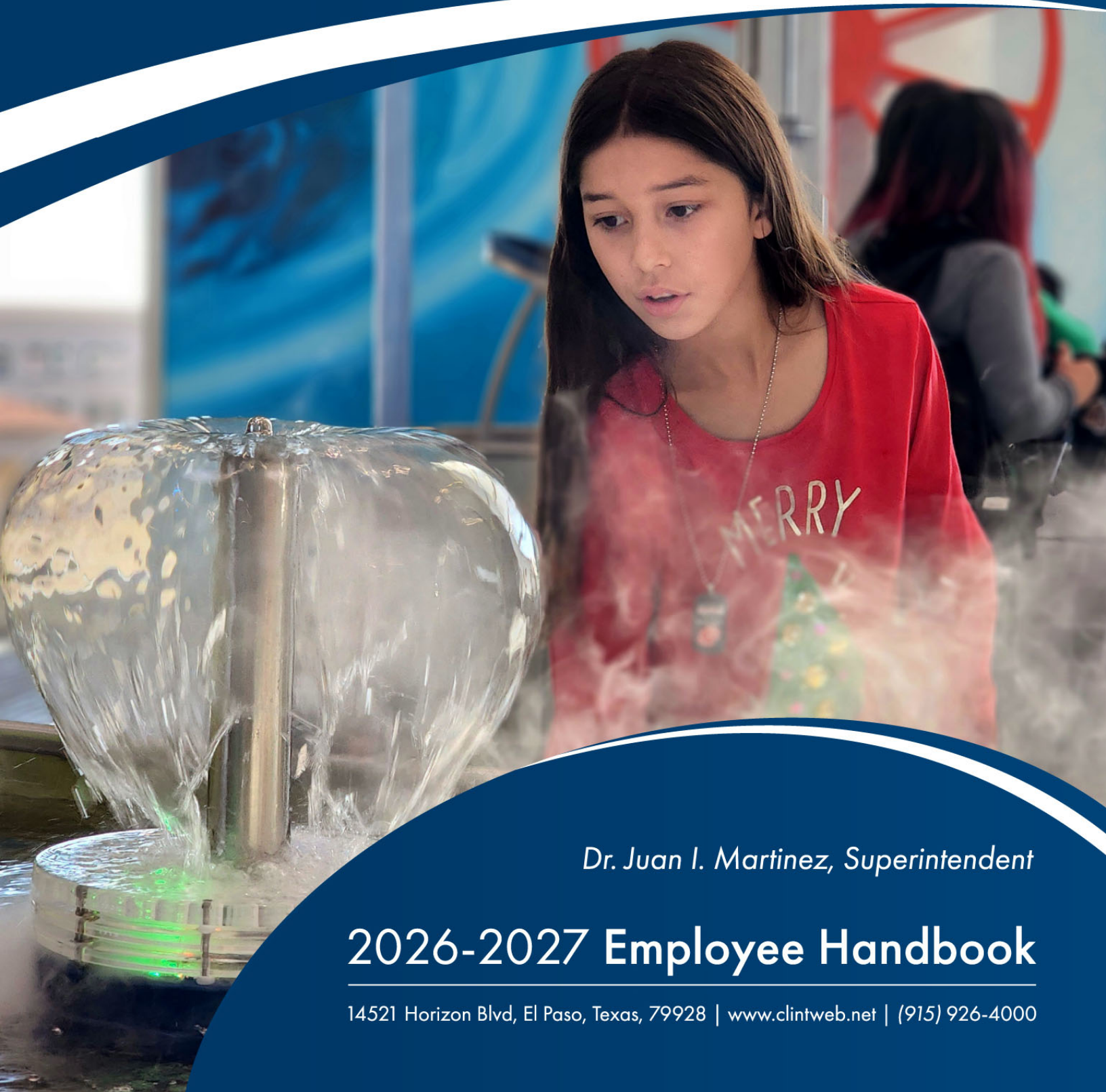
CLINT INDEPENDENT SCHOOL DISTRICT

THE DISTRICT OF INNOVATION



Dr. Juan I. Martinez, Superintendent

2026-2027 **Employee Handbook**

14521 Horizon Blvd, El Paso, Texas, 79928 | www.clintweb.net | (915) 926-4000

Welcome to Clint ISD

I am delighted to welcome you to the Clint Independent School District. The District's goal is to become a model of high standards for student academic excellence and to ensure a safe, well-disciplined positive learning environment for all students. I am confident that as a new member of the Clint family, you will be committed to working in partnership with your colleagues, administration and more importantly with parents to pursue the District's goals. With your help, commitment and dedication I have no doubt that together we will build a better tomorrow for our students by preparing them to be successful citizens.

Dr. Juan I. Martinez
Superintendent

Public Notification of Nondiscrimination
It is the policy of the District not to discriminate on the basis of race, color, national origin, gender, religion, disability or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

For information about your rights or grievance procedures, contact the District's Title IX Coordinator David Macias at 14521 Horizon Boulevard, El Paso, Texas, 79928, (915) 926-4061 and/or Section 504 Coordinator, James Littlejohn at 14521 Horizon Boulevard, El Paso, Texas, 79928, (915) 926-4041.

Notificación Pública de Prácticas No-Discriminatorias
Es la póliza del Distrito no discriminar por motivos de raza, color, origen nacional, género, religión, incapacidad o edad en sus prácticas de empleo tal como lo requiere el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Para información sobre sus derechos o procedimientos para quejas, comuníquese con el Coordinador del Título IX, David Macias, en 14521 Horizon +Boulevard, El Paso, Texas, 79928, (915) 926-4061 y/o el Coordinador de la Sección 504, James Littlejohn en 14521 Horizon Boulevard, El Paso, Texas, 79928, (915) 926-4041.

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EMPLOYEE HANDBOOK RECEIPT

I hereby acknowledge receipt of a personal copy of the Clint ISD Employee Handbook ("handbook"). I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. I understand I have the option of receiving the handbook in electronic format or hard copy. I understand I must acknowledge receipt of the handbook every year or at the time of employment and must submit a signed receipt to the Department of Human Resources.

Acceptance of the District Employee Handbook equates to acceptance of the District's Agreement for Acceptable Use e-forms in CQ(R). Employees with questions about computer use and data management can contact the Technology Services Department at 926-4101.

For an electronic format go to: www.clintweb.net. To obtain a hard copy, please call the Department of Human Resources at (915) 926-4066.

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

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook. **I further understand, and agree, that the Clint Independent School District has chosen to use compensatory time as the primary basis for overtime for hourly employees.**

I understand that I have an obligation to inform my supervisor or department supervisor of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Department of Human Resources if I have questions or concerns or need further explanation.

ELECTRONIC TRANSACTIONS AND SIGNATURES

Transactions between parties which have agreed to conduct business electronically hold the same legal weight as transactions involving physical documentation. The Uniform Electronic Transactions Act (UETA) defines electronic signatures as an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

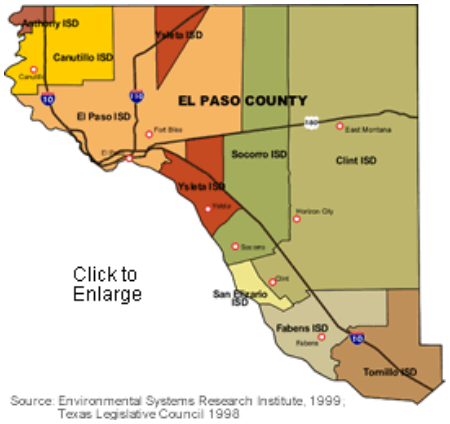
Electronic signatures are legally binding and are as lawful as a signed paper document. Your consent to use electronic signatures and documents applies to all District documents and contracts set forth between the District and the employee.

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 have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Department of Human Resources, 14521 Horizon Blvd. El Paso, Texas, 79928.

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

DISTRICT INFORMATION



Description of the District

The fast-growing District encompasses a diverse, geographically large area (379.9 square miles) within the Upper Rio Grande border Region, 25 miles east of El Paso. The Far East El Paso area is one of the fastest developing areas in the county.

The District encompasses three major, separate and distinct communities – the Town of Clint, farming and ranching area; the town of Horizon City; and the unincorporated area known as East Montana. Altogether, the District has fourteen campuses – one early college high school, three high schools, three middle schools, one junior high school, and six elementary campuses.

The town of Clint is located in the fertile valley area on State Highway 20, approximately 18 miles southeast of El Paso. Horizon City and the East Montana areas are situated in the high desert to the north. The East Montana area flanks State Highways 62 and 180, about 24 miles to the north of Clint. Horizon City is also in the high desert at the midpoint of the District.

