

Westhoff Independent School District

Employee Handbook

2026-2027

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 the Superintendent's Office This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change.

District Information

- **Superintendent – Darrin Stansberry**
- **District Coordinator – Dustin Kenne**
- **Administrative Assistant – Stephanie Migura**
- **Technology / PEIMS – Lesli Strum**

WESTHOFF ISD BOARD OF TRUSTEES

Andrew Weikel – President	**aweikel@westhoffisd.org**
Melinda Weikel – Vice President	**mweikel@westhoffisd.org**
Cindy Burnett – Secretary	**cburnett@westhoffisd.org**
Sue Hilbrich – Board Member	**shilbrich@westhoffisd.org**
Dwayne Parker – Board Member	**dparker@westhoffisd.org**
Gayle Smith – Board Member	**gsmith@westhoffisd.org**
H.R. Krause – Board Member	**hkrause@westhoffisd.org**

WESTHOFF ISD MISSION STATEMENT

The mission of Westhoff ISD is to promote student academic achievement and preparation for student success, to foster educational excellence, and ensure equal access by providing supplemental assistance to all Westhoff ISD student

WESTHOFF ISD GOALS AND OBJECTIVES

- **Our students will be responsible, respectable, trustworthy, and self -disciplined citizens who will be actively engaged bin their community.**
- **Our students will listen and read critically, speak and write articulately, communicate using advanced technologies, and adapt their communication style appropriately.**

- **Our students will provide a variety of academic and cocurricular activities that promote well-rounded, career-minded personalities.**
- **Our students will become problem solvers by collaborative, creative, and innovative critical thinking skills.**
- **Our students will become confident, goal-driven individuals, who will continue to challenge themselves to grow and learn.**

The Westhoff Board of Trustees usually meets on the third Thursday of each month at 6:00 p.m. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the Front Door at the Westhoff ISD Administration Building and on the District website at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

No action may be taken in closed session. Any action resulting from a closed meeting discussion must have a motion and seconded in open public session. All motions must be voted upon in open public session.

WESTHOFF INDEPENDENT SCHOOL DISTRICT

SCHOOL CALENDAR 2026-2027

This calendar was approved by the WISD Trustees on 5/13/2026.

July 2026

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

August 2026

S	M	T	W	T	F	S
						1
2	NH	SD	SD	SD	SD	8
9	WD	WD	[12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

S	M	T	W	T	F	S
		1	2	3	ER	5
6	H	8	9	10	ER	12
13	14	15	16	17]	SD	19
20	[21	22	23	24]	ER	26
27	28	29	30			

October 2026

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

November 2026

S	M	T	W	T	F	S
1	[2	3	4	5]	6	7
8	9	10	11	12	13	14
15	16	17	18	19]	20	21
22	SD	SD	H	H	H	28
29	30					

December 2026

S	M	T	W	T	F	S
		1	2	3]	4	5
6	7	8	9	10	11	12
13	14	15	16	ER]	H	19
20	H	H	H	H	H	26
27	H	H	H	H		

January 2027

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

February 2027

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

March 2027

S	M	T	W	T	F	S
	1	2	3	H	H	6
7	8	**	10	11	ER	13
14	H	H	H	H	H	20
21	22	23]	24	25	H	27
28	H	30	31			

April 2027

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

May 2027

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	EW]	WD	29
30	H					

June 2027

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

Calendar Keys

NH	New Hire Orientation	RC	Report Cards
H	Student / Teacher Holiday	LR	Lose or Regain UIL Eligibility
WD	Campus / Teacher Work Day	E	Determine UIL Eligibility
BW	Bad Weather Days	R	Regain UIL Eligibility
SD	Staff Development		
ER	Early Release		
EW	Early Release / PM Staff Dev		
[	Beginning of six weeks		
]	End of six weeks		

Graduation
May 28,2027

Updated : 5/13/2026

Semester Dates

1st Six Weeks	26	4th Six Weeks	27
2nd Six Weeks	27	5th Six Weeks	29
3rd Six Weeks	29	6th Six Weeks	33
Total	82		89

STUDENT ASSESSMENT TESTING CALENDAR

2026 Assessments	
Nov 30 - Dec 11	Algebra I English I English II Biology US History
Dec. 11 Friday	Make up sessions for assessments scheduled for Nov 30 - Dec 11, 2026, must be completed by the end of Friday, Dec. 11, 2026.
2027 Assessments	
National Assessment of Educational Progress (NAEP)	
Late Jan- Early March	TBD
STAAR Stand-Alone Field Test	
Feb 1-5	Grades 3-8 Reading, Language Arts Eng I Eng II
TSIPAS	
Feb 15- Mar 26	Grade K-1 Listening, Speaking, Reading, and writing; Grades 2-12 Listening and speaking; Grades 2-12 Reading and writing
TELPAS Alternate	
Feb 15- Mar 26	Grades 3-12 Listening, speaking, reading, and writing
STAAR Alternate 2	
Mar 15- Apr 16	Grades 3-8 and EOC Assessments
STAAR	
Apr 6- Apr 16	Grades 3-8 Reading Language Arts Eng I Eng II
April 16, Friday	Make up sessions for assessments scheduled for Apr 6-16, 2027, must be completed by the end of Friday, April 16, 2027.
Apr 19- Apr 23	Grade 5 Science Grade 8 Science Grade 8 Social Studies Biology US History
April 23, Friday	Make up sessions for assessments scheduled for Apr 19-23, 2027, must be completed by the end of Friday, Apr 23, 2027.
Apr 26- April 30	Grades 3-8 Mathematics Algebra I
April 30, Friday	Make up sessions for assessments scheduled for Apr 19- April 30,2027 must be completed by the end of Friday, April 30, 2027
June 14- June 25	Algebra I English I English II Biology US History
June 25, Friday	Make up sessions for assessments scheduled for Jun 14-25, 2027, must be completed by the end of Friday, June 25, 2027
Texas Education Agency | Student Assessment Division March 2026	

	Student Days	Minutes		Faculty Days	
SEM 1	82	36,860		SEM 1	92
SEM 2	89	40,705		SEM 2	93
Waiver Minutes		2,100			
TOTAL	171	79,835	TOTAL	185	

Regular Days	166	460	76360	Required Minutes	75,600
Early Release	5	275	1375	Additional Minutes	4,235
Total Minutes w/o Waivers			77735	TEA approved	

Employment

Employment Equal Employment Opportunity Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Westhoff 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 its 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.

