published materials; c) copyright violations; d) student privacy protection (COPPA); and e) safeguarding internet safety (CIPA).
9. District staff are required to ensure the security of student and staff personally identifiable information. In addition, staff are obligated to ensure the security of student performance data. Staff needs to protect confidentiality by using the highest level of security available,

including MultiFactor Authentication. *Staff should not have student data on personal devices or personal data on district devices.*

10. Staff children or friends should never use staff issued district devices that are used to access student data or contain student data. Staff is responsible for all activity that takes place with their credentials or issued devices.

11. Staff and students are liable for the cost of a device that is damaged, lost, or stolen due to neglect or reckless care. The staff member's supervisor or the student's campus administrator will determine the liability based on the current value of the device per department or campus policy.

Bring Your Own Technology (BYOT)

Many district locations offer the option of Bring Your Own Technology (BYOT). Please check with your Campus Administrator as to whether BYOT is available.

Guidelines for staff and student usage are provided below:

Staff

- o Personal Devices: Staff may not use a personal laptop in place of their district assigned laptop. Other computing devices may only be used with appropriate anti-virus/anti-malware software, approval from their supervisor, and inspection by Technology Operations. When staff leaves the district, removal of any licensed ECISD software from their device(s) is required.
- o **Technology staff do not repair personal devices or provide install, configuration, or setup services for non-district assigned applications.**
- o Access: Staff will only have access to the ec.guest wireless (CIPA-filtered, internet access only) for use with their personal devices.
- o Broken Personal Devices: *Staff devices that are damaged or stolen while on ECISD property are the responsibility of the owner*, and the ECISD cannot be held liable for the replacement or repair of a non-district-owned device.
- o Data Charges: Staff understand that any data and/or SMS/MMS (texting) charges will not be reimbursed by the ECISD.
- o Account Management: Staff is to avoid adding or using personal user accounts (e.g. Apple ID, GooglePlay store ID) on district-owned mobile devices (e.g. iPad, Android). Exceptions are allowed only with written administrator approval and must be reported to Technology.

Students

- o Personal Devices: Students may not use a personal telecommunications device when a district device is available. Students may not use a personal device in class for instructional use according to written guidelines set by the district.
- o **Technology staff do not repair personal devices or provide install, configuration, or setup services.**
- o Access: Students will only have access to the ec.guest network (CIPA-filtered, internet access only) for use with their personal devices.
- o Broken Personal Devices: *Student devices that are damaged or stolen while on ECISD property are the responsibility of the owner, and the ECISD cannot be held liable for the replacement or repair of a non-district-owned device.*
- o Data Charges: Students (and parents) should understand that any data and/or SMS/MMS (texting) charges will not be reimbursed by the ECISD.
- o Account Management: *Students are not authorized to use personal user accounts (e.g. Apple ID, GooglePlay store ID) on district-owned mobile devices (e.g. iPad, Android).*

District Account Management

In accordance with the District’s mission, goals and vision for technology, staff and students will require accounts in third party systems (e.g. Google Apps for Education, Google Classroom) managed by the ECISD. These ECISD accounts will be used at school for school related projects but may also be accessed outside of school and are essential to achieving teaching, learning and leading goals and objectives. The use of these accounts will help our students to master effective and proper online communications as required in the PreK-12 Technology Applications Standards.

Electronic Media Guidelines for Communication with Students

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail, blogs, electronic forums, chat rooms, video-sharing sites, editorial comments posted on the Internet, and social networking sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and Web-based applications.

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee’s professional responsibilities. **All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District.** See policy at [DH\(local\)](#).

Campus and/or classroom web pages are the preferred means of student communication. If electronic media/communication tools (e.g. Twitter, Instagram, Facebook) are available, it is recommended that they be used responsibly and safely.

Guidelines for Use of Electronic Media

Below are guidelines for the use of electronic media tools that are not within the scope of school district services - see policy at DH(local):

Electronic Media	Application	Guidelines
Social Networking	Non-District Google, Facebook, Instagram, Periscope, Snapchat, etc	ECISD students and employees should not "friend" each other or communicate on these sites except in a professional, academic manner that is public and viewable by all.
One-way Communication	Twitter	Postings should be brief and professional. Students should follow the educator's posts. Educators should not follow students' posts.
Texting	Changes in times, dates, bus schedules, programs, activities, etc.	Messages should be brief and professional. Pertinent information only. Parents should be informed. This type of communication should not be a requirement as some students may not have access to texting or may be charged per text message.

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.*

Web Publishing Policy

Students publishing on a district or school website will do so under the direct supervision of a classroom teacher or school administrator. Supervising teachers and administrators will be held responsible for ensuring students are aware of all web publishing policies that are located in the district employee handbook. Supervising teachers and administrators are responsible for all material students post to a district or school sponsored website.

Disclaimer of Liability

East Central ISD shall not be liable for the user's inappropriate use of the District's technology resources or violations of copyright restrictions, users' mistakes or negligence, or cost incurred by users. *ECISD shall not be responsible for ensuring accuracy or usability of any information found on the Internet.*

Data contained in the ECISD technology resource systems remain the property of East Central Independent School District. Electronic mail transmissions and other use of ECISD technology resource systems including Internet access and data storage shall not be considered confidential and may be monitored by authorized individuals at any time to ensure appropriate use for educational purposes.

Inappropriate Behavior

The **following actions are not permitted** and could result in the consequences outlined per the Handbook and District policy:

1. Users may not attempt to disable or bypass the ECISD content filter, including the use of wireless internet cards or personal hotspots, without written administrator permission and an educational need.
2. Users may not illegally access or manipulate the information of a private database/system such as gradebooks and other student information systems.
3. Users may not install unauthorized network access points or other connections that may not effectively integrate with existing infrastructure.
4. Users may not launch denial of services attacks using personal or work technology (e.g. DOS, DDOS), hack or engage in behavior that attacks the network or internet access.
5. Users may not send, save, view, forward, or create harassing or offensive content/messages. Offensive material includes, but is not limited to, pornographic, obscene, or sexually explicit material, sexual comments, jokes or images that would violate school policies. The school policies against harassment and discrimination apply to the use of technology.
6. **Users may not** use their accounts for non-school related activities including but not limited to:
 - o **Using the Internet for financial gain**, personal advertising, promotion, non-government related fundraising, or public relations

- o Political activity: **lobbying for personal political purposes**, or activities such as solicitation for religious purposes
- o Use their District email or district-provided/managed services **for personal gain**, to engage in actions deemed inappropriate* to others subject to District policy.

*In addition to behavior described above, campus administrators and immediate supervisors will deem what is considered to be inappropriate use of the ECISD computer network. They may request the suspension of an account or network access at any time. Student discipline will be referred to campus administration, while staff behavior will be referred to the staff member's supervisor or the ECISD Personnel Department.

Board Policies/Regulations: CQ & DH(Local)

In brief, do no harm to others through your access and use of district technology; "district technology" includes access to the network, the internet, all devices connected to it, including district-owned as well as BYOT/BYOD technologies.

Internships

The Superintendent has authorized District staff who are considering a student for an Internship to use electronic communications in the same way and with the same topics as they would any other candidate for employment. If the student is selected as an Intern, staff members are allowed to communicate, on work-related issues, in the same manner as other staff who are not students.

Criminal History Background Checks

Policy DBAA

All employees 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

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI) or driving under the influence (DUI) of drugs and alcohol
- 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 educator's criminal history to the Division of Investigations at TEA.

The superintendent and directors are 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 (LOCAL)

East Central ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use or possession 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:

Please refer to Policy DH (Local) at www.ecisd.net under Board of Trustees, Board Policies

Reasonable suspicion searches

The District reserves the right to conduct searches when the District has reasonable cause to

believe that a search will uncover evidence of work-related misconduct. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or worksites or used in District business.

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking or 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 following provisions apply to employees who are covered by the federal Department of Transportation (DOT) rules.

The District shall establish an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of commercial motor vehicles, including school buses.

Purpose

The primary purpose of the testing program shall be to deter the use of alcohol and controlled substances by drivers employed by the District. The District shall ensure that every employee of the District who is subject to commercial driver's license (CDL) requirements undergo testing for the use of alcohol and controlled substances, in accordance with federal regulations. The Superintendent shall designate a District official who shall be responsible for ensuring that information is disseminated to employees regarding prohibited driver conduct, alcohol and drug tests, and the consequences that follow positive test results.