Of the nine school districts in El Paso County, Clint is the largest in square miles and has great potential for growth. Percentages also indicate that it is one of the fastest growing districts in Texas. The District has an estimated student population of 11,800.

Hours of Operation

The District is open from 8:00 a.m. to 4:30 p.m. Monday through Friday. Summer hours will be determined by the Superintendent.

District Map

District map is available at *CISD District Map*

Mission Statement

The mission of the Clint Independent School District is to prepare all students to be successful citizens. The District will work in partnership with the community and the family to create opportunities for *the student* to maximize personal potential.

La misión del Distrito Escolar Independiente de Clint es de preparar a todos los estudiantes para que sean ciudadanos exitosos. El Distrito trabajara en conjunto con la comunidad y con la familia para crear oportunidades para que *el estudiante* desarrolle su potencial personal.

2026 - 2027 Annual Goals

1. The District will be a model of high standards for student academic excellence.
2. The District will ensure a safe, well-disciplined positive learning environment for all students.
3. The District will operate efficiently being fiscally responsible.
4. The District will become the employer of choice in order to seek and retain effective personnel.
5. The District will include parents, community, and business members in the education of all students.

Graduate Profile

A DISTRICT GRADUATE WILL BE A **RESPONSIBLE CITIZEN…**

A District graduate is a community contributor who embodies honesty, integrity, self-discipline and responsibility, and exhibits a sense of civic duty; expresses an appreciation of different points of view, a value for personal well-being, and a healthy lifestyle.

A DISTRICT GRADUATE WILL BE **A PRODUCTIVE CITIZEN…**

A District graduate is able to listen critically and speak correctly and clearly, collaborate and contribute by working with others in a variety of settings and under a variety of conditions, understand and appreciate diverse cultures as well as the individuals who comprise them, and exercise leadership qualities.

A District graduate is able to identify, assess, infer, integrate, and utilize information and resources necessary to make decisions and resolve conflicts.

A District graduate is a self-directed and life-long learner who creates a vision and plans for the future, uses a wide range of strategies for managing complex issues, determine and locate necessary resources, including, and apply them appropriately.

A DISTRICT GRADUATE WILL BE **AN INFORMED CITIZEN…**

A District graduate is able to read critically, write correctly and clearly, and perform mathematical operations.

A District graduate is able to demonstrate competencies in the use of technological tools and instruments.

Board of Trustees

Policies BA, BB Series, BE Series

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

The Board is elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children.

The District's Board members shall be elected at-large to serve staggered four-year terms. Elections are held at four-year intervals in November of even numbered years. Board members serve without compensation, they are eligible to be a candidate if they are U.S Citizens, registered voters, and reside in Texas and in the District.

Board Meeting Schedule for 2026 - 2027

Month	Day	Year	
July	28	2026	**Meetings take place at the Administration Building Board Room at 6:00 p.m.**
August	25	2026	
September	08	2026	
October	13	2026	
November	10	2026	
December	08	2026	
January	26	2027	
February	09	2027	
March	09	2027	
April	13	2027	
May	11	2027	
June	08	2027	

Board of Trustees

Clint ISD Board of Trustees

CLINT INDEPENDENT SCHOOL DISTRICT
Together... We Build Tomorrow!

BOARD OF TRUSTEES



DISTRICT 3
JENNIFER PARKER
BOARD PRESIDENT

TERM: 2025-2026
APPOINTED: 10.13.2025

AT-LARGE
MARY MACIAS
1ST VICE PRESIDENT

TERM: 2024-2028
RE-ELECTED: 11.2022





DISTRICT 5
ISELA TORRES
2ND VICE PRESIDENT

TERM: 2024-2028
ELECTED: 11.2020

DISTRICT 1
IVONNE SHAY
SECRETARY

TERM: 2022-2026
ELECTED: 11.2022





DISTRICT 2
JAMES R. PENDELL
MEMBER

TERM: 2022-2026
ELECTED: 11.2022

AT-LARGE
CLAUDIA A. MARQUEZ
MEMBER

TERM:2022-2026
ELECTED: 11.2022





DISTRICT 4
SIGIFREDO MONTES
MEMBER

TERM: 2025-2026
APPOINTED:6.17.2025

The Board regularly meets on the second Tuesday at 5:30 p.m. of each month at the Administration Building located at 14521 Horizon Blvd., El Paso, Texas, 79928. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at each campus and central office at least three business days before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a 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 discussion may occur for such things as Texas Government Code Section, 551.071: Consultation with Attorney, 551.072: Deliberation Regarding Real Property, 551.073: Deliberation Regarding Prospective Gifts, 551.074: Personnel Matters, and 551.076: Deliberation Regarding Security Devices.

Central Office Administration

OFFICE OF THE SUPERINTENDENT	
Superintendent	**Dr. Juan I. Martinez**
OPERATIONAL SERVICES DEPARTMENT	
Chief of Operations	**Anthony Prado**
Director, Athletic Services	Arturo Cruz
Supervisor, Security Services	Luis Estrada
Director, Transportation Services	Jaime Sanchez
Director, Child Nutrition Services	Carlos Villalobos
Director, Child Nutrition Services Financial	Sergio Chairez
Manager, Maintenance & School Services	Bernardo Lucero
Coordinator, Facilities and Construction	Benjamin Natera
DEPARTMENT OF HUMAN RESOURCES	
Chief Human Resources Officer	**David Macias**
Coordinator, Benefits & Risk Management	Valerie Martinez
Coordinator, Human Resources	Kristy Mckinney
TECHNOLOGY AND INFORMATION SERVICES DEPARTMENT	
Chief Technology Officer	**Gisela Lucero**
Director, Enterprise Information Services	Genesis Chavez
Director, Infrastructure Services	Antonio Alvarez

System Administrator	Yesenia Ochoa
Coordinator, Instructional Technology	Obed Hernandez-Noris
Coordinator, Enterprise Information Service	Victor Velasco
Coordinator, Technical	Alan Verdin
Coordinator, Inventory Management	Jose Marin
BUSINESS SERVICES DEPARTMENT	
Chief Financial Officer	**Dr. Jessie Cline**
Director, Federal Programs	Melissa Williams
Director, Procurement	Alejandra Briseno-Sanchez
Manager, Payroll	Theresa Zlotopolski
Coordinator, Accounting	Cecy De La Cruz
Coordinator PEIMS Accounting	Amanda Soliz
DEPARTMENT OF SECONDARY CURRICULUM AND INSTRUCTION	
Assistant Superintendent	**James Littlejohn**
Director, Counseling	Angelica Bailon
Director, 21st Century Learning	Eric Villalba
Director, Teacher Support	Noemi Gallego
Director, Special Education	Rodrigo Hernandez
Asst. Director, Special Education	Norma Torres
Asst. Director, Data and Accountability	Amanda Rueda
Coordinator, Career and Technology	Veronica Booth
Coordinator, High School Math	David Gasca
Coordinator, Middle School Math	Ruth Melendez-Magana
Coordinator, High School RLA	Victor Hernandez
Coordinator, Middle School RLA	Cecilia Yvonne Dominguez
Coordinator, Social Studies	Jose Ramirez
Coordinator, District Testing	Crystal Fuentes
Coordinator, Fine Arts	Margarita Mendez
Coordinator, ESL/Bilingual	Suzette Hernandez
Coordinator, Special Education	Adriana Maciel Rodriguez
Coordinator, Student Services	Dr. Guadalupe Vela
ELEMENTARY CURRICULUM AND INSTRUCTION	
Assistant Superintendent	**Adriana Cantu**
Coordinator, Residency/Strategic Staffing	Christina Castanos
Coordinator, Elementary Math	Ruben Castillo
Coordinator, Elementary RLA	Martha Lopez
Coordinator, Elementary RLA	Christina Goranson
Coordinator, ESL/Bilingual	Jesus Munoz
Coordinator, ESL/Bilingual	Vacant

Campus Administrators

Clint High School
Dr. Garrett Ritchey, Principal
Mariaelena Mesquita, Asst. Principal
Dr. Davette Alonso, Asst. Principal
13890 Alameda Avenue
Clint, Texas 79836
(915) 926-8300

Clint Early College Academy
Elena Acosta, Principal
Ruth Lara, Asst. Principal
1300 Alameda Avenue
Clint, Texas 79836
(915)926-8100

East Montana Middle School
Josephine Angerstein-Guzman, Principal
Claudia Ibarra, Asst. Principal
Robert Rodriguez, Asst. Principal
Aidee Sanchez, Asst. Principal (DAEP)
3490 Ascension Road
El Paso, Texas 79938
(915) 926-5200