Job Vacancy Announcements

Policy DC

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

Employment After Retirement

Policy DC

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

Contract and Noncontract Employment

Policy DC

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

Probationary contracts.

Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after 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 not exceed one school year.

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

Term Contracts.

Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online, or copies will be provided upon request.

Noncertified professional and administrative employees.

Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

Paraprofessional and auxiliary employees.

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

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 Human Resource's office in a timely manner. Employees licensed by the 14 Texas Department of Licensing and Regulations (TDLR) must notify Human Resources when there is 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 Superintendent's office if you have any questions regarding certification or licensure requirements.

District of Innovation Plan House Bill 1842, passed during the 84th Legislative Session, allows Texas public schools with sufficient academic ratings to obtain exemptions from certain provisions of the Texas Education Code. The allowable exemptions are for those sections of code that do not apply to charter or private schools in an attempt to reduce the extra administrative or operational burdens placed on public schools. To obtain exemptions, the District must create a Local Innovation Plan detailing the code requirements that inhibit the goals of the District and the benefits to the District expected from the exemption. DOI may be reviewed at: https://www.westhoffisd.org

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 superintendent's office 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 DHE

No 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 employees' personal items, work areas, including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

Employees Required to Have a Commercial Driver's License:

Any employee whose duties require a commercial driver's license (CDL) is subject to alcohol and drug testing. This includes all drivers who operate a motor vehicle designed to

transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving.

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

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

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), STOP the BLEED training, the use of an automated external defibrillator (AED), 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 the District Nurse and the Superintendent's office within 10 days of receipt.

Policy DMA (LEGAL)

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

Reassignments
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.

Workload and Work Schedules
Policies DEAB, DK, DL
Professional employees.
Professional and administrative employees 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 required days of service and scheduled holidays will be distributed each school year.

Campus hours of operation will be from 7:30 a.m. to 4:00 p.m. Faculty and staff are expected to be on their assigned campus during these hours. All staff are expected to sign in each day with front office. All staff are expected to sign out when they leave their assigned campus and sign back in when they return.

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

Paraprofessional and auxiliary employees. Support employees are employed at will and 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.

Breaks for Expression of Breast Milk
Policies DEAB, DG

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

A reasonable amount of break time will be provided when the employee has a need to express milk. For 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 Superintendent's office

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 Superintendent's office to begin the interactive process.

Notification of 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 also requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals serving with an emergency permit (including individuals waiting to take the EXCET exam) or 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 Superintendent's office.

Outside Employment and Tutoring
Policy DBD

Employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Supervisors will consider outside employment on a case-by-case basis and determine whether it should be prohibited because of a conflict of interest.

Performance Evaluation
Policies DN series

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

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

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development. Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Compensation and Benefits

Salaries, Wages, and Stipends

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 and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each overtime hour worked beyond 40 in a workweek. (See Overtime Compensation.) All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule. Employees should contact the payroll department for more information about the district's pay schedules or their own pay.

Paychecks All professional, salaried, and hourly employees are paid monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

Paychecks All professional, salaried, and hourly employees are paid monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

Paychecks

All professional, salaried, and hourly employees are paid monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of 30 days is necessary to activate this service. With automatic deposit, an employee's pay is immediately available on the pay date. Any changes to personnel information including bank deposit information will need to be done in person with the Superintendent Administrative Assistant.

Payroll Deductions
Policy CFEA
The district is required to make the following automatic payroll deductions: • Teacher Retirement System of Texas (TRS) or Social Security employee contributions • Federal income tax • Medicare tax (applicable only to employees hired after March 31, 1986) • Child Support and spousal maintenance, if applicable • Delinquent federal education loan payments, if applicable Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation
Policy DEA
The Superintendent or designee shall determine the classification of positions or employees as "exempt" or "nonexempt" for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA).

The District shall pay employees who are exempt from the overtime pay requirements of the FLSA on a salary basis. The salaries of these employees are intended to cover all hours worked, and the District shall not make deductions that are prohibited under the FLSA.

An employee who believes deductions have been made from his or her salary in violation of this policy should bring the matter to the District's attention, through the District's complaint policy. [See DGBA] If improper deductions are confirmed, the District will reimburse the employee and take steps to ensure future compliance with the FLSA.

The Superintendent or designee may assign noncontractual supplemental duties to personnel exempt under the FLSA, as needed. [See DK(LOCAL)] The employee shall be compensated for these assignments according to the District's compensation plans.

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours.

A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to disciplinary action up to and including termination.

At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay. Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of overtime, the employee will be required to use compensatory time or, at the District's option, will receive overtime pay.

Travel Expense Reimbursement
Policy DEE
Before any travel expenses are incurred by an employee, the Superintendent must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage within 28 days of the expense.

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

• Employees who are active, contributing TRS members

• Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week. The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g. marriage, divorce, birth).