Positive test results

A District employee confirmed to have violated the District's rules pertaining to alcohol or drugs is subject to District-imposed discipline, as determined by his or her supervisor(s) and the Superintendent, up to and including termination of employment. [See DCD and DF policy series]

In cases where the District also employs a driver in a non-driving capacity, disciplinary action shall apply to the driver functions only. Upon recommendation of the driver's supervisor, however, disciplinary measures up to and including termination of employment with the District may be considered.

Refusal to submit to test

A district employee who refuses to submit to required testing for alcohol or prohibited substances shall be subject to disciplinary action by the District up to and including termination.

Alcohol use less than 0.04

A district employee who tests positive for alcohol with a concentration of less than 0.04 shall be suspended without pay for the mandatory 24-hour removal from safety-sensitive duties. [See DHE preceding] The driver shall also be subject to disciplinary action by the District up to and including termination.

Alcohol use more than 0.04

A district employee who tests positive for alcohol at a concentration of 0.04 or higher in a random, reasonable suspicion, post accident, or follow-up test shall be subject to disciplinary action by the District up to and including termination.

Drug use

A district employee who tests positive for illicit use of drugs in a random, reasonable suspicion, post accident, or follow-up test shall be subject to disciplinary action by the District up to and including termination. [See DCD and DF policy series]

Post accident testing

As soon as practicable following an accident involving a commercial motor vehicle, the District shall test each surviving employee:

1. Who was performing safety-sensitive functions with respect to the vehicle if the accident involved loss of life; and either a person is transported from the accident scene to receive immediate medical treatment, or at least one vehicle requires towing from the scene of the accident.
2. Who receives a citation under state or local law for a moving traffic violation arising from the accident.
3. The District reserves the right to test an employee after an accident if the investigating police department determines the employee to be "at fault".

In the event a law enforcement official does not perform testing on an employee involved in an accident, the employee must report to an employer-designated testing site for a urine drug and alcohol test. Breath alcohol testing should be performed within two hours following the accident; reasons for not obtaining a test within two hours of the accident must be documented. Breath alcohol testing must be performed within eight hours following the accident; reasons for not obtaining a test within eight hours must be documented. Urine testing must be performed within 32 hours following the accident; failure to obtain a urine drug screen must have an explanation documented.

An employee who has submitted to a post accident-accident test will, at the District's discretion, either be assigned to a non-safety sensitive function or be placed out of service with pay pending

the results of the test.

An employee testing positive, failing to report for the test, or refusing to submit to a post accident drug and alcohol test will be subject to disciplinary action up to and including termination.

Random testing

An employee who tests positive or refuses to submit to a test is medically unqualified to drive or perform safety-sensitive functions. In addition, a driver who tests positive, refuses to submit to, or fails to report for the test, will be subject to disciplinary action by the District up to and including termination.

Reasonable suspicion tests

Only supervisors specifically trained in accordance with federal regulations [see DHE (LEGAL)] may, with reasonable suspicion, remove an employee from a safety-sensitive position and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion shall be made on specific observations of the appearance, behavior, speech, or body odors of the driver whose motor ability, emotional equilibrium, or mental acuity seem to be impaired.

The observations may include indications of the chronic and withdrawal effects of controlled substances. Within 24 hours of the observed behavior, the supervisor shall provide a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test.

Whenever an employee is notified of reasonable cause to be tested, he or she shall be expected to report immediately to the District designated collection site. The employee shall be accompanied by a District representative to the collection site.

The District representative shall transport the employee home or attempt another means of transportation by contacting a family member or another person designated by the driver. If the driver refuses alternative transportation, the District reserves the right to take whatever means are appropriate to protect the driver and the public. This may include contacting local law enforcement and imposing disciplinary action, up to and including termination.

The employee being tested under reasonable cause shall be considered unqualified to work and placed on suspension with pay, pending the results of the test.

An employee whose reasonable suspicion test is positive or who refuses or fails to submit to a test shall be subject to disciplinary action, up to and including termination.

Return to duty/follow-up testing

The District is not obligated to reinstate or rehire any employee who violates any Department of Transportation (DOT) or District prohibition or requirement concerning drugs and alcohol.

Should the District decide to reinstate an employee, he or she will be required to submit and pass a drug and/or alcohol test.

A driver whose return to duty/follow-up test is positive or who refuses or fails to submit to a test shall be subject to disciplinary actions, up to and including termination.

Contract for testing services

The Superintendent is authorized to contract on behalf of the District with outside consultants and contractors and to work with a consortium of other local governments to secure the testing services, educational materials, and other component elements needed for this program.

The consortium shall be responsible for implementing, directing, administering, and managing the drug program within DOT guidelines. The consortium shall serve as the principal contact with the laboratory and for collection activities in assuring the effective operation of the testing portion of the program.

Drugs tested and cut-off levels

In examining specimens for the presence of the NIDA-5 drug classes, the laboratory shall use cutoff levels that conform to the standards of the National Institute on Drug Abuse (NIDA), referred to now as the Substance Abuse and Mental Health Services Agency (SAMHSA). Listed below are the NIDA-5 panel drugs that will be tested followed by their cutoff level for the screen and GC/MS confirmation:

Drug Group	Drug or Metabolite	Initial Test	Level ng/ml GC/M
			Confirmation
Amphetamine	Amphetamine	1000 ng/ml	500 ng/ml
	Methamphetamine	1000 ng/ml	500 ng/ml
Cocaine	Benzoylcegonine	300 ng/ml	150 ng/ml
Marijuana	Delta-9-COOH	50 ng/ml	15 ng/ml
Opiate	Codeine	300 ng/ml	300 ng/ml
	Total Morphine	300 ng/ml	300 ng/ml
Phencyclidine	PCP	25 ng/ml	25 ng/ml

The district shall submit three blind performance test specimens for each 100 drug tests completed, up to a maximum of 100 blind performance test specimens submitted during a

quarter.

Fraud and Financial Impropriety

Policy CAA

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

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- 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 is to be used in the classroom for educational purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement. Contact the Curriculum and Instruction department for questions related to copyrighted materials.

Associations and Political Activities

Policy DGA

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

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

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

Charitable Contributions

Policy DG

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

to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety 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 96 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.
- The district complies with the state Hazard Communication Act and maintains current lists of hazardous chemicals used in the district and current Material Safety Data Sheets. If you need this information, please contact your principal or supervisor.
- Periodically, licensed or trained individuals to control unwanted pests, such as insects and rodents, treat district buildings and grounds. We will post notices of those treatment times when students or employees are least likely to be in the building or on the grounds. Treatment times when students or employees are least likely to be in the building or on the grounds.

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 their immediate supervisor.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school

premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district-provided parking area provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call East Central ISD Police Department at 210-634-6240 immediately.

Visitors in the Workplace

Policy GKC

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

Asbestos Management Plan

Policy CSC

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of district property. A copy of the district's management plan is kept in the East Central Administration Office and is available for inspection during normal business hours.

Pest Control Treatment

Policies CLB, DI

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

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

Other Topics

The Payroll Department will maintain the following records at the central administrative offices.

All Employees:

- Completed I-9 Form
- Completed W-4 Form
- Copy of social security card
- Employee leave request and approval forms
- Signed employee notices (ACA, Worker's Comp)
- Statement Concerning Your Employment in a Job Not Covered by Social Security
- Authorization to Make Deductions from Wages
- Public Access Notification Document
- 403(b) Acknowledgement
- Catastrophic Sick Leave Bank Enrollment Form
- Direct Deposit
- Tax Sheltered Annuities
- Cafeteria Plan
- Timeclock Plus Documents/ Sign In Sheets
- Ethnicity Form

Professional Employees:

- Teaching schedule or other assignment records

The following is kept at the campus level:

- Signed copy of employee handbook receipt
- Signed copy of Responsible Use policy

Bus Drivers:

The following is kept at the transportation department:

- Proof that applicant is at least 18 years of age
- Proof of valid driver's license
- Pre-employment drug-screening test
- Post-offer employment physical
- Driver's license check and proof of safe driving record
- Valid driver training certificate
- Previous employer's alcohol-and drug-screening test information

Medical Examinations

The district has the right to and will ask you to have a medical or psychological examination paid for by the district if it is determined that there is reasonable cause to believe that your condition is interfering with the performance of your regular duties. Your failure to cooperate in this situation will be treated as a failure to follow district policy and comply with directives.

Administrative leave

The Superintendent can order that any employee be placed on administrative leave when he

determines that it is in the district's best interest to do so.