Ricardo Estrada Middle School
Rubi Rios, Principal
Antonio Ruiz, Asst. Principal
Daniela Tucker, Asst. Principal
851 South Darrington Road
El Paso, Texas 79928
(915) 926-4800

Red Sands Elementary School
Erika Cabral, Principal
Kimberly Quintana, Asst. Principal
4250 O'Shea Road
El Paso, Texas 79938
(915) 926-5400

Horizon High School
Alejandro Navarro, Principal
Ricardo Mena, Asst. Principal
Hilda Dominguez, Asst. Principal
Roberto Perez, Asst. Principal
Jessica Cook, Asst. Principal
14651 Horizon Blvd
El Paso, Texas 79928

Mountain View High School
Geoffrey Kimble, Principal
Edna De La Fuente, Asst. Principal
Andres Pena, Asst. Principal
14964 Greg Dr.
El Paso, Texas 79938
(915) 926-5000

Horizon Middle School
Roxanne Ruiz, Principal
Juan Vasquez, Asst. Principal
Harat Saucedo, Asst. Principal
400 North Kenazo Drive
El Paso, Texas 79928
(915) 926-4700

Clint Junior High School
Mabel Garcia, Principal
Katherine Robinson, Asst. Principal
Gerardo Gomez, Asst. Principal
12625 Alameda Ave
Clint, TX 79836
(915) 926-8000

Montana Vista Elementary School
Rachel Garrido, Principal
Elissa Beard, Asst. Principal
3550 Mark Jason Drive
El Paso, Texas 79938
(915) 926-5300

William D. Surratt Elementary School
Ericabeth Aldaco, Principal
Michael Montes, Asst. Principal
Lizeth Ortiz, Asst. Principal
l12675 Alameda Avenue
Clint, Texas 79836
(915) 926-8200

Frank Macias Elementary School
Jeanette Davis, Principal
Yvonne Gomez, Asst. Principal
14400 Golden Eagle Drive
El Paso, Texas 79928
(915) 926-4600

Desert Hills Elementary School
Michelle Trujillo, Principal
Lori Lane, Asst. Principal
Angelica Lozoya, Asst. Principal
300 North Kenazo Drive
El Paso, Texas 79928
(915) 926-4500

Carroll T. Welch Elementary School
Daisy Garcia, Principal
Gabrielle Guerrero, Asst. Principal
Elizabeth Montero, Asst. Principal
14510 McMahon Drive
El Paso, Texas 79928
(915) 926-4400

School Calendar 2026-2027



Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department. Call (915) 926-4000 for department numbers and extensions.

School Directory

District phone directory at *CISD Phone Directory*

EMPLOYMENT

Equal Employment Opportunity

Policies DAA, DIA

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

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Mr. David Macias, the District ADA/Section 504 Coordinator at 14521 Horizon Boulevard, El Paso, Texas 79928, (915) 926-4000. Reports can be made at any time and by any person,

including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Mr. James Littlejohn, Assistant Superintendent of Secondary Curriculum and Instruction at 14521 Horizon Boulevard, El Paso, TX 79928, (915) 926-4000.

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

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis and posted on the District's Website.

Employment After Retirement

Policy DC

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

Contract and Non-Contract Employment

Policy DC

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

Probationary Contracts. Nurses and full-time professional employees new to the District and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in District employment or employees who move to a position requiring a new class of certification 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 non-instructional administrators) are employed by a Chapter 21 probationary or term contract or a non-certified contract.

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

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the Certification Specialist in a timely manner.

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

Recertification of Employment Authorization

Policy DC

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the Department of Human Resources at (915) 926-4066 if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches, Alcohol and Drug Testing

Policy CQ, DHE

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

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

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted, if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is not allowed to return to duty.

Any employee who is required to have a CDL or who otherwise is subject to alcohol and drug testing will receive a copy of the District's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Department of Human Resources at (915) 926-4066.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the District proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their immediate supervisor and to the Department of Human Resources by October 1, 2023.

Reassignments and Transfers

Policy DK

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

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by the deadline provided by the Department of Human Resources each year. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Department of Human Resources and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12- month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

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

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. Overtime Compensation on page 25 for additional information.

ADA Accommodations

Policies DAA, DBB, DIA

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting the Benefits and Risk Management Coordinator at 915-926-4073 and identifying an adjustment or change at work that is needed because of a disability. An employee also may submit a written request to HR using the ADA Accommodation Request Form, which is available on the Clint ISD website. Upon receiving the reasonable accommodation request, HR or the ADA coordinator will

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

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

Breaks for Expression of Breast Milk

Policies DEAB, DG

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

A reasonable amount of break time will be provided when the employee has 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 David Macias, Chief Human Resources Officer at (915) 926-4000.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) requires employers to provide accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact the Benefits and Risk Management Coordinator at 915-926-4073 to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Department of Human Resources at 926-4066.

Outside Employment and Tutoring

Policy DBD

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

Administrators. An employee who has significant administrative duties relating to the operation of a school district, including the operation for a campus, program,

or other subdivision of the district is restricted from outside employment. Administrators may not receive financial benefits for performing personal services for any business entity that conducts or solicits business with the district.

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

Performance Evaluation

Policies DN, DNA, DNB

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 may be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

T-Tess Calendar 2026 - 2027

2026–2027 TEACHER APPRAISAL CALENDAR

CLINT INDEPENDENT SCHOOL DISTRICT

August				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September				
M	T	W	T	F
31	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	1	2

October				
M	T	W	T	F
28	29	30	1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December				
M	T	W	T	F
30	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	1

IMPORTANT DATES

August 14, 2026: Deadline for completion of T-TESS orientation for teachers who require orientation and who were hired prior to the first day of instruction for students.

September 18, 2026: Deadline to submit initial Goal Setting and Professional development Plan to appraiser.

September 18, 2026: SLO Form Completed and approved

November 6, 2026: First SLO progress check

December 2026: 80% Campus T-TESS Formal observations completed

February 2027: 100% Campus T-TESS Formal observations completed

February 23, 2027: Second SLO progress check

May 14, 2027: Last day for all Summative & End-of-Year Conference

Artifact deadline for SLO

Artifact Deadlines will be set in mid-August.

BOY Evidence (5 Assignments)- September 18,2026

Short Term SLO

Artifacts Deadlines will be set in mid-August.

BOY Evidence (3 Assignments)-Semester 1: August 14,2026

*** Refer to TIA website or T-TESS SLO website*

General Information:

- All T-TESS Appraisers must be T-TESS certified and must be a Campus Principal or Assistant Principal.
- Appraisers should ensure that all teachers have been T-TESS trained prior to beginning the appraisal cycle.
- No appraisal observations may be conducted the day before or after a school holiday or the day of district or state testing.

Reminder:

- Share all documentation with the teacher within 10 days.
- Summative Conference and no later than 15 working days before the last day of instruction.

January				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31	1	2

April				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Employee Involvement

Policies BQA, BQB

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

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the District. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Mental Health Training

Policy DMA

All district employees who regularly interact with students are required to complete an evidenced-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide a certificate of completion to the district that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training. Campus staff required to complete the training includes, but is not limited to, teachers, coaches, librarians, instructional coaches,

administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students.

COMPENSATION AND BENEFITS

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

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

All employees will receive written notice of pay schedules and work schedules, as approved by the School Board, 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 Department of Human Resources for more information about the District's pay schedules or their own pay.

Paychecks

Payday schedules are according to the employee's classification. Exempt employees are paid on the 15th day of every month. If the 15th falls on a weekend it will revert back to the Friday before the 15th. Non-exempt employees are paid twice per month. The first payroll is on the 15th day of every month. If the 15th falls on the weekend it will revert back to the Friday before the 15th. The second payroll will be on the last day of the month. Again, if the last day falls on the weekend it

will revert back to the Friday before the last day of the month. This may be adjusted for holidays.

Paychecks will not be released to any person other than the District employee named on the check without the employee's written authorization. Employees are responsible for regularly reviewing the accuracy of their pay statement and should contact the business department if they have any questions.

The schedule of pay dates for the 2026 – 202 school year follows:

26-27 ExemptMonthlyPayrollSchedule.pdf

26-27 NonExemptMonthlyPayrollSchedule.pdf

Automatic Payroll Deposit

Employees will have their paychecks electronically deposited into a designated account. A notification of change is required by the payroll "cut-off" date each month. With automatic deposit, an employee's pay is immediately available on the pay date. Contact the Business Services Department for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

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

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

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance;

annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of fitness programs and membership dues to professional organizations and Member TRS Care Insurance Contribution-After Retirement with the exception of PAC (Political Action Committee) voluntary donations. Salary deductions are automatically made for unauthorized or unpaid leave.