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. 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.

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 district coordinator. 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 for information on use of paid leave for such absences.

*All injuries on district property MUST be reported, and an injury report will be completed.

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 23 retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify TRS as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512 542-6400. TRS information is also available on the Web (www.trs.texas.gov). See information on restrictions of employment of retirees in Texas public schools.

Leaves and Absences
Policy DEC, DECA, DECB
The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than three to five days should call and notify your administrator/ supervisor and/ or call the superintendent's office at 830 236-5199 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Use of Leave.

Leave is available for the employee's use at the beginning of the school year. However, state personal and local leave is earned at a rate of ½ day for every 18 days of employment.

If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

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

- Local leave.
- State sick leave accumulated before the 1995–96 school year.
- State personal leave.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

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.

Immediate Family.

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

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

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

Medical Certification. Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or medical certification. Any employee who is absent more than 3 (three) to 5 (five) days consecutively because of a personal or family illness must submit a medical certification

from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than three to five consecutive workdays because of personal illness or illness in the immediate family;

2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary Superintendent;

3. The employee requests FMLA leave for the employee's serious health condition or that of a spouse, parent, or child; or

4. The employee requests FMLA leave for military caregiver purposes. In each case, medical certification shall be made by a health-care provider as defined by the **FMLA. [See DECA(LEGAL)]**

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

Continuation of Health Insurance.

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

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

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of earned personal leave is

equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time.

State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

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

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her district coordinator 3 days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the district coordinator.

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

State Sick

Leave State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used for the following reasons only:

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

Local Leave

All employees shall earn five workdays of paid local leave per school year in accordance with administrative regulations. Local leave shall accumulate without limit.

Local leave shall be used according to the terms and conditions of state personal leave.

Temporary Leave

If an employee needs to temporarily leave their assigned job responsibilities, the employee will not be docked if the following is met:

1. The absence must be approved by the immediate supervisor; and the absence must be for a doctor's appointment, a quick errand, or where a local office is closed outside regular school hours.

2. This type of occurrence is not habitual or found to be on a regular basis Westhoff is a community of educators who support one another. From time to time, emergency situations arise which may briefly take an employee away from their teaching assignment. Employees may request emergency coverage for their classroom in half hour increments, up to four full hours, without registering the leave in the absence management system. On-site coverage is considered required regardless of whether an employee has students in their charge during the period of absence from their work assignment. Once an employee accumulates four hours of emergency leave, all future occurrences will require the employee to record their time off in the absence management system.

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. A full-time educator may request to be placed on temporary disability leave or be placed on leave. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 days. 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.

When an employee is ready to return to work, the superintendent's office 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. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

Workers' Compensation Benefits

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

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or –illness wages. While an employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to 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 non-responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the 32 district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Jury Duty

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 schedule attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides.

An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the sum-mons to document the need for leave. An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the

nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or of documentation of time spent at the court may be required.

Compliance with a Subpoena

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Employees may be required to submit documentation of their need for leave for court appearances.

Truancy Court Appearances

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

Religious Observance

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

Military Leave

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

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

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not

to exceed 24 months. Employees should contact the District Administrative Assistant for details on eligibility, requirements, and limitations.

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:
https://pol.tasb.org/PolicyOnline/PolicyDetails?key=394&code=DGBA#legalTabContent

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 because 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 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 State Board for Educator Certification for additional information.

The Code of Ethics and Standard Practices for Texas Educators, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

Texas Educators' Code of Ethics

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

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 knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

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

Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents 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 or knowingly 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 be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

Standard 1.14. The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

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.

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

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

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

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

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

a. The nature, purpose, timing, and amount of the communication;

b. The subject matter of the communication;

c. Whether the communication was made openly, or the educator attempted to conceal the communication;

d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

e. Whether the communication was sexually explicit; and

f. 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.

Employee Dress Code

Our district believes that an employee's personal appearance has a direct correlation with an atmosphere of professionalism and efficiency. Westhoff ISD employees are expected to come to work neatly dressed and well groomed. Employees should dress so that impressions of them and our district are favorable. Visitors to any campus will easily distinguish the teachers from the students. Employees should maintain modest and businesslike appearance at all times. The district superintendent will determine the appropriateness of employee dress and grooming for specific employee classifications/duties.

- Flip-flops and house shoes may not be worn unless for a designated day. Sandals with a secure back may be worn, without a back is a hazard. * (unless a doctor's excuse is filed)
- Tights, leggings, and jeggings may only be worn as under clothes.
- Hair should be neat and clean natural color.
- Piercings are limited to ears only for female employees only.
- Facial hair beards, goatees, mustaches are acceptable. Facial hair must be groomed, not excessive in length or unprofessional in length or design.

• All tattoos must be covered; smaller tattoos on hands, etc. may be approved by the superintendent on a case-by-case review.

• Pants with holes/tears may not be worn.

• All Westhoff ISD employees must visibly wear badges/ids while on campus and at all campus-related activities, except wile participating in an athletic event.

Personal Communication Devices

Employees are permitted to possess cell phones and/or paging devices while on duty. However, cell phones and paging devices **must remain in a vibrate-type mode** during all instructional periods. Cell phones may only be used before school, during lunch, conference periods, and after school. If an employee has extenuating and/or emergency situations, prior arrangements must be made with the district coordinator/supervisor's office. **Phones should not be used during instructional times. If in use at this time, there will be disciplinary action taken.**

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 district coordinator, supervisor, or appropriate district official. If the district coordinator, 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.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:
https://pol.tasb.org/PolicyOnline/PolicyDetails?key=394&code=DIA#localTabContent

Harassment of Students
Policies DF, DH, 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 district coordinator or other appropriate district official. All allegations of prohibited harassment or abuse of a student will be reported to the student's parents and

promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting suspected child abuse for additional information.