Professional organizations' attendance at conventions

Delegates or alternates from East Central's four professional organizations (ECTA-TSTA, EC-ATPE, EC-TCTA and EC-AFT/TFT/PEG) will be allowed to attend the Friday sessions of their state conventions without forfeiting a day of personal leave. Instead, **the delegate or his/her organization will reimburse the district for the substitute for the delegate**, and no leave will be counted against the delegate. Since the Friday sessions are educational workshops and exhibits, not organizational business, such attendance will add to the professional growth of the delegates.

Attendance and absentee guidelines

The successful operation of the school depends upon all employees being at work on time each day. Whenever an employee is absent or tardy, supervisors and other employees must make adjustments in order to keep the schools operating efficiently. Employees may be reassigned, transferred or terminated for excessive absences or tardies. The following information will be used to determine whether an employee has been absent or tardy an excessive number of times.

Tardiness

An employee arriving after his or her scheduled starting time will be considered tardy.

Excessive tardiness

Any three (3) occurrences of tardiness within a thirty (30) calendar day period will be considered excessive.

Absence

Any employee who is not present at his or her work assignment at least 2/3 of the scheduled work period will be considered absent for the work period.

Excessive tardiness/absenteeism

Any combination of four (4) absences/tardies within a thirty (30) calendar day period will be considered excessive.

The following absences are also considered excessive:

- Any occurrence of absence after the employee's earned sick leave balance has been depleted.
- Any occurrence of absence that is not covered by district sick leave guidelines.
- Any occurrence of absence without pay, unless approved by the supervisor at least 24 hours in advance.

Regardless of accumulated leave, employees may not be absent for more than 15 total days in a

fiscal year unless otherwise allowed by policy. Unpaid days are not permitted.

Violation of any policies, regulations, and guidelines may result in disciplinary action, including termination of employment.

Abandonment of job

Employees who do not report to work or call in to report an absence for three consecutive days will be considered to have abandoned their job and will be terminated for misconduct.

Absences for school business

Absences for school business must be approved by the supervisor and should be requested in advance so that arrangements may be made for obtaining a substitute if needed. Employees who are absent because of district-related business will not be required to use leave time and will not lose any salary due to the absence. Documentation of attendance will be required and collected at each campus to be forwarded to the business office.

Reporting absences

Employees should request leave at least two weeks in advance whenever possible. If an unexpected situation occurs, such as illness, employees should notify their supervisors as soon as possible. Requesting leave and reporting absences in a timely manner allow the supervisor to rearrange work assignment or secure a substitute. Failure to adhere to established reporting rules may result in disciplinary action and review of employment.

Salary deductions for unauthorized absences

Salary deductions for each day of unauthorized absence from duty shall be made to the employee's salary/hourly rate for his/her designated assignment.

Holidays- Auxiliary

Full-time, twelve month auxiliary employees receive pay for all holidays designated on the official school calendar as auxiliary employee holidays. The paid holidays are as follows:

- Labor Day - 1 day
- Thanksgiving - 2 days
- Christmas - 2 days
- New Years - 2 days
- Martin Luther King Day - 1 day
- Good Friday - 1 day
- Memorial Day - 1 day
- July 4th - 1 day

Food Service, Bus Drivers, and Traffic Control Officer holidays apply only when school is in

session. (Memorial Day and July 4th are excluded).

If you are absent without pay the day prior to a holiday and/or the day after a holiday, you will not receive payment for the scheduled holiday.

Non-duty reporting days- Auxiliary

Auxiliary employees scheduled to work only during the school year observe non-working time during the summer, winter, and spring as indicated on the official school calendar. During this time you are not eligible for unemployment compensation benefits drawn on school district wages during any scheduled school breaks including, but not limited to the summer, Christmas, and Spring Break.

Vacation: Auxiliary

Twelve month auxiliary employees who work more than 230 days are eligible to earn paid vacation. New employees must work 26 consecutive weeks before they may begin earning vacation.

Once they have completed 26 weeks they will accrue 1.539 hours upon the close of the week in TimeClock Plus if they have at least 26.5 paid hours (66%) in that week. This accrual will equal 40 hours by the end of their first year. They will accumulate 80 hours by the end of the second year and will continue through their ninth year of employment. Once employees reach their ten year anniversary they will receive 3 weeks of paid vacation. They must work 10 consecutive years in a position that earns vacation in order to qualify for the additional week of vacation. The vacation accrual will increase to 2.308 hours upon the close of the week if they have at least 26.5 paid hours (66%) in that week. This will equal 120 hours per year.

On December 31 the vacation balance cannot exceed forty (40) hours. No approval will be given to carry over any hours in excess of the maximum 40 hours. Any hours in excess of 40 hours will be forfeited.

Vacation schedules must be coordinated and approved by the immediate supervisor. A district employee who retires or is terminated is paid at his/her hourly rate for any earned vacation time.

Overtime: Auxiliary/Paraprofessional

Occasionally hourly employees are asked to work more than 40 hours per week. Overtime pay or compensatory time for these additional hours is based on a 40-hour work week (Monday - Sunday) and does not include vacation, holidays, personal leave, or sick leave. When an employee works more than a 40 hour work week, he/she is eligible to be paid overtime or to take compensatory time. Overtime pay is computed at one and one-half the employee's regular hourly rate. Advance notice must be given to your supervisor to take comp time: 24 hour notice must be given for 1 - 8 hours; 48 hour notice must be given for 9 -16 hours; and 72 hours notice must be given for 17 - 24.

Comp time can only be accumulated to a maximum of 2 days (16 hours). Compensatory time must be taken during the same school year in which the overtime is earned.

Compensatory time must be taken during the same calendar year in which the overtime is earned.

Auxiliary/Paraprofessionals should clock in and out each day upon arrival and departure. Auxiliary/Paraprofessionals are not authorized to work beyond their normal work schedule without advance approval from their supervisor. If a paraprofessional/auxiliary employee leaves the building for personal business, he/she must clock out and then clock back in if they return.

Salary preparation & placement of salary schedules: Auxiliary

All salary schedules are prepared under the direction of the Superintendent of Schools and approved by the East Central ISD Board of Trustees. The hourly wage rates for Auxiliary Personnel covered under these policies shall be set annually by the Board of Trustees to become effective September 1 of that year for a period of twelve (12) months. Crossing Guards, Food Service and Bus Drivers' new salary start at the beginning of the new school year.

Each employee is placed on the appropriate salary scale at the time of employment. Salaries are not changed unless promotions, incentive pay or demotions are involved.

Summary of benefits: Auxiliary

Regular Employees Full Time

A full time auxiliary employee who works more than 230 days and a minimum of 20 hours per week is entitled to the following benefits (in addition to the benefits listed in the general section of the handbook):

1. Vacation leave begins to accrue at the end of the 27th consecutive week of employment.
2. Paid Holidays (does not include substitute or seasonal employees)

Regular Employees Part Time

Regular part time employees work 3 - 8 hours a day, but less than 20 hours per week for fewer than 12 months and are entitled to the following benefit:

1. Worker's Compensation coverage is effective immediately upon hire.
2. Sick leave is effective upon recommendation for full-time status

Substitute (Temporary)

A substitute employee works for a regular employee who is absent from duty.

1. Worker's Compensation coverage is effective immediately upon hire.
2. Social Security and Medicare tax will be withheld effective immediately upon hire.
3. Sick leave is effective upon recommendation for full-time status

Time clocks: Auxiliary & Paraprofessionals

All auxiliary and paraprofessional personnel are required to clock in and out each day.

EMPLOYEE EXPECTATIONS

DG Legal, DH Local, EMB Local

Employees are representatives of the district as a whole. Therefore, an employee does not have an absolute constitutional right to use all parts of a school building or its immediate environs for unlimited expressive purposes. The educator shall not use institutional or professional privileges for personal or partisan advantage. When an employee of the district makes statements pursuant to his or her official duties, they may not discriminate, stereotype, intimidate, perpetuate bias-based thinking, and incite physical, mental, or verbal harm based on race, ethnicity, economic status, mobility, language, gender, gender identity and/or expression, sexual orientation, disability, religion, or any other identity marker. The District shall address controversial topics in an impartial and objective manner. Teachers shall not use the classroom to transmit personal beliefs regarding political or sectarian issues. Students and educators shall ensure that, to the extent possible, discussions are conducted fairly and courteously. The District holds all employees accountable to the Educators' Code of Ethics and in accordance with Senate Bill 12.