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

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

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

Overtime Compensation

Policies DEAB, DEC

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

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. The workweek for District employees shall be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at a time-and-a-half rate with compensatory time off (comp time) or

direct pay. However, Clint Independent School District has chosen to use compensatory time as the primary basis for overtime payment for all job categories. The following applies to all nonexempt employees:

- Employees may accrue up to 240 hours of compensatory time. (160 hours of actual overtime worked).
- Comp time must be understood and agreed to before the work is performed.
- Use of comp time may be at the employee's request with supervisor approval as workload permits, or at the supervisor's direction.
- An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

All paraprofessionals and support staff are required to work a 40-hour week. The administrator in charge will determine the work schedule. All overtime must have prior approval by the respective assistant superintendent. Emergencies will be handled on a case-by-case basis.

Employees working overtime without prior approval will be subject to the following disciplinary action:

1. The first offense will merit a written warning.

2. The second offense will merit a one-day suspension without pay.

3. The third offense will merit termination.

Time Sheets and Clocks

Policy DEAB

Time sheets or time clock entries are required to be kept for all non-exempt personnel; the supervisor of exempt personnel may exercise discretion regarding whether to require timesheets for exempt personnel. Time sheets or time clock entries are to be maintained on a weekly basis, and actual hours are to be documented. Weekly reconciled time sheets must be delivered to the business services department no later than the following Tuesday of the workweek recorded or time clock entry and reconciliation completed.

It is the employee's responsibility to ensure that he or she punches in or out correctly each day. Employees may experience delays in full compensation and disciplinary measures for failing to punch in/out prior to the payroll cut-off dates.

Employees who make excessive punch infractions or violate any other time clock policies and procedures may be subject to disciplinary action. The following disciplinary actions may be taken:

4. The first offense may merit a written warning.
5. The second offense may merit a one-day suspension without pay.
6. The third offense may merit termination of employment.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and the appropriate central office administrator must give approval. Once approved all travel arrangements must be made by the Districts travel clerk. Any travel arrangements made by the employee will not be reimbursed and the employee will be responsible for the entire cost of the trip. For approved travel, employees will be reimbursed for mileage and other allowable travel expenditures according to the current rate schedule established by the District. Employees must clear trips, providing detailed receipts, no later than 10 working days after their return. Employees not clearing trips within the allotted time will have the entire amount of the trip deducted from their next paycheck. For more information on District Travel procedures please refer to Policy DEE Legal, DEE Local, FMG Local, Administrative Regulation DEE R, FMG R, or call the District travel clerk at 915-926-4090.

Health Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health 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 actively making monthly contributions to TRS.

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

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The group health insurance plan year is from September 1 through August 31. Current employees can make changes to their health insurance coverage during open enrollment each year or when they experience a qualifying event (i.e. marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees via the online employee benefits portal. Employees should contact the Benefits Department at (915) 926-4073 for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs such as dental, vision, life and disability. Premiums for these programs can be paid by payroll deduction. Employees should contact the Benefits Department at (915) 926-4073 for more information.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or decline this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., health, dental, vision, cancer, dread disease, etc.).

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

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.

All work-related accidents or injuries should be reported immediately to the injured employee's supervisor and the Benefits Coordinator at (915) 926-4073. 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.

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 Benefits Department at (915) 926-4073.

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). Substitute's not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits. Employees who plan to retire under TRS should notify TRS as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov). See page 14 for information on restrictions of employment of retirees in Texas public schools.

LEAVES AND ABSENCES

Policies DEC, DECA, DECB

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five (5) days should call their immediate supervisor

and call the Benefits Coordinator at (915) 926-4073 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the District.

Paid leave must be used in half day or full day increments. Earned comp time must be used before any available paid state and local leave. Summer hours are the only exception. Unless an employee request a different order, available paid state and local leave will be used in the following order:

- Local
- State

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. Documentation may be required for any absence at the discretion of the Superintendent or designee.

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

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

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

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

Medical Certification. Any employee who is absent more than three (3) days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and - in the case of personal illness- the employee's fitness to return to work.

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

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

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

Under TRS-ActiveCare 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. There are two types of personal leave: non discretionary and discretionary. Arrival at work later than one (1) hour constitutes a half-day absence and leaving work earlier than one (1) hour before the end of the workday or dismissal constitutes a half-day deduction from the employee's available leave.

Nondiscretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered non discretionary leave. Reasons for this type of leave allows very little, if any, advance planning. Non Discretionary leave 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 written request to his or her principal or supervisor two (2) days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

No more than five (5) discretionary leave days may be taken consecutively. Discretionary leave days may not be taken under the following circumstances:

1. Days scheduled for state-mandated assessments or end-of-course examinations.

2. Days scheduled for professional or staff development that are applicable to the individual employee.

The use of discretionary days by an employee in a manner that negatively impacts the students, or the mission of the District may be addressed through the District's disciplinary procedures. If there is evidence of abuse of leave policies, use of personal leave days may be investigated and/or denied by the Superintendent, or designee. Documentation may be required for any absence at the discretion of the superintendent or designee.

Leave Proration. If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the

school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

Staff Development and School Business Leave

Staff Development Absence. An absence is entered into the system (AESOP or Skyward Time Off) if an employee is away from their assigned campus or department for staff development.

School Business Absence. An absence is entered into the system (AESOP or Skyward Time Off) if an employee is away from their assigned campus for School Business. Departmental personnel will submit an absence if the employee's duties do not normally take them away from the department or as required by their Cabinet Member.

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 only in three (3) days increments, except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

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

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

State Personal Leave – Rate Accrual

Leave is available for the employee's use. Each employee shall earn state personal and local leave, in equivalent workdays, at the rate of half (.5) a work day for every 18 workdays of employment, up to the statutory maximum of 5 state personal leave days per contractual year. 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.

STATE PERSONAL LEAVE EARNED PER CONTRACTUAL YEAR	
Days Employed At 100% of the Day	**Days Earned**
0 – 17	0.0
18 – 35	0.5
36 – 53	1.0
54 – 71	1.5
72 – 89	2.0
90 – 107	2.5
108 – 125	3.0
126 – 143	3.5
144 – 161	4.0
162 – 179	4.5
180 +	5.0

Local Leave

All employees shall earn an additional five (5), six (6), or seven (7) equivalent workdays of **local leave** per school year, concurrently with state personal leave according to the following schedule:

		District Identification Name
10-month positions -	Five workdays	**Local**
11-month positions -	Six workdays	**Local**
12-month positions -	Seven workdays	**Local**

Local leave shall accumulate without limit and shall be taken with no loss in pay. This is considered Discretionary Leave, to be taken at the individual employee's discretion, subject to certain limitations. For these limitations refer to Policy DEC Legal and DEC Local and also the District's Employee Handbook.

Non-Duty Days

For the 2026–2027 school year, the following categories of staff have the indicated number of Non-Duty Days:

226 days employee – 4 days
238 days employee – 5 days
246 days employee – 15 days

Non-Duty Days are non-paid days that are in excess of the staff member's required number of work days, as per the District calendar. The number of non-duty days can vary each year as they are determined by the annually adopted District calendar.

Sick Leave Bank (or Pool)

If fifty (50) percent or more of eligible personnel choose to join, a local sick leave bank may be established in order to provide additional sick leave days to members of the sick leave bank. Days from the sick leave bank shall be available only in the event of unexpected life threatening illness, surgery or injury that renders the employee incapable of performing required duties and necessitates an absence from work for at least five (5) or more consecutive days.

Eligible personnel are defined as full-time employees of the District who work a minimum of thirty (30) hours per week as well as teacher and paraprofessional personnel who work at least fifty (50) percent of the normal school day. An employee may receive a maximum of thirty (30) days from the pool. A governing board, which shall be called the Sick Leave Bank Board of Directors, shall approve or disapprove all requests for days from the sick leave bank. Information regarding the Sick Leave Bank is available in Policy DEC (Local) and may be downloaded from the web.

The following shall apply to the granting of days from the sick leave bank:

1. Days may be requested from the sick leave bank only after a member has exhausted all accumulated state leave and local leave days.

2. A member may apply for days from the bank only after being absent from work for the number of days requested (a minimum of five (5) days); days shall not be granted in advance. The maximum number of days that may be granted during the year shall be thirty (30) days.

3. A member who has received fewer than thirty (30) days from the sick leave bank and returns to work but is again ill with the same or a different illness may apply to the bank for additional days needed, up to the maximum of thirty (30) days in a school year. Each separate illness must meet the initial eligibility criteria.