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

Solicitation of a Romantic Relationship

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

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator's job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:

a. The nature of the communications;

b. The timing of the communications;

c. The extent of the communications;

d. Whether the communications were made openly or secretly;

e. The extent that the educator attempts to conceal the communications;

f. If the educator claims to be counseling a student, SBEC may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities; and

g. Any other evidence tending to show the context of the communications between educator and student.

2. Making inappropriate comments about a student's body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.

3. Making sexually demeaning comments to a student.

4. Making comments about a student's potential sexual performance.

5. Requesting details of a student's sexual history.

6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.

7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.

8. Inappropriate hugging, kissing, or excessive touching.

9. Providing the student with drugs or alcohol.

10. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.

11. Any other acts tending to show that the educator solicited a romantic relationship with the student.

FFH(LOCAL): https://pol.tasb.org/Policy/Code/394?filter=FFH FFH(REGULATION): https://pol.tasb.org/Policy/Code/105?filter=FFH

Reporting Suspected Child Abuse
Policies DF, DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §26.001, to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion.

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

Reports can be made to Child Protective Services or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected

child abuse may result in disciplinary procedures by SBEC for a violation of the 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 district coordinator. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the district coordinator before making a report to the appropriate agency.

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

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed www.westhoffisd.org. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Employees are required to 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 re-ports 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.

Technology Resources

Policy CQ

The district's technology resources, including its network access to the Internet, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district.
- Does not unduly burden the district's 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. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action and/or legal action. Employees with questions about computer use and data management can contact the Technology Director. See page 68 for Technology Agreement

Personal Use of Electronic Communications
Policy CQ, DH

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.

• The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.

• The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.

• The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

- ✓ Confidentiality of student records. [See Policy FL
- ✓ Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DH (EXHIBIT)]
- ✓ Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
- ✓ Copyright law [See Policy EFE]
- ✓ Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)] See Electronic Communications between Employees and Students, below, for regulations on employee communication with students through electronic media.

Communications between Employees and Students
Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a district coordinator, 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 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 acknowledgement by the parent that:

• The employee has provided the parent with a copy of this protocol;

• The employee and the student have a social relationship outside of school;

• The parent understands that the employee's communications with the student are excepted from district regulation; and

• The parent is solely responsible for monitoring electronic communications between the employee and the student. The following definitions apply for the use of electronic media with students:

• Electronic communications means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.

• Communicate means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication: however, the employee may be subject to district regulations on personal electronic communications. See Personal Use of Electronic Media, above. Unsolicited contact from a student through electronic means is not a communication.

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

. • Communicate means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication: however, the employee may be subject to district regulations on personal electronic communications. See Personal Use of Electronic Media, above. Unsolicited contact from a student through electronic means is not a communication.

• Certified or licensed employee means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the

employee to communicate electronically with students. The term includes classroom teachers, counselors, district coordinators, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

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

The employee may use any form of electronic media except text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.

• The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.

• The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity.

• The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.

• The employee shall not communicate directly with any student between the hours of 12:00 a.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.

• The employee does not have a right to privacy with respect to communications with students and parents.

• The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:

- ✓ Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
- ✓ Copyright law [Policy EFE]

• Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]

• Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.

• Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

• An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

• An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the em-ployee. The employee should describe the form and content of the electronic communication.

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

• Verbal or written directive

• Remote access to district-owned devices and services

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

Employee Arrests and Convictions
Policy DH, DHB, DHC
An employee shall notify his or her district coordinator or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;

2. 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;

3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or

4. Crimes involving moral turpitude, which include:

- 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;
- Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
- Felony driving while intoxicated (DWI); or
- Acts constituting abuse or neglect under the Texas Family Code and SBEC rule.

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

Certified Employees.

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

- Abused or otherwise committed an unlawful act with a student or minor
- Possessed, transferred, sold, or distributed a controlled substance
- Illegally transferred, appropriated, or expended school property or funds
- Attempted by fraudulent means to obtain or alter any certificate or permit to gain employment or additional compensation
- Committed a criminal offense on school property or at a school-sponsored event, or

• Solicited or engaged in sexual conduct or a romantic relationship with a student or minor

Uncertified Employees.

Misconduct or criminal history of an uncertified employee also must be reported to TEA. Information about misconduct or the allegations of misconduct obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA. Misconduct or allegations of misconduct include:

• Abuse or unlawful act with a student or minor, or

• Involvement in a romantic relationship with or solicited or engaged in sexual contact with a student or minor.

Alcohol and Drug-Abuse Prevention
Policy DH

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

Alcohol and Drugs / Notice of Drug-Free Workplace

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below. An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

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

2. Alcohol or any alcoholic beverage.

3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.