- Except as required by state or federal law, employees and contractors may not assign diversity, equity and inclusion duties to any person, and the District hereby prohibits a District employee, contractor or volunteer from engaging in diversity, equity and inclusion duties at, for or on behalf of the District;
- An employee or contractor who intentionally or knowingly engages in or assigns to another person diversity, equity and inclusion duties or engages in prohibited instruction will be appropriately disciplined up to and including termination;
- Employees of the District are prohibited from assisting a student enrolled in the District with social transitioning, including providing any information about social transitioning or providing guidelines to assist a person with social transitioning;
- Employees are not prohibited from providing parents with information regarding a student's mental, emotional or physical health or well-being or a change in services provided to or monitoring of the student related to the student's mental, emotional or physical well-being;
- No employee will encourage or have the effect of encouraging a student to withhold from the student's parent information about the student's mental, emotional or physical health or well-being;

- Employees may not discourage or prohibit parental knowledge of or involvement in critical decisions affecting a student’s mental, emotional or physical health or well-being;
- Unless authorized by law, no employee may disclose a child’s health or medical information to any person other than the child’s parent;
- Unless authorized by law, no employee may collect, use, store or disclose to any person other than the child’s parent a child’s biometric identifiers;
- No employee may provide or allow a third party to provide instruction, guidance, activities or programming regarding sexual orientation or gender identity to students enrolled in pre-kindergarten through grade 12.

ADMINISTRATOR EXPECTATIONS

I. Professionalism

- meet state and district requirements for professional development
- be aware of legal developments and trends as they apply to areas supervised
- be an active member of professional organizations
- make sound decisions based upon thorough research and/or investigation
- build capacity-groom others for leadership roles
- network with fellow colleagues both in and out of the district
- work toward technological proficiency as well as promoting and encouraging faculty and staff to do the same
- promote and ensure the safety of employees, students, and visitors

II. Instruction

- ensure the development and successful implementation of the Continuous Growth process/CG process
- ensure the implementation of district curriculum and delivery of instructional modalities of learning.
- analyze assessment data in order to make instructional decisions and improve student performance
- coordinate delivery of academic services based upon campus/district plan
- have the ability to diagnose inadequacies in teacher/staff proficiencies and assist staff in remediating these deficiencies
- have a clear understanding of current teaching strategies and methodologies
- attend appropriate staff development for identified curriculum and instruction weakness or concern
- promote and actively engage in quarterly planning, weekly planning, and data talks
- actively participate in Professional Learning Community, PLC
- attend campus or district staff development and/or team/grade level/subject area meetings to support teaching and learning

III. Climate: Students, Teachers, and Community

- demonstrate effective verbal communication with parents, staff, and students individually and in small- and large-group settings

- demonstrate the ability to communicate in writing in an accurate, grammatically correct, and clear manner
- have an accurate understanding of the developmental needs of students at the level(s) supervised
- establish priorities of time and money based upon campus/district plan
- set actions and time commitment based upon priorities
- implement effective conflict resolution with staff, parents, and students, striving for “win-win” resolutions
- act as a role model of expectations for teachers/staff/students
- “sell” your school, program, district; be a cheerleader for the campus/district
- be aware of student demographics and their social implications
- assist teachers in recognizing and appreciating the needs of a culturally diverse student population
- foster collegiality among staff; empower teachers by building on their strengths

IV. Fiscal Responsibility

- keep facilities in excellent condition to reflect pride in school as well as to create a positive learning environment
- practice fiscal responsibility and possess a fundamental working knowledge of school district financial operations

TEACHER EXPECTATIONS

I. Professionalism

- know your subject(s) thoroughly - remain current on content and methodology
- make sound decisions based upon thorough research and/or investigation
- work toward technological proficiency
- communicate effectively and professionally with co-workers
- use the professional section of the school library
- support and take pride in the goals of the team, grade level, department, or campus
- serve as a role model for students by dressing and acting professionally
- practice fiscal responsibility with campus and district materials and equipment
- meet CPE requirements for teaching certification
- promote and ensure the safety of coworkers, students, and visitors

II. Instruction

- hold high expectations for all students
- know your students and their needs
- engage in Continuous Growth process, CG process and implement strategies to achieve campus and individual goals
- attend and participate in quarterly and weekly planning (daily planning for Pre-K)
- analyze assessment data in order to make instructional decisions and improve student performance

- have a clear understanding of standards, high-yield teaching strategies and methodologies
- attend appropriate staff development for identified curriculum weaknesses or concerns
- have an accurate understanding of the developmental needs of students
- teach to the special needs of all students
- show enthusiasm for what you teach
- teach the essential knowledge and skills of each subject following the district curriculum
- know and teach the instructional targets of all subject areas tested by state mandated assessments
- be aware of your own teaching style and of your student's learning styles
- vary your teaching style to address all learning styles
- use every opportunity to make connections between subjects and to the real world

III. Classroom Management

- have a thorough knowledge of the campus and district management plans
- formulate and responsibly implement a simple classroom management plan which is posted to show rules and both positive and negative consequences
- be open to student input and flexible in dealing with individual students
- follow school-wide expectations: Be Safe, Be Respectful, Be Responsible

IV. Climate

- be involved in campus activities; do more than instruct; be an active team player
- “sell” your program, team, campus, district; support and take pride in the goals of each of them
- demonstrate effective verbal communication with students, staff, and parents individually and in small- and large-group settings
- demonstrate the ability to communicate in writing in an accurate, grammatically correct and clear manner
- be sensitive to the cultural and economic differences of your students
- treat students with respect

PARAPROFESSIONAL EXPECTATIONS

I. Professionalism

- know your duties thoroughly
- make sound decisions
- work toward technological proficiency
- communicate effectively and professionally with co-workers
- use the professional section of the school library
- support and take pride in the goals of the team, grade level, department, or campus

- serve as a role model for students by dressing and acting professionally
- practice fiscal responsibility with campus and district materials and equipment
- promote and ensure the safety of coworkers, students, and visitors

AUXILIARY EXPECTATIONS

I. Professionalism

- know your duties thoroughly
- make sound decisions
- work toward technological proficiency
- communicate effectively and professionally with co-workers
- support and take pride in the department, or campus
- serve as a role model for students by dressing and acting professionally
- practice fiscal responsibility with campus and district materials and equipment
- promote and ensure the safety of coworkers, students, and visitors

Dress and grooming standards

All employees must maintain a clean, neat, modest, professional appearance at work and work activities. All employees must display school identification at all times on school property. Food service, maintenance/custodial, warehouse and transportation employees may be required to comply with specific dress and grooming standards for health and safety reasons. The department supervisor will provide more detailed information about these requirements. Any employee issued a uniform by the district is required to wear the uniform in the performance of their job.

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignment, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

Any employee provided with district-issued uniforms must wear the uniform per their departmental guidelines. Employees may wear these uniforms only while performing district duties (during work hours or school related activities). Personal use of the district-owned uniforms will result in a tax liability to the employee and the district; therefore employees are prohibited from wearing their district issued uniforms (clothing) when not on duty (except for the commute to/from work).

Duties and responsibilities

All employees are subject to assignment and reassignment. At the department/campus level, the director/principal will ultimately determine your assignment. The Superintendent can make assignments and reassignments between campuses and positions for all employees. Educators may be assigned to any teaching assignment for which they are certified and highly qualified.

The workday is not the same as the instructional day. Principals may set hours of work for employees that require you to be on duty before daily instruction begins and after daily instruction ends.

If an employee wishes to leave campus or duty assignment area during the school day for any reason other than taking a duty-free lunch, you must receive permission from the principal or your direct supervisor and sign out in the office on the sign-in sheet indicating the time and purpose for leaving campus and sign in when you return.

Employment procedures for hiring paraprofessional positions

All persons wishing to apply for paraprofessional positions must be at least 19 years of age at the time of application, and they must complete an online application, including a criminal record check.

An additional requirement of 48 college credits **or** completion of the Treasuring Our Paraprofessional course at Region 20 will be necessary for hire as a paraprofessional at all campuses. Persons who wish to be considered for posted paraprofessional positions and who have completed the application should notify the Personnel Office of their interest in being considered for specific positions. Simply having an application on file will not cause that person to be automatically considered for every paraprofessional position.

Employment assignments: auxiliary

Assignments

The original assignment is made at the time of employment according to the needs of the district.