4. Days from the bank may be used only for the member's personal catastrophic illness or injury and may not be used to assist a member of the immediate family.

In order to apply for sick leave bank days, the member shall:

1. Sign a statement attesting to the fact that the condition that necessitated the request for sick leave bank days from the governing committee was unknown to the employee at the time he or she became a member of the bank.
2. Submit a completed statement from the attending physician's (licensed to practice in the United States) that includes:

   a. Identification of the nature of the illness and/or extent of injury.
   b. Date of initial onset of this particular condition.
   c. Anticipated date eligible to return to work on full-or part-time basis.

3. If a member is critically ill and unable to file an application for days, the principal, immediate supervisor, or department head may initiate the application form at the request of the family.

4. The Board of Directors of the sick leave bank may require the employee to obtain a second opinion from a physician of the sick leave bank Board of Directors' choice at any time. In such cases, the District shall pay the cost of the examination.

Termination of Membership

A member shall lose the right to use benefits of the bank only by:

1. Termination of employment with the District.

2. Cancellation of participation by the member at any time, in writing.

3. Being on an approved leave of absence other than family and medical leave or temporary disability leave.

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

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

Final Decision

Any question concerning membership, regulations, or application for sick leave bank days that may arise after adoption of this policy and not specifically covered herein, shall be submitted to the Board of Directors, who will make a recommendation to the Superintendent. An employee who is not satisfied with the decision of the Superintendent may appeal to the Board beginning with Level Three, DGBA (LOCAL).

Amendments

Sick leave bank guidelines may be amended upon recommendation of the Board of Directors followed by approval of the Superintendent. Any substantial change in the program shall be approved by the Board of Trustees.

Family and Medical Leave (FML) - General Provisions

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

What is FMLA leave?

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

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

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

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

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

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

Am I eligible to take FMLA leave?

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

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

Airline flight crew employees have different "hours of service" requirements.
You work for a covered employer if one of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave?

Generally, to request FMLA leave you must:

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

You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was

previously taken or approved for the same reason when requesting additional leave.

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

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

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

What does my employer need to do?

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

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

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

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

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

Where can I find more information?

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

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

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME

Local Family and Medical Leave Provisions

Eligible employees can take up to twelve (12) weeks of unpaid leave in the twelve (12)-month period beginning on the first duty day of the school year. The 12-month period shall be measured backward from the date an employee uses FMLA leave.

Use of Paid Leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently. Teachers have the option of not using paid leave during the FML absence for pregnancy or birth or adoption of a child.

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

Intermittent Leave. When medically necessary, or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for

the care of a newborn child or for adoption or placement of a child with the employee.

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee's ability to perform essential job functions is required, the district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider.

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

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in policy (see DECA (LEGAL)).

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

District Contact. Employees that require FML or have questions should contact the Benefits Coordinator at (915) 926-4073 for details on eligibility, requirements, and limitations.

Temporary Disability

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. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. 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 one hundred and eighty (180) calendar days. If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the Board. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the Benefits Department should be notified at least thirty (30) days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated at the beginning of the following school year.

Workers' Compensation Benefits

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

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

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury, and should be immediately reported to the employee's immediate supervisor and the Benefits and Risk Management Coordinator at 915-926-4073.

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

Bereavement Leave (Funeral)

Use of state leave and/or local leave for death in the immediate family shall not exceed five (5) workdays per occurrence, subject to the approval of the District. (DEC Local)

Jury Duty

The district provides paid leave to employees who are summoned to jury duty. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her

supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

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

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid school business subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances. Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay.

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 ordered by proper authority. Paid military leave is limited to fifteen 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 are still qualified to perform the required duties. Employees returning to work following military leave should contact the Benefits and Risk Management Coordinator at 915-926-4073. In most cases the length of federal military service cannot exceed five (5) 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 twenty-four (24) months. Employees should contact the Benefits Coordinator at (915) 926-4073 for details on eligibility, requirements, and limitations.

EMPLOYEE RELATIONS AND COMMUNICATIONS

Employee Recognition and Appreciation

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

District Communications

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

Clint ISD Social Media Platforms: Twitter (X), Facebook and Instagram

Clint ISD Website: www.clintweb.net / Senior's Scholarship Events page

Clint ISD Board Meeting Broadcast: https://www.clintweb.net/domain/85

COMPLAINTS AND GRIEVANCES

Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly process. 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. For ease of reference, the District's policy concerning the process of bringing concerns and complaints is reprinted as follows:

Guiding Principles (DGBA)

The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Definitions:

Days	For purposes of this policy, "days" shall mean District business days. Grievances may be dismissed if filed late. The employee may appeal the dismissal at the same level, but the appeal is limited to the issue of timeliness.
Complaint	A concern regarding one or more of the following: 1. Wages, hours, or conditions of work. 2. Alleged violation(s) of Board policy or administrative regulation(s). 3. Alleged violation(s) of employees' exercise of constitutional rights. 4. Alleged arbitrary, malicious, or capricious treatment. 5. Alleged harassment (excluding sexual harassment). 6. Alleged violation of the Code of Ethics and Standard Practices for Professional Educators. The complaint must establish the individual harm suffered.
Grievance	An unresolved complaint. Complaint and grievance shall have the same meaning.
Complainant	Individual or organization who files a written complaint.
Grievant	Individual or organization who files a written grievance.
Respondent	Individual against whom a complaint or grievance is filed.
Representative	A person designated by the employee to act as representative. If a representative is designated shortly before a scheduled conference or hearing, the District may reschedule in order to include its own attorney.
Teacher	Classroom teachers, counselors, librarians, and nurses.
Staff Member	District employees other than teachers, site-based administrators, and supervisors.
Site-Based Administrator	Principals and assistant principals.

Other Review Process
Some topics are governed by other review processes and are not subject to this policy. An employee's dismissal or nonrenewal may be the subject of a grievance under this policy only if the District does not otherwise provide for a review of the matter.

The following are governed by other review processes and are not subject to this policy:

1. Grievances regarding suspension without pay of a contractual employee: DF series

2. Grievances regarding instructional materials: EFA

3. Grievances regarding sexual harassment: DIA

Freedom from Retaliation
Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a complaint or grievance under this policy. Policy DG

Notice to Employees
The principal of each campus and other supervisory personnel shall ensure that employees under their supervision are informed of this policy. Employees shall be provided a copy of the policy at the time of employment and whenever it is revised.

Whistleblower Complaints
Employees who allege unlawful discrimination in retaliation for reporting a violation of law to an appropriate authority shall invoke this policy no later than ninety (90) days after the date the alleged violation occurred or was discovered by the employee through the use of reasonable diligence. The complaint shall be filed with the Director of Human Resources. If the complaint is not resolved at that level, the Superintendent shall ensure that the matter reaches the Board expeditiously. Timelines for the employee and the District set out in this policy may be shortened to ensure that the Board's final decision is made within sixty (60) days of the initiation of the complaint.

Consolidation
When the Superintendent or designee determines that two or more individual complaints or grievances are sufficiently similar in nature and remedy to permit their resolution through one proceeding, he or she may consolidate the complaints.

Informal Conference
Before initiating the formal complaint process and prior to the fifteen (15) business day deadline under this policy, attempts should be made to resolve concerns at the lowest level through an informal conference process. A conference form shall be completed with both the complainant's and administrator's signature to document the conference.

Formal Process
If the complaint is unresolved at the informal conference of the parties, the complainant may file a grievance by filing a written complaint form within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance.

Level One

The employee must submit the complaint form to his or her immediate supervisor. If the employee's immediate supervisor is the Superintendent or designee, the complaint may begin at Level Two. The appropriate administrator will investigate as necessary and hold a conference with the employee within ten days after receipt of the written complaint. The administrator will provide the employee a written response within ten days following the conference.

Level Two

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision. The appeal notice must be filed in writing within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline. The Superintendent or designee will hold a conference within ten days after the appeal notice is filed. The conference will be limited to the issues presented by the employee at Level One and identified in the Level Two appeal notice. The Superintendent or designee will provide the employee a written response within ten days following the conference.

Level Three

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board. The appeal notice must be filed in writing within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level

Two response deadline to the Board. The Superintendent or designee will inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board. The District will determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law.

The Board may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

EMPLOYEE CONDUCT AND WELFARE

Standards of Conduct

Policy DH

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

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

All District employees should perform their duties in accordance with state and federal law, District policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC no later than the seventh (7th) day after the superintendent knew of the incident. See *Reports to the Texas Education Agency*, http://www.tea.state.tx.us/ for additional information.