4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug. An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Exceptions

It shall not be considered a violation of this policy if the employee:

` 1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;

2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or

3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

Sanctions

An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

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

Tobacco Products and E-Cigarette Use
Policies DH, GKA, FNCD

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

Fraud and Financial Impropriety
Policy CAA

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

• Forgery or unauthorized alteration of any document or account belonging to the district

• Forgery or unauthorized alteration of a check, bank draft, or any other financial document

• Misappropriation of funds, securities, supplies, or other district assets, including employee time

• Impropriety in the handling of money or reporting of district financial transactions

• Profiteering as a result of insider knowledge of district information or activities

• Unauthorized disclosure of confidential or proprietary information to outside parties

• Unauthorized disclosure of investment activities engaged in or contemplated by the district

• Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as other-wise permitted by law or district policy

• Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment

• Unauthorized disclosure of confidential or proprietary information to outside parties

• Unauthorized disclosure of investment activities engaged in or contemplated by the district

• Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district

• Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment

• Failing to provide financial records required by 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 passthrough entity for state and federal awards

Conflict of Interest
Policies 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

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

Copyrighted materials
Policy EFE
Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic motion pictures and other audiovisual works are to be used in the classroom for instructional purposes only. The following guidelines shall be used when selecting movies/videos used in the classroom:

- Pre-K through Grade 8 – G (General)

  Any movies/videos outside this guideline must have:

  - documentation indicating alignment with the teacher's lesson plans,
  - written consent of the superintendent, and
  - parental permission.

Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Associations and Political Activities
Policy DGA
The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association.

Employees may join or refuse to join any professional association or organization.

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

Charitable Contributions
Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fund-raiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a 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. 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.
- Double check the exterior doors close completely upon entering and exiting
- **DO NOT prop exterior doors open**
- **WEAR ID badges at ALL TIMES while on campus and in district**
- IF YOU SEE SOMETHING, SAY SOMETHING; report it to an immediate supervisor

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion.

Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact the superintendent's office.

Personal Medical Equipment

For the welfare of our employees and students, all employees are obligated to notify their campus nurse and of any use of medical equipment the employee may need. The School Administration office will need a medical note stating the need and length of time the equipment will be needed for. As per ADA (Americans with Disabilities Act): All parties involved should document 51 information about the reasonable accommodation process in order to maintain an accurate record and so that they can review the process and know what they have done to act on the accommodation. This will only be seen by the School Administration and the district nurse.

Possession of Firearms and Weapons
Policies FNCG, GKA

Employees, visitors, and students, including those with a license to carry a concealed 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 schoolsponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the superintendent's office 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. **All visitors will be required to show a Driver License or Texas State identification card to receive a Westhoff School hall pass to wear while in the school.** All authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

Asbestos Management Plan
Policy CKA

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan the school. A copy of

the district's management plan is kept in the District Administrative 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, Dustin Kenne. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program. Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins.

Notices are generally located in a prominent area for public viewing at each 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 electric means. Pest control information sheets are available from district coordinators or facility managers upon request. For questions, please contact **Dustin Kenne at 830-236-5519** or at **dkenne@westhoffisd.org.**

General Procedures

Bad Weather Closing

The district may close schools because of bad 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 web site and notify the following radio and television stations:

KIXS-107.9 (361-573-0777)

KVIC-104.7 (361-576-6111)

KVCT-Ch 19 (361-573-1900)

Channel 5 KENS news@kens5.com

Advocate (361-275-6319)

Channel 12 KSAT (210) 351-1277 (frosty)

Cuero Record (361-275-3464)

KVCT-Ch 19 (361-573-1900)

Channel 4 WOAI newsdesk@woai.com

KAVU-Ch 25 (361-575-2500)

KVCT-Ch 19 (361-573-1900

Emergencies

Policy CKC, CKD
All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency and the evacuation diagrams posted in their work areas and be 54 familiar with shelter in place, lockout, and lockdown procedurees. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator.

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

Lesson Plans

Lesson plans serve two main purposes:

1. To guide instruction and reflect planning for instruction.
2. To reflect professional decisions made by a teacher or group of teachers in translating State, District, and campus curriculum into an outline for instruction.

By the end of the "First School Day", all teachers will identify when each Texas Essential Knowledge and skills that will be taught for the school year, including the source of instruction. The weekly instructional TEKS plan will be a guide to be used for lesson plans to ensure that all Texas Essential and Skills will be taught for mastery for the upcoming school year. This will reveal any possible gaps in instructional resources. The TEKS instruction plans will be reviewed by the superintendent.

There is no required format for lesson plans; however, lesson plans shall include the following components and each component should reflect the students' abilities, needs, and other unique learning characteristics:

1. Student-friendly objectives
2. Learning activities
3. Resources
4. Assessment methods/strategies
5. Cites of best practices/high yield strategies (technology, cooperative grouping, etc.)

The five components may be addressed in lesson plans with references to specific documents, resources, and page numbers where appropriate.

The Administration will review lesson plans to ensure the five elements have been addressed.

Plans for instruction shall be available for a substitute in a form that is readily usable by a substitute. Emergency lesson plans covering three days needs to be submitted to the district coordinator by the 2nd week of each semester and should be updated as needed.

Name and Address Changes

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

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the District Coordinator on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not 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 superintendent or District Coordinator for additional information on purchasing procedures.

Personnel Records

Policy GBA

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

Employees may choose to have the following personal information withheld:

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

The choice to not allow public access to this information may be made at any time by submitting a written request to the Administrative Assistant, Stephanie Migura. 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.

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 at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent. 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 District Coordinator is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency on page . The superintendent will

notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in of the same acts.

Noncontract employees.

Policy DP

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

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

Dismissal or Nonrenewal of Contract Employees Policies

DF Series, DHB

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 time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a writ ten notice is given to an employee.

The district coordinator is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency on page ___. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the time lines and procedures can be found in the DF series policies that are provided to employees or are available online at www.westhoff.org.

Dismissal of Noncontract Employees

Policy DCD

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to

dismiss any employee for reasons of race, color, religion, 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. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. **(See Complaints and Grievances.)**

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

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor. If the offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Exit Interviews and Procedures

Exit interviews will be scheduled for all employees leaving the district. 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, technology and other equipment must be returned upon separation from employment.