Reassignments

Employees may be reassigned to other positions for which they are qualified according to the needs of the district. Reassignments to positions requiring less responsibility and/or skills may result in a decrease in salary.

Employees may be reassigned to positions or lesser responsibilities due to decreased enrollment, internal reorganization, external reorganization or the inability of the individual to satisfactorily fulfill the responsibilities of the position.

Transfers

Employees, who desire to transfer from one campus or department to another, shall make their wishes known by completing a Request for Transfer Form. This form must be sent to the supervisor of the employee's department. Employees requesting transfer to another position must be qualified for that position. All transfers must be approved by the administrator/supervisor of all departments/campuses involved. If the request is approved, the transfer will be worked out

and activated at a time when a vacancy exists. Frequent transfers, at the employee's request, are not permitted.

Promotions at the time a supervisory vacancy occurs, a job announcement will be posted. Current employees shall have the opportunity to formally apply for the existing vacancy and consideration will be given to promotion of qualified current employees.

Exposure to bloodborne pathogens

The East Central ISD has developed an exposure control plan as a result of increased potential for exposure to blood borne diseases in the educational setting for certain personnel. The purpose of this plan is to establish standards to limit exposure of students and employees to blood borne pathogens. There are many diseases carried by blood. This plan is designed to limit exposure to all such diseases. All blood and other potentially infectious material are considered infectious regardless of the perceived status of the source individual. **Universal precautions** are observed to prevent contact with blood or other infectious materials.

While all employees are expected to limit exposure to blood or other infectious materials, certain employees, by virtue of their job description, i.e.: nurses, health assistants, special education personnel in life skills, etc., may be in daily contact with potentially infectious materials. These particular individuals will be offered, at no cost to the employee, the Hepatitis B vaccination series. While this series of vaccinations will not be required to those individuals, it is highly recommended and time will be allowed during the workday to complete the series of vaccinations (three doses given over a six month period).

Avoidance of contact with blood and other infectious materials and handwashing remains the premiere methods of avoiding contracting blood borne diseases. Annual training in bloodborne pathogens and universal precautions will be given to all employees with time allowed for questions as to how to best minimize personal exposure.

Please contact the school nurse, Health Services Facilitator, or the Director of Student Services if there are any questions or concerns.

Faculty/staff meetings

The principal/director will periodically schedule meetings for all teachers and other professional staff and sometimes for all staff. Important information about district and campus operations and programs at the campus is communicated in these meetings, which also provide an opportunity for employees to communicate ideas and issues to the administration. Staff must attend these meetings unless the principal has been contacted in advance and received permission to be absent.

Guidelines for acceptance of checks

The Superintendent or designee may establish guidelines for acceptance of personal checks

written to the district. These guidelines may include rejecting an individual's personal check because of a history of insufficient funds on a minimum of two transactions throughout the District in a twelve-month period. **Campuses are not authorized to cash personal or third party checks. Checks presented to East Central ISD and its Campuses will be processed as an Electronic Fund Transfer "EFT" and may be debited from your account same day. Your original check will not be returned.**

Length of school day: paraprofessionals

The workday for paraprofessionals will be eight hours, not including lunch. Each campus will establish its beginning and ending time.

Lunch: auxiliary & paraprofessionals

Each employee is required to take a thirty (30) minute lunch break. An employee will not work through lunch without their supervisor's approval. Each full time shift is eight (8) hours and thirty (30) minutes when working full time. The school district pays for the eight hours only. Lunch break will be taken in accordance with the work schedule, or as assigned by the supervisor.

Maintenance and repairs

The district strives to keep all our facilities clean, well maintained, and in good repair. Teachers and other employees must ensure that they do not store items in their classrooms or offices that will attract pests of any kind. If your classroom or office needs maintenance or repair, submit the request to the campus principal or supervisor. If you believe that your work area or classroom is not being adequately cleaned, contact your principal or supervisor.

Personal telephone calls

Employees are not to receive personal telephone calls while on duty. In case of an emergency, have the individual call the school or supervisor and the message will be relayed to the appropriate school/department as soon as possible. Cell phones should not be used during instruction time or while supervising student activities and should not interfere with essential job functions.

Personal use of equipment and vehicles

District-owned equipment and vehicles shall not be used for personal business unless otherwise stipulated in an employment contract.

Planning Period

Policy DL (Legal)

All teachers will receive a planning period in blocks of not less than 45 minutes and a minimum of 225 minutes per week. The purpose of the planning period is for teachers to plan and prepare instruction, assess student mastery of content, and hold meetings with parents and other school staff. Planning periods are to be used for those stated purposes. Teachers will not ordinarily be permitted to leave campus during their planning period to run errands, keep doctor or other appointments, or for any other purpose. If necessary, the District may require a classroom teacher or librarian to supervise students during lunch (See Education Code 21.405).

Policy for "no-shows" at workshops

When a campus or the district pays for a person to attend a workshop/conference, the following procedures are recommended:

- The person should make every effort to attend the workshop/conference once s/he has been registered for it.
- If the person discovers that s/he cannot attend the workshop/conference for some reason, the person should contact whoever is sending him/her to the workshop/conference to see if there is enough time to get a refund.
- If there is not time to get a refund, the person should make every effort to find a substitute who can attend in his/her place (this can even cross campus lines if necessary with the approval of both campus principals.)
- If a substitute cannot be found and the person does not attend the conference, s/he is expected to reimburse the campus/district for the cost of the registration.

Knowing that sometimes last-minute emergencies arise, the person who could not attend the workshop/conference may request in writing to whoever was sending him/her to the workshop that the payment of the fee is waived due to specific mitigating circumstances.

Security

Safety and security in the school district are essential in protecting the school district from large financial losses due to theft, pilferage, injury and property damage. All employees must be aware that they are an important part of the school district's safety and security effort by securing all areas of responsibility at the end of each shift.

Site-based committee and other committees

The district and campus site-based committees provide a valuable service to the district and the

campus. If you are interested in serving on this or any other committee, please see your principal or Shane McKay for more information. Any committee that paraprofessional volunteers to serve on will not earn compensatory time.

Staff development

Staff development activities are organized to meet the needs of employees and the district. Staff development is predominantly campus/department-based, related to achieving campus performance objectives, and developed and approved by district- and campus-level advisory committees. Teachers new to the district are required to attend the equivalent of four additional full days of staff development during their first year of employment with the district. District and campus staff development may be used to satisfy the Continuing Professional Education (CPE) requirements as established by the State Board for Educator Certification (SBEC). Staff members required to fulfill a required number of CPE credits should keep documentation on those hours.

Status of employment: auxiliary & paraprofessionals

At-Will Employment

All auxiliary and paraprofessional employees are at-will employees of the district. The district or the employee may terminate the employee employment relationship for good cause or without cause.

Auxiliary New Employee – Recommended for Full-Time Status

Employees new to the district are considered on probationary status for their first forty (40) working days. An employee may be recommended for dismissal if the employee's supervisor has determined by observation that the employee's work habits or performance are inappropriate. The Superintendent or his designee may extend the probationary period for an additional 20 working days upon recommendation of the supervisor and approval.

Once an employee completes his/her probationary period, an Auxiliary Personnel Performance Appraisal is completed. Based on this appraisal the employee will be recommended for regular full time status, for continued probationary status for up to twenty (20) additional workdays or termination.

Regular: Part Time Status

An employee classified as regular part time status works 3 - 8 hours a day, but less than 20 hours per week.

Substitute (Temporary)

A substitute employee works for a regular employee who is absent from duty.

Violations: Auxiliary

Employees shall comply with the standards of conduct set out in this policy and with any other

policies, regulations, and guidelines that impose duties, requirements or standards attendant to their status as district employees. Violation of any policies, regulations, and guidelines may result in disciplinary action, including termination of employment.

Disciplinary Actions

Deficiency Warning

Informal conferences between the employee and supervisor concerning deviations from approved standards or deficiencies in meeting approved standards and expectations involving performance of duties are called “deficiency warnings”. Records of deficiency warnings must be signed by the employee and are placed in the employee's personnel file. The employee’s signature does not necessarily indicate agreement with the deficiency warning, but does indicate that the warning was received.

Improvement Conferences

A third deviation from, or deficiency in meeting approved standards and expectations involving performance of duties involving the same deviation or deficiency shall be recorded on a deficiency notice/improvement form, which becomes part of each employee’s record. Each employee will be notified of and required to attend the improvement conference that will be held prior to the deficiency notice becoming part of the employee's personnel record. A copy of the completed deficiency notice following the improvement conference shall be given to the employee. Improvement conference forms must be signed by the employee. The employee's signature does not indicate that the improvement conference was held and a deficiency notice was received.

