



**Rio Grande City Consolidated Independent
School District**

**Employee Handbook
2018-2019**

**1 South Fort Ringgold
Rio Grande City, Texas 78582**

Table of Contents

Introduction and Notices	7
Acknowledgement Tear-Sheet	7
Personal Information Election	9
Employment Policies	10
Employee User Agreement-District Network and Internet Resources.....	11
2018–2019 School Calendar	12
RGCCISD Vision and Mission Statements	13
Board and Administration Information	14
Equal Opportunity Employer	15
Right of Association	15
Important Information About Your Employment in RGCCISD	16
Personnel Records	16
Attendances and Absences.....	18
Basic Leave Information	18
Leave Under the Family Medical Leave Act (FMLA).....	18
Eligibility Requirements and Leave Entitlements.....	18
Benefits and Protections	19
Requesting Leave	19
District Responsibilities	20
Enforcement	20
Medical Certification	20
Medical Examinations.....	21
Sick Leave Bank.....	21
Breast Milk Expression	21
On-the-Job Injuries.....	21
Administrative Leave	22
Jury Duty	22
Vacations and Holidays	22
Compensation, Benefits, and Pay Systems.....	22
Overtime/Compensatory Time	22
Insurance	23
Payroll Deductions	23
RGCCISD Reporting Periods and Pay Dates	24

Duties and Responsibilities	25
Visitors to the Workplace	25
Duty-free Lunch	25
Faculty/Staff Meetings	25
Conference Period	26
Staff Development.....	26
Evaluations/Appraisals.....	26
Transfers/Reassignments	27
Safety	27
Pest Control.....	27
Asbestos Management Plan	27
Maintenance and Repairs	27
Standards of Conduct.....	28
Texas Educators’ Code of Ethics.....	28
Sexual Harassment/Inappropriate Conduct	31
Inappropriate Social Relationships with Students	32
Electronic Communication Policy.....	32
References for Others	33
Principal Notification to Superintendent	33
Other Harassment	33
Tobacco Use.....	33
Electronic or Vapor “Cigarettes”	34
Alcohol and Drug Use.....	34
Weapons	34
Appropriate Language.....	35
Searches	35
Dress and Grooming Standards	35
Outside Employment	35
Work-Related Travel.....	35
District Credit Cards	36
Purchases	36
Name and Address Changes.....	36
Complaints and Grievances	36
Resignation from Employment	37

Termination of Employment	37
Important Information about Working with Students in RGCCISD	38
Student Records and Confidentiality.....	38
Discipline/Student Supervision and Control	38
Emergency Procedures	39
Reporting Child Abuse or Neglect	39
Student Activities and Functions.....	39
Parent Relations.....	40
Counseling Program	40
Special Education/Section 504	40
Student Attendance Accounting	41
Curriculum and Instruction.....	41
Lesson Plans.....	41
Grading Guidelines	41
Make-up Work.....	42
Homework	42
Field Trips	42
Using Film/Movies in Class	43
Textbooks/Instructional Technology	43
Fund-Raising.....	43
Extracurricular/UIIL Sponsorships.....	44
Appendix.....	45

Introduction and Notices

Welcome—or welcome back—to Rio Grande City CISD. The purpose of this Employee Handbook is to inform you of important information about your employment in the district and about working with students of the RGCCISD. This Handbook does not replace the school district’s board-adopted policy manual, which contains all the official policies that govern the operation of the district and your employment in the district. However, the information, rules, and standards set out in this Handbook are also expectations for conduct and performance. This Handbook is not a “contract,” and we can make changes to it at any time.

Nothing in this Handbook supersedes or contradicts any district policy or changes any aspect of the employment relationship between you and the district or any terms and conditions of that relationship. All district employees serve on an at-will basis unless they have received, signed, and returned a written contract authorized by the board of trustees or a written employment agreement authorized by the board of trustees or the superintendent.

We have tried to make this Handbook easy to read and understand. When we say “you” or “your,” we mean the employee; when we say “we” or “our,” we mean the school district.

District policies can be accessed on line at www.rgccisd.org



I acknowledge that I have been offered the option to receive a paper copy of the Rio Grande City CISD Employee Handbook for the 2018-19 school year or to electronically access it on the district’s website at www.rgccisd.org, and that I am responsible for reading, understanding, and complying with the procedures, guidelines, and requirements contained in this Handbook.

I have chosen to:

- Receive a paper copy of the RGCCISD Employee Handbook.
- Accept responsibility for accessing the RGCCISD Employee Handbook on the district’s website.

Name: _____
(Please Print)

Campus/Department: _____

Signature: _____ Date: _____

Please detach this section and return it to your principal. Thank you.

The following pages contain several notices about your rights and responsibilities as a school employee. Please complete each form and return it to your campus principal. Forms will be compiled and sent to the Office of Human Resources within 5 days after you receive this handbook. We recommend that you keep a copy of your signed forms for your own records.

If you wish to receive a paper copy of the RGCCISD 2018-2019 Employee Handbook or need interpretation of the handbook in Spanish, please email Dr. Arcadio J. Salinas, III, Assistant Supt. for Human Resources and Professional Accountability, at asalinas001@rgccisd.org or call Office of Human Resources at (956) 716-6750.