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

Texas Educators' Code Ethics

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

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

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

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

(i) the nature, purpose, timing, and amount of the communication;

(ii) the subject matter of the communication;

(iii) whether the communication was made openly or the educator attempted to conceal the communication;

(iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

(v) whether the communication was sexually explicit; and

(vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including Board members, vendors,

contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action up to and including termination.

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

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

Employee Welfare Freedom from Harassment
Note: This policy addresses harassment of District employees. For harassment of students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, religion, or age.

Employees shall not tolerate harassment of others and shall make reports as required at reporting procedures, below.

Sexual Harassment
Sexual harassment of an employee is defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or

2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples
Examples of sexual harassment may include, but are not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

Other Prohibited Harassment
Harassment of a District employee on the basis of the employee's race, color, gender, national origin, disability, religion, or age includes physical, verbal, or nonverbal conduct related to these characteristics when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;

2. Creates an intimidating, threatening, hostile, or offensive work environment; or

3. Otherwise adversely affects the employee's employment opportunities.

Examples
Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property.

Reporting Procedures
An employee who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to an appropriate person designated below.

Any District employee with supervisory authority who receives notice that another employee has or may have experienced prohibited harassment is required to immediately report the alleged acts and take whatever other steps are required by this policy.

Any other person who knows or believes that a District employee has experienced harassment should immediately report the alleged acts to the appropriate person designated by this policy.

Timely Reporting
Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

A District employee may report harassment to his or her supervisor or campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

District Officials

1. For sexual harassment, the Title IX coordinator. DAA(LOCAL)
2. For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

Notification Report
Upon receipt of a report of harassment, a supervisor or principal shall immediately notify the appropriate District official listed above.

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 and comply with applicable law.

Investigation of the Report
The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation.
The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of

the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

Concluding the Investigation
Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action
If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

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

The complainant shall be informed of his or her right to file a complaint with the Texas Workforce Commission Civil Rights Division, the Equal Employment Opportunity Commission, or the United States Department of Education Office for Civil Rights.

Retaliation Prohibited
Retaliation against an employee alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

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

Access to Policy
This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

Harassment of Students

Policies: HD, DF, DHB, FFG, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. *See reporting Suspected Child Abuse, page and Bullying, page for additional information.*

Procedures for reporting and investigating harassment of students is: *DHB (Legal)*.

"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.

Student Welfare

Student Freedom from Harassment
Policy FFH

Note: This policy addresses harassment of District students. For provisions regarding harassment of District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG.

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, or religion.

Employees shall not tolerate harassment of students and shall make reports as required at REPORTING PROCEDURES, below.

Sexual Harassment by an Employee
Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct;

2. The conduct is so severe, or persistent, or pervasive that it:

   a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
   b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. Policy DF

Sexual Harassment by Others
Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or

3. Otherwise adversely affects the student's educational opportunities.

Examples of Sexual Harassment
Examples of sexual harassment of a student may include, but are not limited to, sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

Other Prohibited Harassment
Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, gender, national origin, disability, or religion that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or

3. Otherwise adversely affects the student's educational opportunities.

Examples of Prohibited Harassment
Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Reporting Procedures
Any student who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.
Any District employee who receives notice that a student has or may have experienced prohibited harassment is required to immediately report the alleged acts to an appropriate person designated below. Any other person who knows or believes that a student has experienced prohibited harassment should immediately report the alleged acts to the appropriate person designated below.

Reports of known or suspected child abuse or neglect shall be made as required by law. Policy FFG

Timely Reporting
Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment.

Oral or written reports of prohibited harassment shall normally be made to the campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District officials below:

District Officials

1. For sexual harassment, the Title IX coordinator. FB (LOCAL)

2. For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

Notification of Report
Upon receipt of a report of harassment, a principal shall immediately notify the appropriate District official listed above.

Notice to Parents
The principal or District official shall promptly notify the parents of any student alleged to have experienced prohibited harassment by a District employee or another adult associated with the District. In cases of student-to-student harassment, the District shall promptly notify the parents of any student alleged to have experienced harassment when the allegations presented, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy.

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 and comply with applicable law.

Investigation of the Report
The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation.
The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

Concluding the Investigation
Absent extenuating circumstances, the investigation should be completed within ten (10) business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District action
If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

Appeal
A student, including a complainant, may appeal through FNG (LOCAL), beginning at the appropriate level. A complainant shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Retaliation Prohibited
Retaliation against a student alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

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

Access to Policy
Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

Reporting Suspected Child Abuse

Policies DG, DHB, FFG, GRA

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

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

Employees are also required to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good

faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

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

Under state law, a person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the District is prohibited from 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 make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators.

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

Sexual Abuse and Maltreatment of Children

The District has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at http://www.clintweb.net/. As an employee, it is important for you to be aware of warning signs that could

indicate a child may have been or is being sexually abused or otherwise maltreated. Abuse in the Texas Family Code is to include any sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or disabled individual, indecency with a child, improper relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Reporting Crime

Policy DG

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

Scope and Sequence

Policy DG

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

Technology Resources

Policy CQ, CQ(R)

The District's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the District
- Does not unduly burden the District's technology resources
- Has no adverse effect on job performance or on a student's academic performance
- Artificial intelligence (AI) should only be used as a support tool to improve student outcomes, not to replace the decisions made by teachers or students

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

Employees are required to abide by the provisions of the District's acceptable use agreement and administrative procedures, see. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and/or legal action. Acceptance of the District Employee Handbook equates to acceptance of the District's Agreement for Acceptable Use e-forms in CQ(R). Employees with questions about computer use and data management can contact Technology Services Department at 926-4101.

Artificial Intelligence (AI) Employee Guidelines & Standards of Conduct

1. Vision & Core Pillars for Staff

- **Human-Centered Approach:** AI tools serve as supplements to enhance human instruction and workflow, ensuring educators and staff remain at the core of learning and district operations. Integration must be intentional and directly aligned with job duties or learning objectives.
- **Ethical & Equitable Use:** Staff must ensure AI tools are deployed responsibly, prioritizing student well-being, equity, and avoiding algorithmic bias.

- **Data Privacy & Safety:** Rigorous data security standards are mandatory. All AI usage by staff must strictly comply with FERPA, COPPA, Texas data privacy laws, and District Policy CQD.
- **Professional Integrity & Transparency:** Staff are responsible for maintaining academic and professional integrity, using AI for assistance while ensuring transparency and final professional oversight in all work products.

2. Professional Application of the H-AI-H Model

Staff are expected to model and execute the **Human-AI-Human (H-AI-H)** model in all professional, instructional, and administrative workflows.

1. **Human Input (40% — Scope & Objectives):** Staff initiate the task by defining clear goals, inquiry parameters, and pedagogical or operational requirements before prompting AI tools.
2. **AI Production (45% — Drafting & Assistance):** Approved AI tools assist with generating initial drafts, organizing data, summarizing resources, or creating lesson outlines. AI output serves strictly as a working draft.
3. **Human Reflection (15% — Verification & Professional Oversight):** Staff perform mandatory critical review. Staff must audit output for factual accuracy (combating "hallucinations"), eliminate bias, align content with standards, and apply professional judgment prior to publishing or distributing work.

3. Key Employee Responsibilities & Boundaries

Operational Area	Standard of Professional Conduct
Data Protection & Confidentiality	Staff **must never** enter Personally Identifiable Information (PII)—including student names, IDs, grades, IEP details, health records, or employee records—into unapproved third-party AI platforms.

Tool Approval Workflow	Staff may only use AI software that has cleared the District's official vetting and technology approval workflow.
Instructional Evaluation & Grading	AI cannot replace professional educator evaluation. Staff are strictly prohibited from delegating official grading, IEP goal writing, or performance evaluations entirely to AI tools without direct educator oversight.
Fact-Checking & Accountability	Employees retain 100% accountability for all official communications, lesson plans, and district documents generated with AI assistance.

4. Violations & Policy Compliance

Failure to adhere to district AI guidelines may constitute a violation of **District Policy CQD**, **Policy DH (Employee Standards of Conduct)**, or state and federal privacy statutes.

Violations include:

- Inputting confidential student records or staff PII into unapproved AI platforms.
- Utilizing unapproved AI applications for administrative or classroom tasks.
- Presenting unverified or inaccurate AI-generated content in official communications, lesson materials, or reports.
- Generating inappropriate, misleading, or non-compliant digital media.

Violations may lead to administrative review, revocation of district technology privileges, or disciplinary action in accordance with District Policy DH.

Personal Use of Electronic Communication

Policies CQ,CY, DH

Electronic communications includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, X, 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 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, and not during instructional time unless there is an emergency or the use is authorized by a supervisor to conduct district business.