Reports to the Texas Education Agency

Policy DF, DHB, DHC

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

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The 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. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Noncertified Employees: The voluntary or involuntary separation of a noncertified employee from the district must be reported to the Division of Investigations at TEA by the unlawful act with a student or minor, was involved in a romantic relationship with a student or minor or solicited or engaged in sexual contact with a student or minor. TEC§22.093

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

The Westhoff 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 ????????????????, the district Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to Dustin Kenne, the district ADA/Section 504 coordinator. 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 parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the district coordinator 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. The District Coordinator or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the District Coordinator. 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 district Coordinator's response.

Administering Medication to Students

Policy FFAC, FFAF

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen), opioid antagonists, and medication for diabetes management, if the medication is administered in accordance with district policy and procedures. A student who must take any 60 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 district coordinator or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements Policies

DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies in the FN series and FO series

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

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 district coordinator for additional information.

Bullying

Policy FFI

Bullying is defined by TEC §37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to Dustin Kenne, District Coordinator Superintendent, at 830-236-5519.

The district's policy includes definitions and procedures for reporting and investigating bullying of students is reprinted below:

- **Bullying Prohibited:** - The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

    - **Examples**: Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
    - **Minimum Standards:** In accordance with law, the Superintendent shall develop administrative procedures to ensure that minimum standards for bullying prevention are implemented.

- **Retaliation**: The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

    - **Examples:** Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
        - **False Claim** A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

- **Timely Reporting** Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

Reporting Procedures

- **Student Report** To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, district coordinator, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
- **Employee Report** Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the administration.
- **Report Format** A report may be made orally or in writing. The district coordinator shall reduce any oral reports to written form.
- **Periodic Monitoring** The Superintendent shall periodically monitor the reported counts of bullying incidents, and that declines in the count may represent not only improvements in the campus culture because bullying declines but also declines in the campus culture because of a decline in openness to report incidents.
- **Notice of Report** When an allegation of bullying is reported, the district coordinator shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The district coordinator or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
- **Prohibited Conduct** The district coordinator shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
- **Investigation of Report** district coordinator shall conduct an appropriate investigation based on the allegations in the report. The district coordinator shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
- **Concluding the Investigation** Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the district coordinator shall take additional time if necessary to complete a thorough investigation.

The district coordinator shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the
Superintendent.

- **Notice to Parents** If an incident of bullying is confirmed, the district coordinator or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

District Action

Bullying:
If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

Discipline
A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Corrective Action
Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

Counseling
The district coordinator shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

Improper Conduct
If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

Confidentiality
To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

Appeal
A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

Records Retention
Retention of records shall be in accordance with CPC(LOCAL).

Access to Policy and Procedures
This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices. UPDATED 5/17/2023

Hazing

Policy FNCC
Students must have prior approval from the district coordinator 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 district coordinator.

Reserved Space

Responsible Use Technology Agreement

The Westhoff ISD (WISD) network is defined as WISD’s wired and wireless network infrastructure, servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, Internet access, email and all other

interconnected technologies as they currently exist or become available. This includes any access to the WISD network by WISD-owned or personal devices while on or near school property, in school vehicles and at school-sponsored activities, and includes the use of WISD technology resources via off-campus remote access.

Availability of Access

Access to WISD's network is a privilege, not a right. Access shall be made available to staff, students and members of the public primarily for instructional and administrative purposes and in accordance with administrative regulations, WISD policy and law.

Monitoring, Restricting and Filtering Use of the network shall not be considered confidential and may be monitored or restricted at any time by designated staff to ensure appropriate use for instructional or administrative purposes. WISD uses filtering devices and software that block access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act and as determined by the Superintendent. WISD reserves the right to decrypt internet traffic as necessary to create a safe and secure environment for students.

Appropriate Use

- You are responsible for the use and protection of any network account assigned to you, including regular password changes in accordance with WISD password requirements and keeping your password private.
- Your account is to be used primarily for educational purposes, but some limited personal use is permitted as long as it does not unduly burden WISD technology resources or interfere with your educational responsibilities.
- You will be held responsible at all times for the proper use of WISD technology resources, and WISD may suspend or revoke your access if you violate the rules.
- As applicable, you must comply with WISD's record management program, the Texas Open Meetings Act, the Public Information Act, the Family Educational Rights and Privacy Act(FERPA), including retention and confidentiality of student and WISD records, and campaign laws.
- As applicable, you must maintain the confidentiality of health or personnel information concerning WISD employees and colleagues, unless disclosure serves lawful professional purposes or is required by law.
- Remember that people who receive email from you with a school address might think your message represents the school's point

Inappropriate Use

- Using technology resources for any illegal purpose or in violation of WISD policy.

• Damaging technology resources in any way including: o Maliciously harming or destroying WISD equipment, materials or data o Negligence of reasonable care for WISD equipment, materials or data
• Negligence of reasonable security protections on personal devices. For example, not applying security updates and not running anti-virus software on personal computers connected to the WISD network.
• Attempting to circumvent internet content filtering or disabling the filter is prohibited per federal law (Children's Internet Protection Act).
• Accessing sites not authorized under WISD's filtering policies.
• Creation of or login by student accounts to any online service not officially approved by WISD.
• Encrypting communications to avoid security review. • Using any account or login credentials other than your own or sharing your account or login credentials with anyone else. You are responsible for anything that happens on your account.
• Pretending to be someone else when posting, transmitting, or receiving messages.
• Attempting to read, delete, copy, modify, or interfere with another user's work.
• Using resources to engage in conduct that harasses or bullies others.
• Posting, transmitting, or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.
• Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs and any other inflammatory language.
• Posting or transmitting pictures of students without obtaining prior permission from all individuals depicted or from guardians of depicted students who are under the age of 18.
• Violating others' intellectual property rights, including uploading, downloading or using copyrighted information without permission from the copyright holder.
• Use of unlicensed software, or altering WISD installed software.
• Unauthorized scanning, probing or access of the WISD network. Any attempt to damage or degrade network services. Uploading or creating computer viruses.
• Wasting resources through improper use of WISD's network, including creating and distributing chain letters, sending spam, setting up equipment so that it can act as an "open relay" for third- party spammers, or providing products or services for pay, i.e., outside employment.
• Sending unauthorized broadcasts to official or private distribution lists, regardless of content or recipients.
• Gaining unauthorized access to restricted information or resources.
• If you are a student:
    - Posting or transmitting personal information about yourself or others, such as addresses and phone numbers
    - Responding to requests for personally identifying information or contact from unknown individuals