Personal Information Election

Texas Government Code, Section 552.024, states that “each employee or official of a governmental body and each former employee or official of a governmental body shall choose whether to allow public access to the information in the custody of the governmental body relating to the person’s home address, home telephone/cell phone number, emergency contact information, or social security number, or that reveals whether the person has family members.”

Please indicate below whether you wish your home address, home telephone number, or information that reveals whether you have family members to be disclosed to the public by the school district. We will not provide your social security number to any member of the public.

I wish to allow public access to

- my home address;
- my home and/or cell phone number;
- emergency contact information;
- information that reveals whether I have family members; or
- none of the items listed above.**

Printed Name: _____

Signature: _____

Date: _____

Employment Policies

The Rio Grande City CISD posts its employment policies on the district's website. You also have the right to obtain a paper copy of the district's employment policies if you make a request for them. If you wish to receive a paper copy of employment policies, please email Dr. Arcadio J. Salinas, III, Assistant Supt. for Human Resources and Professional Accountability, at asalinas001@rgccisd.org.

Employee User Agreement—District Network and Internet Resources

I have read the Network and Internet Use policy [CQ (LOCAL)] included at the end of this Handbook and understand the conditions for use of the network and Internet resources provided by the Rio Grande City CISD for the purpose of promoting educational excellence and supporting instructional goals.

By my signature below, I agree that any use of the network and Internet under my user ID or account will be consistent with that policy. **I understand that district employees have the authority to and will monitor network usage, including electronic messages sent and received to ensure compliance with the policy.** Furthermore, I understand that I am responsible for any transactions that occur under my user ID or account and that any violation of the district’s policy will be considered misconduct and a violation of the employee standards of conduct.

Printed Name

Campus/Department

Signature

Date

RIO GRANDE CITY CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

VISION STATEMENT

We are an educational organization that exemplifies achievement, creditability, and commitment in preparing all students to meet the academic, creative, and social challenges and responsibilities of our society.

MISSION STATEMENT

As an educational organization committed to preparing all students to meet the academic, creative, and social challenges and responsibilities of our society, the Rio Grande City Consolidated Independent School District, holding the highest degree of ethics and integrity, will:

- Implement a rigorous, integrated, technological and comprehensive curricula from Pre-k to post secondary
- Provide school facilities that are conducive to a safe and orderly learning environment
- Attract, retain, and develop qualified and effective personnel
- Provide and maintain an effective and efficient fiscal management system

By focusing on cooperation and communication, delivering quality service, and having high expectations, all students will acquire the marketable job skills and/or post-secondary pre-requisites to succeed in our dynamic global society.

CORE VALUES AND BELIEFS

The Rio Grande City Consolidated Independent School District embraces the core values of Integrity, Professionalism, Service, Perseverance, Altruism, Responsibility, and Teamwork. Our commitment is built upon the Core Belief that:

- Public education is the great equalizer for participation in our global society.
- Schools who exemplify ethics and integrity in providing dynamic learning environments and experiences prepare students to be critical thinkers and problem solvers.
- Every individual is entitled to an emotionally and physically safe and respectful learning environment.
- Each student deserves equal and equitable access to the highest quality education.
- A commitment to student success is a shared responsibility among students, parents, educators, and the community.
- Students learn best when they are active participants in their own learning.
- Meaningful relationships among parents, educators, and the community foster student success.
- Core academics, career & technology, the arts, electives, character education, and extracurricular activities are crucial to a well-rounded education.



Alfredo Garcia
Superintendent

Policy AE

Board and Administration Information

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

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

Board of Trustees

Daniel J. Garcia, President
Eduardo "Eddie" Ramirez, Vice-President
Judith Amanda Solis, Secretary
Daria "Dr. B" Babineaux, Board Member
Dr. Norberto Cantu, Jr., Board Member
Leticia O. Lopez, Board Member
Eleazar Velasquez, Jr., Board Member

The board of trustees meets regularly on the second Tuesday of each month at 6:30 p.m. in the evening. All meetings are open to the public and employees are encouraged to attend if they have an interest in the topics for a particular meeting. Agendas will usually be posted on the Friday before the school board meeting at the central administrative office (MPC) and on the district's website at www.rgccisd.org.

Administration

Alfredo Garcia, Superintendent of Schools
Dr. Arcadio J. Salinas, III, Asst. Supt. for Human Resources & Prof. Accountability
Dr. Leticia Trevino, Asst. Supt. for Curriculum & Instruction
Serapio Trillayes, Executive Director for Curriculum & Instruction
Adolfo Pena, Jr., Asst. Supt. for Administrative Support
Diana Robles-Mendez, Chief Financial Officer
Marin Lopez, Executive Director for District Operations

Equal Employment Opportunity

Policies DAA, DIA

Rio Grande City CISD is an Equal Opportunity Employer and does not discriminate in employment based on sex, race, religion, national origin, age, disability, or status as a veteran.