Transfers and Demotions

Employees may be transferred or demoted as a result of uncorrected deficiency warnings or deficiency notices.

Suspensions

If an at-will employee is recommended for termination, the employee may be suspended with or without pay, pending the outcome of a conference concerning the recommended discharge.

General Procedures

Appliance Use in Classrooms and Work Areas

Appliances, such as coffee makers, microwave ovens, refrigerators, and freezers are not permitted in classrooms or work areas without prior authorization by the campus principal or site administrator. Faculty and staff lounge areas are the only locations that should have these items. Appliances must be plugged directly into the wall without the use of an extension cord and should be UL listed and have a 3 prong or polarized plug.

Due to the potential for injury to students, staff and damage to property, personal heaters, fans and extension cords are not approved for classroom use. Limiting food preparation and eating to areas designated for these activities will assist in controlling pest problems in accordance with the District's Integrated Pest Management Policy.

Emergency School Closing

Policy EB

The district may close schools because of severe weather, epidemics, or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district's Website, send out information via Parentlink, social media (Facebook, Twitter, etc.) and notify the following radio and television stations:

Radio: WOAI, KKYX, KLUP, KSLR, KCOR, KROM, KCJZ, Y-100, KONO, KTSX
TV: KENS (5), WOAI (3/4), KSAT (12/13), KWEX (41), KABB (29), KVDA (60/17)

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 and bleeding control kits. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Business department using the Region 13 online purchase requisition system with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Director of Purchasing or the Chief Financial Officer for additional information on purchasing procedures. Contracts for goods or services for the district can be signed only by the Superintendent or Chief Financial Officer. ([Purchasing Manual](#))

Name and Address Changes

The district will maintain records about employees at both the campus and central administrative offices. Employees have a responsibility to make sure that all required records, including your official service record, certificates, licenses, professional developmental records, and the like are submitted to the appropriate offices when requested. If you have a name or address change, you must notify us within five days. Employees must notify the Payroll Office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. In order to make a name change, the employee must show a social security card with the new name and complete other necessary paperwork. The form to process a change in personal information can be obtained from your campus/department secretary or Payroll.

Personnel Records

Policy DBA, GBA

Under the Texas Public Information Act and because you are a public employee, most of the records we have and keep related to your employment, including your salary, are available to anyone upon written request. Employees may direct that their home addresses, telephone numbers (*including cell phone number*), emergency contact information, personal email address, and information that reveals whether they have family members will not be released by completing the "Personal Information Election" form. This form was completed in the Personnel/Payroll Office at the time of employment. Official written evaluations for teachers and administrators are confidential and will not be released. If we receive a request for copies of your personnel records, we will determine which records must be released and will take the necessary steps under the Public Information Act to withhold records that are confidential. Most district records, including personnel records, are public information and must be released upon request.

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

The Personnel Department will maintain the following personnel records at the central administrative offices.

All Employees:

- Application
- References
- Notice of reasonable assurance (non contract employees only)
- Evaluations
- Service record and any required attachments

Professional Employees:

- Credentials (valid Texas certificate, licenses, or permit)
- Official college transcripts
- Employee-signed contract of employment or employment agreement, if applicable
- Evaluations and PDAS/T-TESS information
- Highly Effective Status

Educational Aides:

- Certification
- Official transcripts of any college work
- Copy of high school diploma or equivalent
- Highly Effective Status

Auxiliary Staff:

- Certification

Facility Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. The District Business Office is responsible for scheduling the use of facilities after school hours. Contact the Business Office to request to use school facilities and to obtain information on the fees charged.

Termination of Employment**Resignations**

Policy DFE, DHB

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent via Frontline Central or other persons designated by the board of trustees. Via Frontline Central Supervisors who have not been designed by the board to accept resignation shall instruct the employee to submit the resignation to the superintendent, or other person 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 is required to report such conduct to SBEC.

Non Contract Employees. Non Contract employees may resign their position at any time. A written notice of resignation should be submitted via the Frontline system at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

The principal or director is required to notify the superintendent of a non certified employee's resignation or termination within seven business 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.

If an employee resigns from the district, the last day the employee actually works will be their final day and will be considered their resignation date. An employee may not use paid leave to end their employment.

Dismissal or Nonrenewal of Contract Employees

Policy 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 non renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension,

termination, or nonrenewal occurs will be provided when 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 timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

Dismissal of Non Contract Employees

Policies DCD, DHC, DP

Non-Contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss an employee for reasons of race, color, religion, gender, 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. Non-Contract 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 52).

The reporting requirements for termination of a noncertified employee are the same as those listed above in Resignation/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 the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge for does not apply.

Exit Interviews and Procedures

Exit interviews will be sent via email to all individuals 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 to Texas Education Agency

Policies DF, DHB, DHC

The conduct of an employee must be reported TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district 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

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

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

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

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

Questions or concerns about discrimination against students based on sex, including sexual harassment, should be directed to Stevie Gonzales, Executive Director of Support Services, 6634 New Sulphur Springs Road, San Antonio, TX 78263, stevie.gonzales@ecisd.net, (210) 634-6100, the district Title IX coordinator for students. Questions or concerns about discrimination on the basis of a disability should be directed to Joshua Kohutek, Director of Special Education, 6674 New Sulphur Springs Road, San Antonio, TX 78263, joshua.kohutek@ecisd.net, (210)634-6100, the district ADA/Section 504 coordinator for students. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

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 the parent's transfer to a student who turns 18 or is enrolled in an institution of postsecondary education. A district is not prohibited from gathering the student access to the student's records before this time.
- School officials with legitimate educational interests

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

Parent and Student Complaints

Policy FNG

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

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

Administering Medication to Students

Policy FFAC

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

The board-approved Student Code of Conduct contains all the rules and requirements for conduct and discipline. Each employee has a responsibility to be mindful of student conduct at all times and to intervene if students are harming each other or school property. In other situations, if you observe student misconduct, promptly inform the principal or assistant principal. In most circumstances, only professional employees will actually impose or administer disciplinary consequences. Employees can use reasonable restraint of students to prevent injury to the student or other students or employees or to prevent property damage. However, students with disabilities can be restrained only in emergency situations.

Classroom teachers have the authority and responsibility to develop and communicate rules for classroom behavior. Teachers are expected to handle minor disturbances in the classroom through these rules. However, if a student engages in classroom conduct that violates the Code of Conduct, complete a discipline referral form and send the student to the office.

Any employee who observes students acting in any way that could be construed as sexual harassment or abuse must promptly report the conduct to the principal or assistant principal and should intervene to correct or stop the conduct when possible. If you reasonably believe the conduct is sexual abuse of a child, then you must also make the required report to Child Protective Services or local law enforcement.

Classroom teachers must not leave students unattended at any time. This rule is particularly important in the elementary grades but also applies to the secondary grades. If you must leave your classroom during instruction because of an emergency, inform the office so that we can make arrangements to have an adult present in the classroom while you are gone.

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.

Accurate record keeping is also necessary because of the attendance for credit law, which requires that students are present for 90% of the day class is taught in order to get credit for the class. The campus attendance committee ultimately determines whether credit will be granted for a student with excessive absences. You may be called on to serve as a member of the attendance committee.

Bullying

Policy FFI

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

Please refer to policy [FFI \(Local\)](#)

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.

Counseling Program

The district has a comprehensive developmental guidance and counseling program and encourages you to refer students as you see a need. Teachers are expected to be sensitive to students and supportive of them and their personal issues without becoming overly involved in their personal lives. Most classroom teachers are not trained counselors. While we want you to be a receptive ear to students, immediately refer any student who comes to you with concerns about drug or alcohol use of their own or in their family, who come to you with concerns about pregnancy or sexual matters, or who express a desire to injure themselves or others.

Referrals to the district's social worker should be on the appropriate form and may come from counselors, administrators, or community members. In case of an emergency, the social worker

may be directly accessed. However, the appropriate referral forms should be completed as an immediate follow-up. **Campus referrals to the social worker should be made through the counselors or the administration except for pregnancy referrals, which should be made through the school nurse.**

The Multi Tiered System of Support (MTSS) Team is a group of individuals who meet when teachers or parents are concerned about any aspect of school performance. The team reviews information from a variety of sources and decides upon appropriate interventions. The MTSS Team may make referrals for assessment to the Section 504 Committees, the Dyslexia Committees, or the Special Education Department.