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

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educator's 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 Policy DH (EXHIBIT)

- Confidentiality of district records, including educator evaluations and private email addresses. (See Policy GBA)

- Copyright law (See Policy CY)

- Prohibition against harming others by knowingly making false statements about a colleague or the school system. (See Policy DH (EXHIBIT)

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

Electronic Communications between Employees, Students and Parents

Policy *DH*

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

An employee is not subject to these 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 accepted 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 communication.

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

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

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

- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:

- The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;

- The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message.

- For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's District email address.

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

- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (professional page) for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page. The employee's supervisor is responsible for monitoring professional social network pages. Supervisors and Principals are responsible for responding to questions and concerns posted on organization or campus social media pages.

- The employee shall not communicate directly with any student between the hours of 10 p.m. and 5 a.m. which are deemed inappropriate by District Administration. 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 Educator's 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. Policies CPC and FL

  - Copyright law [See Policy CY]

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

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

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

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

- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.

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

Public Information on Private Devices

Policy DH, GB

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

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

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH, DHB, DHC

An employee must notify his or her principal or immediate supervisor within three (3) calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

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

Moral turpitude includes the following:

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

- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under SBEC rules

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

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

Alcohol and Drug Abuse Prevention

Policy DH

Clint ISD is committed to maintaining a drug free environment and will not tolerate the use of illegal drugs in the workplace. 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:

All District employees shall perform their duties in accordance with state and federal law, District policy, and ethical standards. DH (EXHIBIT)

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

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any glue, aerosol paint, or any other chemical substance for inhalation.

4. Any other intoxicant, or mood changing, mind altering, or behavior altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, GKA

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

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

Exemptions
An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee's personal use shall not be considered to have violated this policy.

Notice
Each employee shall be given a copy of the District's notice regarding drug-free schools. DI (EXHIBIT)

A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

Drug-free Workplace Requirements
DI (EXHIBIT)

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. 41 U.S.C. 702(a) (1) (A); 28 TAC 169.2

The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the district's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs and the penalties that may be imposed upon employees for drug abuse violations. 41 U.S.C. 702(a) (1) (B); 28 TAC 169.2

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Policies DH and DHE 41 U.S.C. 702(a) (1) (A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Within ten (10) days of receiving such notice from the employee or any other source-the District shall notify the granting agency of the conviction. 41 U.S.C. 702(a) (1) (D), (EXHIBIT)

Within thirty (30) calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703

Dress and Grooming

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional

standards established by their supervisors and approved by the Superintendent. Personnel are expected to dress in a manner that projects a professional image for the employee, District, and the community. The style of clothing for males and females shall always reflect a professional and business-like atmosphere. The following shall apply:

1. Cleanliness and neatness are expected of all staff at all times.
2. Clothing for classes such as physical education, agriculture, auto mechanics, Pre-K, Kindergarten, SPED self-contained classes and the like shall be appropriate for the class. While clothing for these classes may not fall under the outlined requirements of this policy, clothing should be appropriate for each specific class taught by an instructor while in the instructional setting.
3. Mustaches, beards and sideburns shall be kept neat and trimmed. Hair length for male employees shall be of standard and appropriate length according to hair style. Hair must be of a natural hair color. No mohawk styles.
4. Employees may wear jeans only on Fridays and on days of special events, activities, as designated by the immediate supervisor and approved by the Superintendent. Jeans of any color are not allowed Monday through Thursday. When jeans are allowed, they must be clean, neat, and pressed (no holes, no extremely faded or worn-out jeans) and worn with a school spirit shirt. Jeans are not allowed during professional development inside/outside the District.
5. Female employees' dress and skirt length should be no shorter than two inches above the knee. Pant length should be mid-calf or lower. No spaghetti straps.
6. Shorts, spandex clothing, sweats, jogging suits of any kind, skorts and cargo pants are not acceptable attire for the classroom.
7. Shower shoes, rubber/plastic flip flops and slippers are not allowed at any time. Clean and neat athletic tennis shoes are allowed at any time.
8. Offensive or inappropriate tattoos must be covered at all times. Employees, regardless of gender, may wear piercings while at work. Piercings are limited to the ears and small, discreet facial studs in order to maintain a professional appearance. No gauges. Final decisions regarding the appropriateness of employee attire for any given situation shall be at the discretion of the immediate supervisor.
9. "Exceptions for Sincerely Held Religious Belief: Employees who, because of sincerely held religious beliefs or practices, require an exception to this dress code may request a reasonable accommodation. Requests should be submitted in writing to Human Resources and must describe the specific religious practice or belief at issue. The District may require reasonable supporting documentation to confirm the religious basis for the request. "

[This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702) and notice requirements imposed by the Texas Workers' Compensation Commission rules at 28 TAC 169.2]

Fraud and Financial Impropriety

Policy, CAA

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

- Forgery or unauthorized alteration of any document or account belonging to the District
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of District information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or 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 pass-through entity for state and federal awards

Fraud/Waste/Abuse Reporting

Accountability is a top priority for the Clint Independent School District. Our Policies formalize the expectations of personal honesty and integrity required of all employees. Preventing losses due to waste, fraud, or abuse is a critical challenge. As employees and community members, we share a responsibility in facing this challenge. Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement. If this is not feasible, the District has provided a fraud/abuse hotline, 915-926-4160, or web form at www.clintweb.net under the Employee/ Community tab, as reporting options. The hotline and web form are not intended for grievances or other personal issues. Reporting must be made in good faith. Employees who knowingly make false allegations shall be subject to administrative action. *CAA (Local), CAA (R)*

Conflict of Interest

Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy CY

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

Associations and Political Activities

Policy DGA

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

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

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early

voting period or on election day must communicate with their immediate supervisor prior to the absence.

Charitable Contributions

Policy DG

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

House Bill 23

Local Government Code Chapter 176 Concerning the Disclosure of Certain Relationships with Local Government Officers and Vendors

All District employees must adhere to House Bill 23. This bill requires staff members to disclose and complete a Conflict of Interest Statement (CIS Form) if a conflict exists or if certain gifts are received. In order to assist staff with compliance, monthly email correspondence will be sent to all staff members. This email correspondence will contain information, with regard to vendors and other information that will be helpful to staff members and assist them to determine if a conflict exists. Please review the email correspondence monthly and take any necessary action. Action should be taken as needed and as required. Please contact the Business Service Department with any questions at (915) 926-4093.

Safety and Security

Policy CK Series

The District has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to

emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 78 for additional information.

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

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

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

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

Employees with questions or concerns relating to safety programs and issues can contact the Safety Specialist at (915) 497-0183.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district-provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their supervisors or call 911 immediately.

Visitors in the Workplace

Policy GKC

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

Asbestos Management Plan

POLICY CSC

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

Pest Control Treatment

Policies CLB, DI

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

Notices of planned pest control treatment will be posted in a District building forty-eight (48) hours before the treatment begins. Pest control information sheets are available from campus principals or facility managers upon request.

GENERAL PROCEDURES

Emergency School Closing

Policy EB

The District may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late, to release students early or to cancel school, District officials will post a notice on the District's website and notify the following radio and television stations:

KHEY-Y 96
KAMA – Spanish Station
SUNNY – 99.9
KROD 6000

Emergencies

Policy CKC

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

Purchasing Procedures

Policy CH

No purchases, charges, or commitments to procure goods or services for the District can be made without an approved purchase order. The District will not reimburse employees or assume responsibility for any purchases made without an approved purchase order. Any employee who makes a purchase or commitment to purchase without following District procedures will be personally liable for said purchase. Employees are not permitted, unless otherwise notified by the

Purchasing Department in writing, to purchase supplies or equipment for personal use through the District's business office. For more information on Purchasing Procedures please reference Policy CH Local, Administrative Regulation CHD-R or contact the Purchasing Department at 915-926-4081.

Name and Address Changes

It is important that employment records be kept up to date. Employees must submit personal changes through the District Employee Management System. Should you have any questions or concerns please contact the Department of Human Resources at (915) 926-4066.

Personnel Records

Policy DBA, GBA

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

Employees may choose to have the following personal information withheld:
- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to David Macias, Director of Human Resources. New or terminated employees have fourteen (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.

ADA Information

ADA Information
Any employee needing to request accommodations due to a disability must refer to the "ADA Information" under Clint ISD Human Resources webpage or contact the Benefits & Risk Management Coordinator for information.

Facility Use

Policies DGA, GKD

Employees who wish to use District facilities after school hours must follow established procedures. Operational Services is responsible for scheduling the use of facilities after school hours. Contact (915) 926-4051 to request to use school facilities and to obtain information on the fees charged.