Employees with questions or concerns about discrimination based on sex, including sexual harassment, should contact Dr. Arcadio J. Salinas, III, Assistant Superintendent for Human Resources and Professional Accountability and District Title IX Coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact Nora Escobedo, District ADA/Section 504 Coordinator.

Right of Association

Policies DGA

All employees enjoy the right of association and are free to participate or not participate in professional or political organizations of their own choosing. No district administrator will require or coerce you to participate or not participate in any professional or political organization, make or refrain from making a charitable contribution, or attend a meeting called for the purpose of soliciting charitable contributions. No employment-related decisions will be made based on participation or nonparticipation in any professional or political organization or the decision to make or not make a charitable contribution. School facilities and equipment, however, cannot be used for any political or partisan purpose, except as authorized by the principal or superintendent under district policy. We also will not permit partisan political activity or campaigning by employees in the classroom or other instructional settings or at school-sponsored or school-sanctioned activities or events, including wearing campaign buttons.

Important Information about Your Employment in Rio Grande City CISD

Personnel Records - *Policy DBA, GBA*. We will maintain records about you at both the campus and central administrative offices. You have the responsibility to make sure that all required records, including your official service record, certificates, licenses, professional development records, and the like are submitted to the appropriate offices when requested. If you have a name or address change during the school year, you must notify the Office of Human Resources and Payroll Department within five days. We will use the address and phone number on file to contact you with official communications, so it is critical that you keep these addresses and numbers up to date.

Under the Texas Public Information Act and because you are a public employee, **most of the records we have and keep related to your employment, including your salary, are available to anyone upon written request.** Employees may direct that their home address, emergency contact information, and telephone numbers not be released by completing the form, “Personal Information Election,” at the beginning of this handbook. Official written evaluations for teachers and administrators and other documents that evaluate teachers or administrators are confidential in most circumstances, including the Texas Public Information Act. The Texas Education Agency may access evaluations when conducting an investigation. If we receive a request for copies of your personnel records, we will consult with the school’s attorneys to determine which records must be released and will take the necessary steps under the Public Information Act to withhold records that are confidential.

Professional employees who obtain additional certification while employed with the District must provide copies of those certificates to the Office of Human Resources. If you agree to obtain additional certification at our request, you must submit transcripts and certification testing registration forms and test results related to that additional certification to the central office.

We will maintain the following personnel records at the central administrative offices.

All Employees:

- Application References
- Signed employee notices, including Drug-free Workplace
- Completed I-9 Form (and documentation)
- Completed W-4 Form
- Teacher Retirement System enrollment form
- Copy of social security card
- Notice of reasonable assurance (noncontract employees only)
- Evaluations, directives, reprimands
- Verification of additional training/workshops
- Employee leave request and approval forms
- Service record and any required attachments

Professional Employees:

- Affidavit Concerning Improper Relationships (Employees hired as of September 1, 2017)
- Credentials (valid Texas certificate or permit) Official college transcripts
- Employee-signed contract of employment or employment agreement, if applicable
- Teaching schedule or other assignment record
- Teacher-signed receipt for a copy of TEC Chapter 37, Subchapter A regarding student discipline and related local board policy
- Evaluations and/or T-TESS information, directives, reprimands

Educational Aides:

- Certification
- Official transcripts of any college work

Bus Drivers:

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

Attendance and Absences - *Policies DEC, DECA, DECB.* Punctual and consistent attendance at work is a fundamental requirement of your employment at RGCCISD. **Excessive absences or repeated tardiness in reporting for duty can result in the termination of your employment.** “Excessive” absences are any that are not in compliance with our policies and procedures for taking available local, state, or federal leave. If you are going to be absent or late for work, you must contact your principal/immediate supervisor by the time specified by your supervisor. This contact must be made every time you are absent or late unless you have provided the superintendent or other appropriate central office personnel with more specific long-term information from your treating health care provider.

If you are absent in excess of the number of days of paid leave you have available under district policy, you are simply absent and will not be paid for those days. Employees will have appropriate deductions made from the regular salary payment for absences in excess of accumulated leave.

Basic Leave Information (*Policy DEC*)

The complete text of the policy on leaves and absences is included in the Appendix, but we are providing a brief summary of the most commonly used kinds of leaves in this Handbook.

All full-time employees receive five days of state personal leave each year. Part-time employees or those who work less than a full year receive a pro-rated number of days. Additionally, the district provides 5 days of local leave each year. Refer to DEC (LOCAL) for specifics on using each kind of leave. You can always use accumulated state or local leave for your personal illness or injury or the illness or injury of an immediate family member.

We will always try to honor timely requests for personal leave that comply with policy requirements, but your principal or supervisor may withdraw approval if unforeseeable absences among other staff (bad weather, flu or other transmittable disease) would affect the efficient and effective operation of the campus or department.

Leave Under the Family and Medical Leave Act (FMLA)

Eligibility Requirements and Leave Entitlements

If you provided at least 1250 hours of service to the district in the 12 months preceding your need for leave, you are eligible to receive up to 12 weeks of unpaid, job-protected family medical leave (FML) during the 12-month period stated in DEC (LOCAL) for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child’s birth or placement);

- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

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

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Our policy requires concurrent use of family medical leave with all other kinds of leave, so some or all of your family medical leave may be with pay, depending on how much leave you have accumulated. If you are using family medical leave, we will communicate directly with you about the details of your absence.