- Arranging to physically meet people first met online in non-school related contexts. If a request for such a meeting is received, it should be reported to a teacher or administrator immediately.

Conduct

Students are responsible for appropriate behavior online just as they are in a school building. Communication with others should always be course-related. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated. The privacy of others should be respected at all times.

Special Note: Cyberbullying

Cyberbullying is defined as the use of any Internet-connected device for the purpose of bullying, harassing, or intimidating another student. This includes, but may not be limited to: sending abusive text messages to cell phones, computers or Internet-connected game consoles; posting abusive comments on someone's blog or social networking site (e.g., Twitter or Facebook); creating a social networking site or web page that masquerades as the victim's personal site and using it to embarrass him or her; making it appear that the victim is posting malicious comments about friends to isolate him or her from friends; posting the victim's personally identifiable information on a site; sending abusive comments while playing interactive games; recording and distributing media with the intent to manipulate or embarrass others. (See Policy FFH and FFI).

Internet Safety

WISD makes every effort to ensure student safety and security when using the WISD network including a) preventing unauthorized access, hacking and other unlawful activities, b) restricting unauthorized disclosure, use, and dissemination of personally identifiable information regarding students, and c) educating staff and students about cyber bullying awareness and response, as well as appropriate online behavior.

COPPA (Children's Online Privacy Protection Act)

Under the provisions of COPPA all commercial websites must get prior consent before children under the age of 13 are permitted to share any personal information about themselves or are permitted to use any interactive communication technologies where they would be able to share personal information with others. This includes chat rooms, email, instant messaging, personal profiles, personal websites, registration forms, and mailing lists. WISD uses a Digital Resource Approval Process to verify COPPA compliance before use of online services by students under 13. Both students in this age group and their teachers will be educated as to the provisions of the law and the Acceptable Use Guidelines. Students under the age of 13 may not visit any websites that collect personal information unless it is for curricular reasons and is under the direction or supervision of a staff member of WISD.

Consequences for inappropriate use

Noncompliance with applicable regulations will result in a) suspension of access to WISD technology resources; b) revocation of account; c) disciplinary action consistent with WISD policies and regulations. (See WISD Student Code of Conduct, Policy BBI, CQ and DH,, Employee Standards of Conduct Code of Ethics and Standard Practice for Texas Educators). Violations of law may result in criminal prosecutions as well as disciplinary action by WISD. Violating any of these rules can result in a disciplinary action. The nature of the violation will determine the appropriate disciplinary action on a case-by-case basis. Disciplinary actions may vary depending on the circumstances and are listed here as a guideline.

Disclaimer

WISD's network is provided on an "as is, as available" basis. WISD does not make any warranties, whether expressed or implied, with respect to any services provided by the network and any information or software contained therein. WISD does not warrant that the functions or services performed by, or that the information or software contained on the network will meet the network user's requirements, or that the network will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by network users, information providers, service providers, or other third party individuals in the network are those of the providers and not WISD. WISD will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of WISD's network.

Disclaimer of Liability

WISD shall not be liable for the users' inappropriate use of WISD's network or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users whether using WISD-owned or personal devices. WISD shall not be liable for any physical damage, loss or theft of personally owned devices. WISD shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. Oversight of the posting of official WISD, campus, or division/department materials on WISD's network will be the responsibility of the superintendent, district coordinator, or division/department supervisor or designee. WISD's network will be used only for administrative and instructional purposes consistent with WISD's mission and goals.

Personally Owned Device Internet Usage

WISD offers wireless internet access for personally owned devices in our libraries, cafeterias, gyms and office areas. The WISD guest wireless network operates alongside the primary WISD wireless network used for WISD-owned devices, and allows community members, organizations, and others to gain access to the Internet with any personally

owned Wi-Fi devices. This Internet access will be provided with the most protective level of Internet filtering currently deployed for WISD student access. The WISD guest wireless network does not allow access to any WISD resources that are not available from the Internet.

Upon logging in using a personally owned device, staff, students and members of the public will receive Internet filtering appropriate for their credentials. Configuring personal devices to connect to the WISD wireless network is the sole responsibility of the user. WISD does not provide technical support and assistance for personally owned devices.

Because the primary purpose of the WISD network is to provide connectivity for WISD-owned devices, WISD reserves the right to restrict access, bandwidth and content as it deems necessary on the guest wireless network.

Personally Owned Device User Agreement

Each time a personally owned electronic device is used on WISD property or at a WISD sponsored event, the user agrees to the terms listed below:

- WISD reserves the right to inspect, at any time, any personally owned device, and the network communications going to and from it, while connected to the WISD-Wifi and WISD-Guest networks. Such monitoring may be conducted remotely, and without prior notification to the device owner. Any other inspection of any personally owned device is subject to the requirements set forth in the Student Code of Conduct.