TERMINATION OF EMPLOYMENT

Resignations

Policy DFE, DHB

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received 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 Department of Human Resources. Contract employees may resign at any other time only with the approval of the Superintendent or the Board of Trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator's resignation within seven business days of the following:
- Certain misconduct, abuse, unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor
- Solicitation or engaging in sexual conduct with a student or minor
- Inappropriate communications with a student or minor
- Failure to maintain appropriate boundaries with a student or minor
- Possession, transfer, sale, or distribution of a controlled substance
- Illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The superintendent is required to report such conduct to SBEC.

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

Human Resources at least two (2) weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

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

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

The superintendent is required to report such conduct to SBEC.

Dismissal or Nonrenewal of Contract Employees

Policy DF Series, DHB, DP

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided with a written notice that is given to an employee.

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

Dismissal of Noncontract Employees

Policy DHC, DP

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

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

Discharge of Convicted Employees

Policy DF

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

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

If the Title 5, Penal Code offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge for does not apply.

Prohibition on Diversity, Equity, and Inclusion

Prohibited Classroom Instruction
Policies DF, DH

District employees are prohibited from engaging in an act prohibited by Education Code 28.0022 (Certain Instructional Requirements and Prohibitions). Any district employee intentionally or knowingly engaging in or assigning to other individual activities related to controversial topics described in Education Code 28.0022 is subject to disciplinary action, including termination of employment.

Exit Interviews and Procedures

Exit interviews will be scheduled for all employees leaving the District. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the District with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All District keys, books, property including intellectual property, and equipment must be returned upon separation from employment.

Reports Concerning Court-Ordered Withholding

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

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

STUDENT ISSUES

Equal Educational Opportunities

Policies FB, FFH

The District does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to David Macias, Director of Human Resource and District Title IX Coordinator. Questions or concerns about

discrimination on the basis of a disability should be directed to James Littlejohn at (915) 926-4000 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 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 District shall make a student's records available to the student's parents, as permitted by law. The Superintendent or designee shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation and shall ensure through reasonable procedures that records are accessed by authorized persons only, as allowed by this policy. These dates and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school officials.
The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the Board has adopted orderly processes for handling complaints on different issues. Any campus office or the

Superintendent's Office can provide parents and students with information on filing a complaint.

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

Administering Medication to Students

Policy FFAC

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

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood or behavior altering substance. District employees are prohibited by state law from doing the following:

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

Student Conduct and Discipline

Policies FN, FO

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

Student Attendance

Policy FEB

Teachers and staff should be familiar with the District's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note (within 2 school days) signed by the parent/guardian that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 years or older. If not, the absence will be unexcused. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

Bullying is defined by TEC §37.0832. All employees are required to report student complaints of bullying, including cyber bullying, to their immediate supervisor. The District's policy that includes definitions and procedures for reporting and investigating bullying of students is found at: TASB

Hazing

Policy FNCC

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

APPENDIX

Paraprofessional and Manual Trades Evaluation

Policy DN (LOCAL)

General principles

All District employees shall be periodically appraised in the performance of their duties. The District's employee evaluation and appraisal system shall be administered consistent with the general principles set out below. *Policies DNA and DNB*

Criteria

The employee's performance of assigned duties and other job related criteria shall provide the basis for the employee's evaluation and appraisal. Employees shall be informed of the criteria on which they will be evaluated.

Performance review

Evaluation and appraisal ratings shall be based on the evaluation instrument and cumulative performance data gathered by supervisors throughout the year. Each employee shall have at least one evaluative conference annually to discuss the

written evaluation and may have as many conferences about performance of duties as the supervisor deems necessary.

Documentation and records
Appraisal records and forms, reports, correspondence, and memoranda may be placed in each employee's personnel records to document performance. All records that support appraisal ratings shall be maintained for at least two years. Official appraisal records shall be maintained throughout a person's employment with the District and for two years after an employee ceases to be employed with the District.

Employee copy
All employees shall receive a copy of their annual written evaluation.

Complaints
Employees may present complaints regarding the evaluation and appraisal process in accordance with the District's complaint policy for employees. *Policy DGBA*

Employee Acceptable Use Policy

AUP

Name:		**Exceptional Performance**	**Outstanding Performance**	**Effective Performance**	**Needs Improvement**	**Not Applicable**	**School:**	
Assignment:							**Department:**	
Please rate each item below and include comments in the space provided.							**Date:**	
PERSONAL QUALITIES							**Evaluator Comments**	
1.	**PERSONAL APPEARANCE:** Shows care in personal appearance and grooming.							
2.	**ENTHUSIASM:** Demonstrates a high degree of genuine interest in the job.							
3.	**JUDGEMENT:** Has ability to arrive at sound, logical conclusions based on facts and circumstances involved.							
4.	**TACT:** Knows what to do and say at the right time; maintains working relationships without arousing resentment.							
5.	**ABIILITY TO MEET PEOPLE:** Is courteous, friendly and at ease in meeting individuals or groups; works successfully with colleagues, parents or other community members, gaining their support and cooperation.							
6.	**RELATIONSHIP WITH OTHER STAFF MEMBERS:** Works well with principals, teachers, managers, and/or staff; shares ideas; and is open to suggestions.							

7.	**INITIATIVE:** Accepts responsibility and works well with a minimum amount of supervision.							
8.	**PUNCTUALITY:** Is prompt in arriving at work and other functions and is considerate of the time schedule of others.							
9.	**DEPENDABILITY:** Listens carefully, follows instructions, willingly accepts and carries out responsibilities.							
10.	**ATTENDANCE:** Works with a minimum number of absences. Follows absence reporting procedures.							
11.	**WORK HABITS:** Keeps workspace clean and neat. This includes the overall appearance of the school/department.							
12.	**WORK COMMITMENT:** Works to support and understand school/department personnel and programs.							
13.	**MASTERY OF JOB:** Demonstrates a sound, up-to-date, functioning knowledge of job requirements as described on job description.							
14.	**JOB TECHNIQUES:** Uses effective and varied ideas, methods, and tools to meet the requirements of the job description.							
Name:		**Excep**	**Outsta**	**Effective**	**Needs Im**	**Not Ap**	**School:**	
Assignment:							**Department:**	
Please rate each item below and include comments in the space provided.							**Date:**	

POSITION COMPETENCE		tional Performance	nding Performance	Performance	provement	plicable	Evaluator Comments
15.	**PREPARATION:** Makes well defined and long- and short-range plans in relation to duties as described on the job description.						
16.	**ORGANIZATION:** Plans activities and assignments that are clear and appropriate. Organization is evident to meet job description requirements.						
17.	**SKILL IN GUIDING THE LEARNING PROCESS:** Gives student and/or staff member an opportunity to think and learn independently, critically, and creatively.						
18.	**ATTENTION TO INDIVIDUAL DIFFERENCES:** Is skillful in recognizing, respecting, and providing for individual needs of students and/or staff members, helps each student and/or staff member to experience success. Is sensitive to the individual differences of others.						
19.	**APPEARANCE OF FACILITIES:** Maintains or help maintain attractive surroundings that help the learning /working environment.						
PROFESSIONAL QUALITIES							
20.	**COOPERATION:** Gives evidence, with words and actions, of being a good team worker.						
21.	**GROWTH:** Is continuously growing through study, experimentation, and participation in training activities.						
22.	**ETHICS:** Adheres to accepted ethical standards of the position and complies with all policies, administrative procedures, and/or regulations.						

23.	**COMMITMENT:** Demonstrates a positive attitude toward the position. Commitment is evident as demonstrated by words and actions.						

ADDITIONAL COMMENTS:

Following our discussion, these are the things we have agreed to be done to help you improve:

1.	
2.	
3.	
4.	

Since your last evaluation, these things have been done to help you improve.

1.	
2.	
3.	

4.	

Evaluation by:		Date:			Recommended for Continued Employment	Yes			No		
Print Name:											

I have received a copy of this evaluation. I understand that my signature does not necessarily indicate agreement and that a copy will be placed in my personnel file in the Department of Human Resources. I understand that I may attach a written response to this for, which will become a permanent part of the evaluation.

Signature of Employee:		Date:	
Print Name:			

Self-Report Form **CLINT INDEPENDENT SCHOOL DISTRICT**

Name		**Performance period**	
Position		**Department/ campus**	

1. What do you consider to be your most significant contributions and/or accomplishments during the last school year?
2. What factors, if any, have limited your accomplishments during the last school year?
3. What do you feel your priority job performance goals should be for the next year?

Employee Signature: Date:

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