Benefits and Protections (*Policy DECA*)

During any FMLA leave, a district must maintain the employee's coverage under any group health plan on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period.

An employee may choose not to retain group health plan coverage during FMLA leave. However, when the employee returns from leave, the employee is entitled to be reinstated on the same terms as before taking leave without any qualifying period, physical examination, exclusion of pre-existing conditions, and the like.

Upon return from FML, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

The district may not interfere with an individual's FML rights or retaliate against someone for using or trying to use FML, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Requesting Leave (*Policy DEC*)

All communications about absences related to chronic, serious, or recurring health conditions for you or an immediate family member or related to military service must be directed to the Office of Human Resources to ensure you receive the benefits to which you are entitled and to protect the confidentiality of any medical information you provide to us.

When you can foresee the need for family medical leave, such as for childbirth, scheduled surgery, or scheduled medical treatments, you must notify us and request the leave at least 30 days in advance. If 30 days' notice is not possible, you must inform us of the need for leave at least two working days before the leave. In emergencies when the need

for family medical leave is not foreseeable, you or a close family member must notify us of the need for family medical leave as soon as practicable, generally on the same day that you are aware of the need for family medical leave or the next business day. You must follow the usual procedures for reporting absences to the extent possible.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FML was previously taken or certified.

The district requires a certification or periodic recertification supporting the need for leave. If the district determines that the certification is incomplete, we will provide a written notice indicating what additional information is required.

District Responsibilities

Once the district becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the district must notify the employee if he or she is eligible for FML and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the district must provide a reason for ineligibility. The district must notify its employees if leave will be designated as FML, and if so, how much leave will be designated as FML.

Enforcement (Policy DEAB)

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer. 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.

Medical Certification (Policy DECA)

We have the right to and will ask you to provide periodic information from your treating doctor to verify the need for family medical leave or other medical absences and to give us some idea of when you will be able to return to duty. We will provide forms for your doctor to complete. Your failure to provide the necessary information to us can affect your eligibility for leave and will be treated as a failure to follow district policy and procedures.

Medical Examinations (Policy BDD)

We have the right to and will ask you to have a medical or psychological examination paid for by the district if we believe that your condition is interfering with the performance of your regular duties or that you are a health or safety risk to yourself or others. Your failure to cooperate in this situation will be treated as a failure to follow district policy and comply with directives.

Sick Leave Bank (Policy DEC)

The District Sick Leave Bank shall be established from voluntary donations of local and state leave by individual District employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave. Copies of the Sick Leave Bank Manual, request, and application can be found at www.rgccisd.org. Go to "Departments", click on "Asst. Supt. Human Resources", and select from the menu on the left side of the page.

Breast Milk Expression (Policy DAEB, DG)

The district allows female employees who have given birth in the last year to have a reasonable amount of break time to express breast milk in a facility that is not a multiple user restroom and is shielded from view and free from intrusion.

On-the-Job Injuries

If you are injured while performing your duties for the district, you must notify your supervisor immediately so that we can comply with our responsibilities under workers' compensation laws. We provide workers' compensation coverage for all employees. If an injury at work causes you to be absent, it is your responsibility to inform us whether you wish to use accumulated leave in order to receive full pay during your absence to the extent of accumulated leave or whether you wish to save your accumulated leave and receive only the temporary income benefits that are available under the workers' compensation laws. **If you do not inform us of your choice, we will NOT charge your absence to accumulated leave and you will receive only temporary income benefits.** If absence because of a work-related injury also qualifies as a serious health condition under family medical leave, you will also be charged with family medical leave during your absence.

Administrative Leave (Policy DFBA)

The superintendent can order that any employee be placed on administrative leave when he/she determines that it is in the district's best interest to do so.

Jury Duty (Policy DEC)

Employees will be paid regular rate of pay and will not use accumulated leave while responding to a call for jury duty. Employees must present documentation of the service and shall be allowed to retain any compensation they receive.

Vacations and Holidays. The annual district calendar published on the District website, www.rgccisd.org, shows the days scheduled as holidays.

Compensation, Benefits, and Pay Systems - *Policies DEA.* The board of trustees, annually, will adopt or approve salary and pay systems for all classes of employees in conjunction with the annual budget adoption process. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as contractual or exempt and are paid on a monthly/semi-monthly salary basis. Other employees are generally classified as non-exempt and are paid based on the hours worked within a pay period or on a monthly salary basis. The superintendent will make decisions about where to assign individual employees within the ranges and positions set in the systems. If we discover during the school year that either you or we made an error in salary, we will make adjustments to remaining salary or pay to correct the error. This correction during the payment term may increase or decrease your regular pay check.

We pay employees monthly/semi-monthly. As a benefit to employees, we provide direct deposit for your pay checks. If you wish to take advantage of this convenience, please contact the Business Office to make arrangements.