- Personally owned devices will only be connected to the network via the WISD guest or WISD wireless access connection. Any attempt to make an unauthorized connection to another WISD wireless network, plug a personally owned device into the WISD physical network (Ethernet), or circumvent any WISD Internet filtering may result in a loss of those individuals' privileges to bring a personally owned device to WISD facilities, as well as other potential disciplinary actions.

- WISD will not be obligated to supply electrical power access.
- Use of personally owned devices on WISD property or at WISD sponsored events is governed by WISD/campus administration.

- Student use of personally owned devices in the classroom setting will be at the discretion of the campus administration and the classroom teacher.

- Persons connecting computers to the WISD guest or WISD wireless Networks

agree to maintain current security updates and anti-malware software on their computers.

• Persons accessing WISD email or any confidential WISD information using a personally owned device agree to prevent unauthorized access to the device by securing it with a password and complying with all WISD required system security procedures as well as applicable Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPAA) of 1996 (P.L.104-191) [HIPAA] standards.

• If a computer or portable electronic device, such as a cell phone, is lost, stolen, or

disposed of without properly deleting all WISD email or other confidential information, the user must contact the WISD Information Technology Help Desk immediately.

• Employees connecting to the WISD-Wifi network with any personally owned devices agree to adhere to all of the provisions of the Personal Use of Electronic Media (Policy DH).*The guardians of any student bringing personal technology to school agree to be responsible for and to reimburse WISD for any damage that their student may cause arising out of and relating to the use of the wireless network with his/her personally owned device.

Table of Contents

Employee Handbook Receipt
Introduction 2
District Information
Administration..... 2
Board of Trustees..... 2
Mission Statement, Goals, and Objectives 3
Board Meeting Schedule 3
School Calendar 4

Employment
Equal Employment Opportunity 5
Job Vacancy Announcements 5
Employment After Retirement 5
Contract and Noncontract Employment 6
Certification and Licenses 7
Searches and Alcohol and Drug Testing 8

Health Safety Training..... 8
Reassignments 9
Workload and Work Schedules 9
Breaks for Expression of Breast Milk..... 10
Notification to Parents Regarding Qualifications 10
Outside Employment and Tutoring 11
Performance Evaluation 11
Staff Development 11

Compensation and Benefits
Salaries, Wages, and Stipends 12
Paychecks 12
Automatic Payroll Deposit 12
Payroll Deductions 12
Overtime Compensation..... 13
Travel Expense Reimbursement..... 13
Health, Dental, and Life Insurance 14
Supplemental Insurance Benefits 14
Workers' Compensation Insurance..... 14
Unemployment Compensation Insurance 14
Teacher Retirement..... 14

Leaves and Absences..... 15
Personal Leave 15
State Sick Leave 15
Local Leave 15
Family and Medical Leave Act (FMLA)—General Provisions 16
Local Family and Medical Leave Provisions..... 17
Temporary Disability Leave..... 19
Workers' Compensation Benefits..... 19
Assault Leave..... 20
Jury Duty..... 20
Other Court Appearances..... 20
Religious Observation 21
Military Leave 21

Complaints and Grievances..... 22

Employee Conduct and Welfare..... 22
Standards of Conduct..... 22
Employee Dress Code..... 26
Personal Communication Devices..... 27
Discrimination, Harassment, and Retaliation 27

Harassment of Students..... 27
Solicitation of a Romantic Relationship 28
Reporting Suspected Child Abuse..... 29
Reporting a crime..... 30
Technology Resources 31
Personal Use of Electronic Communications..... 31
Communications between Employee and Students..... 31
Public Information on Private Devices..... 35
Criminal History Background Checks 35
Employee Arrests and Convictions 35
Alcohol and Drug-Abuse Prevention 37
Tobacco Products & E-Cigarette Use 38
Fraud and Financial Impropriety 39
Conflict of Interest..... 40
Gifts and Favors..... 40
Copyrighted Materials..... 40
Associations and Political Activities..... 41
Charitable Contributions..... 41
Safety and Securtiy..... 41
Personal Medical Equipment..... 41
Possession of Firearms and Weapons..... 42
Visitors in the Workplace..... 43
Asbestos Management Plan..... 43
Pest Control Treatment..... 43

General Procedures..... 44
Bad Weather Closing 44
Emergencies..... 44
Lesson Plans 44
Name and Address Changes..... 45
Purchasing Procedures..... 45
Personnel Records..... 46
Facility Use..... 46

Termination of Employment..... 46
Resignations..... 46
Dismissal or Nonrenewal of Contract Employees..... 47
Dismissal of Noncontract Employees..... 48
Discharge of Convicted Employees..... 48
Exit Interviews and Procedures 48
Reports to State Board for Educator Certification..... 49
Reports Concerning Court-Ordered Withholding..... 49

Student Issues..... 50
Equal Educational Opportunities..... 50
Student Records..... 50
Parent and Student Complaints..... 51
Administering Medication to Students..... 51
Dietary Supplements 51
Psychotropic Drugs..... 51
Student Conduct and Discipline..... 52
Student Attendance..... 52
Bullying..... 56
Hazing.....

Responsible Use Technology Agreement..... 55
Cyberbulling..... 59

Westhoff Independent School District
2025-2026 Employee Handbook

Employee Handbook Receipt Name _____

I hereby acknowledge receipt of a copy of the 2025-2026 Westhoff ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. The electronic format can also be found at www.westhoff.org and a hard copy may be obtained from the Superintendent's office. Please sign receipt below.

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 book. 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 the Westhoff Administration if I have questions or concerns or need further explanation.

_____ _____

Signature **Date**