Curriculum/Instruction

The mission of the curriculum department is to provide leadership and support to facilitate the accomplishment of district and campus goals in order to promote success. The Texas Essential Knowledge and Skills (TEKS) adopted by the State Board of Education provides the basis for the curriculum. The TEKS are aligned with the statewide assessment program which is administered annually at most grade levels. In addition, specialized standards (ELPS, AP standards, industry standards, GT standards...) are included as a part of the curriculum for each appropriate course.

Teachers do not have the latitude to select their own curriculum; rather they are to utilize the district-provided curriculum, textbooks, and other approved resources. Prior approval from the campus principal must be obtained prior to using any other materials.

We encourage teachers to be creative in how they impart The Essential Knowledge and Skills but you must obtain prior approval from your principal to conduct any special activity in the classroom that is not covered in the frameworks for your subject or grade level.

Extracurricular/UII Sponsorships

Campus principals can assign extra duties related to sponsorship of extracurricular student groups and UIL academic activities. Some of these assignments may have additional stipends according to the schedule approved by the board of trustees; some may not. A teacher's primary responsibility is **always** the delivery of the required curriculum to students in your classes.

Field Trips

Well-planned and well-executed field trips are a valuable instructional experience for students of all ages. If you or your grade level or team wants to take students on a field trip, you must first get principal approval for the activity and the scheduled date, as well as submit a request for necessary transportation. A proposal for a field trip must be coordinated with the TEKS for the course, define the curricular objectives for the trip, and fit in with the current instructional unit. Elementary campuses have agreed that each child will be assessed a total maximum of \$15 per year for field trips.

Field trips will always be taken on school transportation and never by private passenger vehicles. Students must submit signed parent permission slips before the trip.

If you will have certain criteria for students to participate in the field trip, you must communicate those well in advance to students and parents. Any criteria should be designed to maximize student participation. Criteria for participation must not be designed in such a way that all students who are ineligible can be readily identified as students who are failing the class. Teachers must plan an alternate instructional activity for students who are not eligible to participate in the field trip.

Film/Movies Usages

Movies can be used effectively for instruction in many courses but must never be used in the classroom as a reward or for entertainment.

Before a movie is shown to a class, discuss the activity with your principal, including how the movie is related to the TEKS for the class or subject. Movies should always be age-appropriate for the students in the class. R-rated movies will not be used in the classroom.

Fund-Raising

Instructional time cannot be used to administer or facilitate fund-raising efforts of students or other organizations.

Sponsors of a student group or organization that wish to conduct a fund-raising campaign must get prior approval from the principal for the activity. Elementary students will not be allowed to conduct any fundraising activities that involve door-to-door solicitation; however, with adult supervision at all times, secondary students may conduct door-to-door fundraising campaigns.

Sponsors of a student group or organization are personally responsible for accounting for all funds raised or collected by students. These amounts must be deposited with the principal daily for safekeeping and deposited to the activity account for the group or organization. Funds collected from students for any purpose cannot be kept in your classroom or at your home. **For additional information and guidelines please reference the Student Activity Manual that is located in the principal's office.**

Grading Practices

Grading Philosophy:

The primary purpose of grading is to measure understanding and knowledge of content.

Additional purposes are:

1. Provide and communicate academic achievement status to the student, parents and institution.
2. Provide information that the student can use for evaluation/ remediation.
3. Provide information that teachers can use for student evaluation and modify planning and instruction.
4. Evaluate the effectiveness of the instructional program and teaching methodologies.
 - A. Teachers will continually assess learning and have flexibility to adjust grades as students demonstrate additional learning and understanding.
 - B. Student choice is a critical element in assessing understanding. Students should have options in demonstrating understanding. These options should include, but not be limited to oral presentations, using technologies, manipulatives, group work and written assignments.
 - C. Student choice should be given serious consideration in the areas of classwork, homework, projects and other types of assignments as well. Students have demonstrated high levels of engagement and “buy-in” when given more input in classroom decisions.
 - D. Assessments should be designed with success in mind. Summative assessments should be given only when students are ready and prepared.

Students should not be punished for initial failure to understand.

All courses in ECISD follow Standards Based Grading (SBG) and reporting, unless the course includes a MOU from an external partner (college/university...) that stipulates a mandatory grading policy.

Administrative/Teacher Responsibilities:

The teacher's most important documentation of student achievement will be the grade book which should be accurate and maintained as an up-to-date record.

Individual Departments, Grade levels, Design Teams, etc. will determine what types of formative and summative assessments are appropriate.

Teachers of the same subject area, same department and same grade level are expected to apply the grading practices in the same manner.

Administration will provide flexible opportunities for students to have time for additional learning, re-testing, and remediation during the school day. Efforts will be made for students to move in/out of these transitional settings.

Administration will make efforts to provide more student choice to classes and times of

offerings.

For more information on ECISD Grading Practices, please view the ECISD Grading Handbook and the Curriculum Toolkit.

Guiding Practices:

While non-academic factors may be highly valued, grades will reflect the level of the student's academic achievement. Non academic factors will be reported separately.

Examples of non academic factors are:

- Behaviors (attitude, responsibility, effort, attendance)
- Homework based solely on completion
- Individual student characteristics or habits

Late/ Incomplete/ Make Up/ Retesting Policy:

- A. Multiple opportunities for re-testing are available with the final grade to reflect understanding. Students may re-attempt a summative assessment provided they have engaged in the learning process. Students are not entitled to multiple opportunities without engagement in the process.
- B. Formative assessments may include classwork, projects, homework, discussions, questioning or other activities.
- C. Assignments that are not turned in, incomplete or late will be recorded as an "I/NE" and will remain incomplete until work is done. Consequence for missing, late or incomplete assignments will be to complete the work.

Parent Organizations

The district has a parent-teacher organization at each campus in the school district. Teachers are encouraged to be familiar with and take part in, as they choose, the activities of the parent group at their campus.

Parent Relations

All written and oral communications from teachers or other staff to parents must be professional and courteous and always made with the child's best interest at heart. Teachers and other professionals must always respond promptly to parent communications to them, either in writing or by telephone.

Planning periods are provided so that you can schedule meetings with parents at their request or at yours. If you schedule a meeting with a parent, you must inform the principal's office so that we will know to expect the parent to check in. Parents or other visitors must always check in at the principal's office and receive a Visitor's Pass. Do not allow parents to come directly to your room to pick up a child unless you have received prior specific authorization from the principal.

If for some reason a problem in communication develops between you and a parent, your principal or another administrator will be glad to be present at your conferences with the parent, at your request.

Only materials that have been approved by the principal can be sent home with students.

School Activities and Functions

During “Back-to-School” nights at the beginning of the school year, all teachers are required to be present unless they have made advance arrangements with the principal or are too sick to attend. This event is an opportunity to meet parents, explain briefly how you operate your classroom and give parents an opportunity to ask questions and tell you things they think you need to know about their children.

Teachers are expected to attend other events or activities during the year as directed by the principal or supervisor.

Special Education

Classroom teachers and other professionals who suspect a student may have a disability, can refer the student, based on the teacher’s academic or functional/behavioral observations or concerns, to the Multi-tiered System of Supports (MTSS) team. The MTSS team will review student specific data to determine if they are suspected of a disability and resulting educational need for special education or related services. The district will provide training opportunities for classroom teachers and other professionals in knowing when to refer students and in working with students with disabilities in the regular classroom.

If you are a teacher for a student with disabilities, you may be required to attend Admission, Review, and Dismissal (ARD) committee meetings and participate in reviewing or planning the child’s Individualized Educational Program (IEP). Even if you are not a member of the ARD committee, you must follow the IEP for any student with disabilities in your classroom and make sure that you are making any and all the accommodations and modifications to instruction or the instructional setting that are called for in the IEP. Non-instructional staff must also comply with any administrative directives for supporting students with disabilities.

Section 504 Program

Section 504 of the Rehabilitation Act of 1973 is a federal law that prohibits discrimination on the basis of disability. Unlike the Individuals with Disabilities Education Act (IDEA) that governs special education, Section 504 is not an education, service, or funding statute. The purpose of Section 504 is to ensure that individuals with disabilities are given the same opportunity to participate in programs and activities as are their nondisabled peers. It is the responsibility of

ECISD to identify and serve students who, within the intent of Section 504 of the Rehabilitation Act of 1973, are considered disabled and who, because of disability, need special services/accommodations within the general education program.