If you are under a contract for fewer than 12 months or in a position that does not require you to provide active service for 12 months of the year, we will set aside a portion of that monthly pay each month to provide a regular paycheck during the one or two months in the summer that you are not actively working. This is known as annualizing compensation. Each month, however, we will compare your estimated monthly pay with the number of hours or days actually worked, including days of paid leave in accordance with district policy, and will make adjustments as necessary to ensure that you are paid correctly for time worked.

Overtime/Compensatory Time (Policy DEAB)

At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay. An employee shall use

compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a duty year, the District shall pay the employee for the compensatory time.

Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. [See DEC(LOCAL)] The District may require an employee to use compensatory time when in the best interest of the District.

Insurance (*Policy CRD*)

We will hold meetings with all staff at the beginning of each school year to provide information about the insurance programs that are available to you, including optional coverage for long-term and short-term disability, additional group life insurance, vision, and dental coverage. We make a contribution to the basic health coverage for all employees and will make this contribution so long as you are using accumulated paid leave or family medical leave. If you have an illness or injury that exhausts all paid and family medical leave, you may continue to participate in our health insurance for six months by paying your own premiums in advance. At the end of that time, you will be offered the opportunity to pay for continuation coverage.

Payroll Deductions (*Policy CFEA*)

We will make all required state and federal deductions from your gross pay each pay period. We will comply with any court order to deduct child support payments from your gross pay and with any valid orders to deduct federal school loan payments or pay a portion of your wages directly to the Internal Revenue Service. Other regular deductions may include:

- amounts that you are required to pay to maintain health insurance coverage for yourself and any dependents you have chosen to include in the district's health plan,
- amounts that you elect to pay for optional insurance coverage or additional investments, or
- professional organization dues if you have requested us to make those payments.

We provide a Section 125 Cafeteria Plan under federal tax laws that allow you to request that some regular and optional deductions be made from your gross salary before federal income withholding taxes are calculated. We will hold information sessions at the beginning of the school year to explain this program and give you the opportunity to make decisions and complete any paperwork necessary to participate.

RIO GRANDE CITY CISD
REPORTING PERIODS AND PAY DATES
2018-2019

(Regular & Substitute Employees)

Reporting Period		No. of Days	Time Reports Due Date	Pay Date Monthly	Pay Date Semi-Monthly
Start Date	End Date				
August 1, 2018	August 31, 2018	23	September 3, 2018	September 28, 2018	September 14, 2018 September 28, 2018
September 3, 2018	September 28, 2018	20	October 1, 2018	October 26, 2018	October 15, 2018 October 26, 2018
October 1, 2018	October 31, 2018	23	November 1, 2018	November 30, 2018	November 15, 2018 November 30, 2018
November 1, 2018	November 30, 2018	19	December 3, 2018	December 21, 2018	December 14, 2018 December 21, 2018
December 3, 2018	December 31, 2018	16	January 7, 2019	January 25, 2019	January 15, 2019 January 25, 2019
January 1, 2019	January 31, 2019	19	February 1, 2019	February 22, 2019	February 15, 2019 February 22, 2019
February 1, 2019	February 28, 2019	20	March 1, 2019	March 29, 2019	March 15, 2019 March 29, 2019
March 1, 2019	March 29, 2019	16	April 1, 2019	April 26, 2019	April 15, 2019 April 26, 2019
April 1, 2019	April 30, 2019	22	May 1, 2019	May 31, 2019	May 15, 2019 May 31, 2019
May 1, 2019	May 31, 2019	23	June 3, 2019	June 28, 2019	June 14, 2019 June 28, 2019
Summer Pay Dates Are Subject to Change			July 15, 2019	July 26, 2019	July 15, 2019 July 26, 2019
			August 1, 2019	August 30, 2019	August 15, 2019 August 30, 2019

Pay Date is date scheduled for Direct Deposit to credit your banking institution.

1. Reporting periods are subject to change due to weather days.
2. Pay checks for substitute teachers will be processed as per pay schedule; however, due dates for time reports will be adhered to. If the time reports are late, payment will be made at the next pay period.
3. This schedule includes all extra supplement/extra duty/overtime pay included in Direct Deposit

**ALL PAYROLL CHANGES ARE NEEDED AT THE PAYROLL OFFICE ON THE
5TH CALENDAR DAY OF THE MONTH BEFORE 12:00 NOON.**

(If the 5th day falls on a weekend changes are due at the Payroll Office on the preceding Friday)

Duties and Responsibilities. All employees are subject to assignment and reassignment. At the campus level, the principal will ultimately determine your assignment. The superintendent can make assignments and reassignments between campuses and positions. Teachers may be assigned to any teaching assignment for which they are or can be qualified.

Your principal or supervisor can assign additional duties if needed in order to make sure that the campus or department is running effectively and efficiently. Ordinarily, you will not receive any additional compensation for those duties, except as may be necessary to provide overtime/compensatory time for non-exempt employees.

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

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

Visitors to the Workplace (Policy GKC)

Any visitor for you during the working day must check in with the principal or supervisor and receive permission to go to your work site. Ordinarily, we will not allow personal visitors to disrupt classroom instruction, so teachers should inform potential visitors of the time scheduled for a conference period or lunch period. We will not allow frequent or lengthy visits by friends or family to interfere with your performance of your assigned duties.

Duty-free Lunch

All teachers and librarians will receive a 30-minute duty-free lunch at least four days each week. During this time, teachers and librarians have no responsibilities related to supervising students and may leave campus, provided they return within the allotted 30 minutes.

Faculty/Staff Meetings

Your principal will periodically schedule meetings for all teachers and other professional staff and sometimes for all staff. These meetings will usually be in late afternoon after students have been released for the day. Important information about district and campus operation and programs at the campus is communicated in these meetings, which also provide an opportunity for employees to communicate ideas and issues to the administration. You must attend these meetings unless you have contacted the principal in advance and received permission to be absent.

Conference Period

All teachers will receive a conference period of not less than 45 minutes daily. The purpose of the conference period is for teachers to plan and prepare instruction, to grade student work, to hold meetings with parents, and to hold meeting with students. We cannot require you to do anything else during your conference period; **however, you are required to use your conference period for those stated purposes.** You will not ordinarily be permitted to leave campus during your conference period to run errands, keep doctor or other appointments, or for any other purpose. Occasionally, we may allow teachers to oversee another teacher's classroom during a conference period to provide for an unexpected absence or other administrative reason.

Site-Based Committee and Other Committees. Our district and campus site-based committees provide a valuable service to the district and the campus. If you are interested in serving on this or any other committee, please see your principal for more information.

Staff Development - *Policy DMA.* A prepared, well-trained professional and instructional support staff is essential to providing a quality education to all the students of RGCCISD. We have scheduled nine days of mandatory professional development into the annual calendar. On these days students will not be present, and professional and instructional support staff must participate in training and development opportunities, under the conditions and guidelines described here.

During these days, all staff will participate in training in topics or areas that have been identified either in our annual district improvement plan or in your campus improvement plan. The calendar on the District website, www.rgccisd.org, identifies the mandatory professional development days.

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

Evaluations/Appraisals - *Policies DN series.* All employees will be evaluated or appraised in writing by their supervisors. Teachers will be appraised annually. You will have an opportunity for a conference with your supervisor to discuss your evaluation and expectations for performance. An important part of your supervisor's job is overseeing and assessing employee performance throughout the school year, and your supervisor may provide written documentation to you related to your performance as he or she determines appropriate.

Teachers are appraised using the Texas Teacher Evaluation and Support System (T-TESS). Campus administration provides orientation to the system prior to each school year.

Transfers / Reassignments - *Policy DK*. You can request a transfer to another campus or department for the following school year by completing a Transfer Request Form with all required signatures and submitting it to Office of Human Resources. Under state law, the principal of the receiving campus has the authority to approve or reject all staff assigned to his or her campus. The superintendent has the authority under state law and district policy to transfer or reassign any employee in the district.

We will usually post vacancies on the district's website and/or the Region One website. All current district employees are eligible to apply for other jobs in the district, but we will not consider any applicant for any position who does not meet the minimum requirements posted for the position. If a current employee is selected for an interview, the employee will be notified and an interview time scheduled.

Safety - *Policies CK series*. We strive to maintain a safe and healthy work environment. All employees share the responsibility for helping to keep the workplace safe and to avoid injury to themselves or others. We will provide training from time-to-time for all employees on how to avoid accidents in the workplace. Violating safety standards pertinent to your assignment can result in disciplinary action. We remind you that you must report a job-related injury immediately to your supervisor so that the district can complete required reports under the workers' compensation statutes and rules. We comply with the state Hazard Communication Act and maintain current lists of hazardous chemicals used in the district and current Material Safety Data Sheets. If you want or need this information, please contact your principal or supervisor.

Pest Control - *Policies CLB, DI*. Periodically, district buildings and grounds are treated by licensed or trained individuals to control unwanted pests, such as insects and rodents. We will post notices of those treatment dates as required by law and will schedule treatment times when students or employees are least likely to be in the building or on the grounds.

Asbestos Management Plan - *Policy CKA*. The district's Asbestos Management Plan is designed to be in compliance with state and federal regulations addressing asbestos that may have been used in district facilities. If you have any questions, please contact Epigmenio Gonzalez III, Director of Maintenance.

Maintenance and Repairs. We strive to keep all our facilities clean, well-maintained, and in good repair. Teachers and other employees must ensure that they do not store items in their classrooms or offices that will attract pests of any kind. If your classroom or office needs maintenance or a repair, notify your principal/supervisor. If approved, contact the designated employee at your campus or department to submit a maintenance request form online. If you believe that your work area or classroom is not being adequately cleaned, contact your principal or supervisor. Do not take it on yourself to direct the work schedule or activities of our custodial and maintenance staff.

Standards of Conduct - *Policies DH*. We expect all district employees to treat each other, students, and parents or other patrons of the district with common courtesy and respect at all times. We hold our students to a high standard of conduct, as expressed in the Student Code of Conduct, and we expect no less of our employees. All district employees serve as role models for our students and must conduct themselves at work and in public as honest, law-abiding citizens who publicly demonstrate good judgment and professional decorum at all times.