Student Attendance Accounting

The district relies on accurate student attendance accounting for state funding and for determining one of the school's ratings under the Academic Excellence Indicator System. Teachers must complete daily attendance records for each class. The official attendance count for the day is taken at 9:30 a.m.

Accurate record keeping is also necessary because of the attendance for credit law, which requires that students are present for 90% of the day class is taught in order to get credit for the class. The campus attendance committee ultimately determines whether credit will be granted for a student with excessive absences. You may be called on to serve as a member of the attendance committee.

Student Records and Confidentiality

Education records and information maintained about students that is related to their education are confidential under federal law. Employees will often learn personal information about students and their families in the course of their work for the district. Employees must not discuss students or their families—their conduct, their academic achievement or academic failings, or personal information—with anyone unless you need to share the information with another employee or someone working with the school district for a reason related to the child's education.

Textbooks/Instructional Resources/Instructional Technology

At the beginning of the school year or semester, teachers will assist in the distribution of state-adopted textbooks, instructional resources, or instructional technology to students in their classes. Teachers will oversee and ensure that all state-adopted textbooks are covered to protect them and ensure they are usable for the life of the adoption cycle. At the end of the year or semester, teachers are responsible for accounting for the return of textbooks, instructional resources, or instructional technology issued to your students.

Tutorials

Teachers may offer tutoring to students either before or after school. Scheduled tutoring times will be provided to parents. Employees who charge for private tutoring services may not tutor their own students during the current school year nor may they use district facilities in which to do the tutoring.

**SUPERINTENDENT OF SCHOOLS
ROLAND TOSCANO**

Chief Financial Officer

Judy Burns

Chief Instructional Officer

Joette Barnes

Executive Director of Support Services

Stevie Gonzales

Executive Director of Student and Community Engagement

Shane McKay

Campus Principals

Mary Alice Gomez	East Central High School
Erica Jackson	CAST Lead High School
Andrea Chase	Heritage Middle School
Jaime Jaen	Legacy Middle School
Kasey Beckett	Valor Middle School
Amy Lively	Oak Crest Elementary School
Teresa Triana	Salado Elementary School
Charlott McReynolds	Harmony Elementary
Brittany Ervin	Highland Forest Elementary
Stephanie Orsak	Honor Elementary School
Karen Kopeck	Tradition Elementary School
Krystle Halbardier	Pecan Valley STEM Academy
Anthony Harvey	Sinclair Elementary School

Administrator

Francisco Salinas	Bexar County Learning Center/RTC
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APPRAISAL/EVALUATION SCHEDULE 2025-2026

Staff Appraisal Calendar

To be used for:

Assistant Superintendents	Principals
Executive Directors/Officers	Assistant Principals
Directors	Academic Deans/Facilitators
Coordinators	Instructional Specialists

Schedule for Evaluation for Staff:

August 4-29, 2025	Appraisal Refresher (for new staff)
September 2-26, 2025	Self Assessment and Goal Setting
September 29-October 10, 2025	Pre-Evaluation Conference
January 20 - February 6, 2026	Mid-Year Progress Meeting
By April 23, 2026	Consolidated Performance Assessment complete
May 11 - June 5, 2026	End-of-Year Performance Discussion and Final Evaluation and Goal Setting

Performance Evaluation (T-TESS)

Teacher Appraisal Calendar

To be used for:

All Classroom Teachers, Academic Deans/Facilitators, Librarians, Nurses, Counselors, Social Workers, SLP/LSSP/VI/OT/PT, Instructional Coaches, Facilitators

The district uses the T-TESS Appraisal System.

The T-TESS appraisal period for the 2025-2026 school year will be as follows:

July 21-Aug 6, 2025	Teacher orientation on T-TESS
August 8, 2025	All teachers assigned to an appraiser in Strive
August 7-September 12, 2025	ALL professionals create Goal and Plan in Strive *Goal Setting conference window opens for teachers new to campus

*Returning teachers review the goal(s) established at the EOY Conference to determine if changes are needed, and submit in **Strive**

September 2, 2025

Pre-conference window opens for all teachers
formal observation and formal walkthrough window begins for all teachers

- A minimum of 1 walkthrough should be completed before conducting a formal observation
- 45 minutes in length
- Pre-Conference required (within 10 days of observation)
- Post-Conference required (within 10 days of observation)

September 12, 2025

DISTRICT CREATED & DISTRICT GUIDED SLO
Approve & Sign all SLO Descriptor Plans (to include goal, ISP, Portfolio) in Strive (Use Rubric)

September 16, 2025

Deadline for Principals to submit list of waiver applicants to the Personnel Director for approval.

September 25, 2025

Waiver decisions completed and approved by Personnel. Principal/AP will update the evaluation method in Strive.

November 14, 2025

Formal Observation completed for all teachers
new to campus

December 12, 2025

Deadline for **FALL** Formal Walkthrough (Including those on a waiver)

March 2-6, 2026

Staff submits Domain 4 documentation (in Curriculum Toolkit under Staff Appraisal tab)

March 6, 2026

ALL FORMAL observations completed

March 16, 2025

End of Year Summative Conferences Begin
Staff submits Domain 4 documentation prior to EOY conference

March 31, 2026

Deadline for SPRING Formal Walkthrough (1 walkthrough) (Including those on a waiver)

April 30, 2026

End of Year Conferences completed
Face-to face Summative Conferences shall be conducted no later than 15 working days before the last day of instruction

April 30, 2026

All End of Year Summatives rated and submitted for viewing

June 12, 2026

Completed appraisal forms and all attachments ready to archive in Eduphoria

** Each appraiser will conduct a minimum of 2 walk-throughs (15 minute observations), one in the Fall and one in the Spring, throughout the appraisal period. The walk-throughs will be included as evidence in the teacher's summative. The walk-through focus will be on T-TESS Domains 2 & 3. **

T-TESS New to ECISD Orientation (Early and Late Hires)

- All staff members hired before the staff start date will receive a T-TESS orientation during New Teacher Orientation.
- Any staff member hired after the T-TESS orientation must complete the T-TESS orientation through Vector within **two weeks** of their hire date. The **campus appraiser** is responsible for verifying that the orientation has been completed within that time frame.
- The appraiser will provide the teacher with the orientation and directions to begin the appraisal process by **scheduling a goal setting conference with the teacher within two weeks of the orientation.**
- The appraisee will complete the Goal Setting and Professional Development Plan within **six weeks** following the date of the orientation and/or within four weeks of the goal setting conference.
- If a staff member is hired **prior to February 1**, the standard appraisal timeline and requirements will apply. This includes two walkthroughs and one formal observation.
- If a staff member is hired **after February 1**, the appraiser will need to conduct a minimum of two walkthroughs documented in Strive.

Paraprofessional Evaluation

To be used for:

All paraprofessional positions

Schedule for Evaluations:

By April 10, 2026

The evaluation will be performed by the paraprofessional's immediate supervisor and reviewed by an administrator. A conference is held. Additional conferences can be requested as needed by the paraprofessional or the evaluator. If a

paraprofessional has “below expectations” in two or more major areas or “unsatisfactory” in one of more major areas, an improvement conference must be held and an action plan developed. A copy of the improvement conference form must be attached to the appraisal form.

Auxiliary Evaluation

Auxiliary Personnel will be reviewed annually regarding their work performance. Performance Appraisals are to be completed by May 1, 2026.

Administrators who have met the qualifications to be certified as T-TESS appraisers for the 2025-2026 school year are as follows:

Joette Barnes	Kacey Beckett	Danielle Bolton
Shannon Bracken	Erica Bratton	Justin Breeden
Heather Burns	Andrea Chase	Danny Christian
Jeffery Clouse	Cathy Cook	Delilah De La Rosa
Laurie Doyal-Lampman	Brittany Ervin	Gina Evans
Justa Garcia	Mary Alice Gomez	Laura Gonzalez Vasquez
Krystle Halbardier	Sarah Harred	Anthony Harvey
Joni Herrera	Erica Jackson	Garrett Jackson
Alicia James	Karen Kopeck	Gary Larson
Amy Lively	Margarita Lozano	Shane McKay
Charlott McReynolds	Lisa Noll	Stephanie Orsak
Kelly Ruiz	Francisco Salinas	Yvette Sanders
Susaye Scott	Jason Taylor	Teresa Triana
Christopher Turnbull	Monica Valenzuela	Crystal Walter
Sabrina White		