If you are arrested for or convicted of a felony or any crime of moral turpitude, you must report that fact to your principal or immediate supervisor within three days (*Policy DH*). Offenses involving moral turpitude include without limitation theft or attempted theft of any kind, fraud of any kind, sexual offenses, any assaultive or violent offense, bribery, perjury, drug or alcohol offenses, offenses constituting abuse or neglect under the Texas Family Code, or any other offense contrary to justice, honesty, modesty, or good morals.

The Educators' Code of Ethics, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below and can also be downloaded from the SBEC website or from the district website under DH (EXHIBIT):

Texas Educators' Code of Ethics

Statement of Purpose

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. (19 TAC 247.1(b))

Professional 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 knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

- Standard 1.3** The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
- Standard 1.4** The educator shall not use institutional or professional privileges for personal or partisan advantage.
- Standard 1.5** The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.
- Standard 1.6** The educator shall not falsify records, or direct or coerce others to do so.
- Standard 1.7** The educator shall comply with state regulations, written local school board policies, and other state and federal laws.
- Standard 1.8** The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
- Standard 1.9** The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.
- Standard 1.10** The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
- Standard 1.11** The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
- Standard 1.12** The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.
- Standard 1.13** The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.
- Standard 1.14** The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

2. Ethical Conduct toward Professional Colleagues

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

- Standard 2.2** The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- Standard 2.3** The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
- Standard 2.4** The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
- Standard 2.5** The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
- Standard 2.6** The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
- Standard 2.7** The educator shall not retaliate against any individual who has filed a complaint with the SBEC or 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.

Sexual Harassment/Inappropriate Conduct (*Policy DIA, DH*)

We do not allow employees to engage in sexual harassment of other employees, students, parents, patrons, or vendors to the school. No district employee is permitted to have a sexual or romantic relationship with a student, regardless whether the student or parent welcomes or approves of the relationship.

Sexual harassment is any unwelcome conduct of any kind that is based on a person's sex or that would not occur but for the sex or gender of the person and that is so severe or pervasive that it deprives a person of the benefit of his or her job or education. Isolated incidents of inappropriate sexually charged conduct may not amount to sexual harassment, but they are still prohibited under our standards of conduct and should be reported to an administrator so that he or she can look into the situation.

We provide mandatory training periodically for all employees on how to recognize, prevent, and avoid sexual harassment.

If you believe you are the victim of sexual harassment or any other inappropriate conduct by a co-worker or even a student, you should contact the Title IX coordinator or your principal to discuss the matter and perhaps to file a complaint. Our complete policy on sexual harassment and the process for bringing a complaint can be found on the District website at www.rgccisd.org under District Policy Manual.

Inappropriate Social Relationships with Students (*Policies DHB*)

School employees are always in the public eye, and the expectation is that they will always observe professional boundaries in their personal relationships with students, including students enrolled in private or public schools. District policy also prohibits employees from having “inappropriate social relationships” with students. So there is no confusion or misunderstanding about the District’s standards on this issue, the following interactions or communications with students will generally be considered an “inappropriate social relationship”:

- Communications with students, whether by telephone, email, instant message, Twitter, text message, or any other form of electronic or digital communication at any time, unless the communication is directly related to your assigned duties and responsibilities, e.g., the student’s homework, class or team activity, school club, or other school-sponsored activity;
- Engaging in personal conversations with students about either the student’s or your own personal relationships or problems with spouse, boyfriend, girlfriend, or significant other;
- Taking a student away from school during the school day without obtaining express permission of the student’s parent or the principal;
- Visiting students at their homes when a parent is not present or inviting a student to your home without prior express permission of the student’s parent;
- Giving gifts of a personal nature (clothing, perfume or cologne, jewelry, etc.) to students at school or at any time without the parent’s knowledge and permission; and
- Playing “favorites”, e.g., allowing specific students to get away with conduct that is not permitted from other students.

Electronic Communication Policy - *Policy DH*

- Electronic communication means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, or personal data assistant. The term includes e-mails, text messages, instant messages, and any communications made through an Internet website, including a social media website or a social networking website.
- When contacting a student via electronic means, the employee shall copy the student’s parent/guardian in the communication. This includes cc: in email and texting to both the student and parent/guardian’s phone number.
- Each employee has the right to refuse to provide his/her personal email address, telephone number, or other personal electronic account information.
- In the event a student sends an inappropriate message to an employee, that employee should notify the principal of the campus in which the student attends school. The employee should notify the principal in writing that an inappropriate message was sent within 48 hours of receipt of the message.

References for Others

Senate Bill 7 of the 85 Legislative Session allows the State Board of Education to suspend or revoke the certification of an educator that assists another person in obtaining employment at a school district or charter school if the person knew that the other person had previously engaged in sexual misconduct with a minor or student in violation of the law.

Principal Notification to Superintendent

A principal must notify the superintendent within seven business days of an educator's termination or resignation following an alleged incident of an inappropriate relationship with a student or the principal's becoming aware of an educator's criminal record that was not obtained through the Criminal History Clearinghouse.

Other Harassment

We also do not allow employees to harass each other based on race, color, gender, national origin or ethnicity, religion, age, or disability.

Harassment on these bases includes physical, verbal, or nonverbal conduct when it is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with someone's work performance; creates an intimidating, threatening, hostile, or offensive work environment; or otherwise adversely affects someone's employment opportunities.

If you always conduct yourself in the workplace with common courtesy and respect for your co-workers, harassment will never be a problem for you. You should be sensitive to the desires of your co-workers in making or displaying personal religious expressions in the workplace and should not engage in unwelcome religious discussions or proselytizing in the workplace.

If you believe you are the victim of harassment or any other inappropriate conduct by a co-worker or even a student, you should contact the Title IX coordinator or your principal to discuss the matter and perhaps to file a complaint. Our complete policy on harassment and the process for bringing a complaint can be found on the District website at www.rgccisd.org under District Policy Manual.

Tobacco Use (Policies DH, FNCD, GKA)

State law prohibits smoking and the use of any tobacco product on school property, indoors or outdoors, at any time by any person. This prohibition includes any tobacco use in a school-owned vehicle. Because you are a role model for students, we also prohibit you from using any tobacco product on District property, at school-sponsored activities, and in the presence of students.

Electronic or Vapor “Cigarettes” (Policies DH, FNCD, GKA)

The district recognizes that electronic or vapor cigarettes are not “tobacco”; nonetheless, we believe the use of those devices in the presence of students or while otherwise on school property or at school events may encourage students to experiment with tobacco cigarettes or other nicotine delivery devices. Thus, employees will not use electronic or vapor “cigarettes” in District buildings, on District property, or in the presence of students.

Alcohol and Drug Use (Policies DH, DI)

You are prohibited from using or being under the influence of alcohol or any illegal drug or controlled substance at work or at any school-sponsored activity, whether you have an official role in that activity or not. If we have any reason to believe that you are under the influence of alcohol or drugs at school or while engaged in any school activity, we may transport you to a medical facility and require you to be tested, at our expense, to determine blood alcohol level or other relevant information.

We conduct pre-employment and random testing for drug and alcohol use for all transportation department bus drivers, police and security employees and other employees in safety sensitive positions. If you are required to have a commercial driver’s license or drive a school-owned vehicle as any part of your assigned duties and responsibilities, you will be subject to drug and alcohol testing. We are required to make a report to Texas Department of Public Safety if you test positive for alcohol or drugs, refuse to provide a specimen for testing, or provide an adulterated or diluted, or substitute specimen for testing. If you have questions about the details of the drug testing program for employees, talk to your supervisor and also see policy DHE (LEGAL) and (LOCAL).

You cannot provide alcohol or illegal or prohibited drugs to students and must not allow students to use alcohol or illegal drugs in your presence, at any time or place. You are also prohibited from providing any type of over-the-counter medication or dietary supplement to students. Only designated school employees may administer prescription medications or over-the-counter medications to students, in accordance with Board policy.

Weapons (Policies FNCG, GKA)

You cannot bring any firearm or any other prohibited weapon on school premises unless you have written permission from the superintendent or board of trustees. A list of prohibited weapons and their definitions is in the Code of Student Conduct and in board policy at FNCG (LEGAL).

Appropriate Language

As a role model for students in the school setting, including at extracurricular activities at any location, all employees are expected to refrain from using profanity or vulgar language, both in the presence of students, whether enrolled in this district or any other district, and to each other.

Searches (*Policy DHE*)

We can search you, your work area, your vehicle on school property, or your other possessions or property at school with or without your consent if we have a reasonable basis to believe that the search will turn up evidence of work-related misconduct. Any search we conduct will be reasonably related in scope to the circumstances that justified the search in the first place.

Dress and Grooming Standards (*Policy DH*)

You must maintain a clean, neat, modest, professional appearance at school and school activities. All employees must display school identification at all times on school property or at school-sponsored activities. Food service and maintenance/custodial employees may be required to comply with specific dress and grooming standards for health and safety reasons. Your supervisor will provide more detailed information about these requirements.

Outside Employment - *Policy DBD*. You are free to have employment outside the district so long as those duties do not interfere with your performance of duties for the district and are not inconsistent with your position in the district. However, if you are using family medical leave, temporary disability leave, or any other type of medical leave under our policies, you may not work at any other employment during that leave. An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.

Work-Related Travel - *Policy DEE*. Any travel on our behalf must be approved by the principal or superintendent in advance. Reservations and costs for air travel and overnight accommodations will usually be made with district credit cards through the business office. We have an approved per diem rate for meals when traveling on school business. You will not be reimbursed for any amounts in excess of the approved per diem amount. No employee may receive both a per diem allotment and reimbursement for actual meal expenses. No employee may receive a per diem allotment for meals purchased with a district credit card. We will reimburse you for your out-of-pocket expenses for rental cars, parking, and other approved expenses at a rate not to exceed that permitted under the state travel allowance guide, provided you submit receipts and complete the district's required travel expense form. We will not reimburse you for alcohol and will not pay for personal charges on hotel/motel rooms such as in-room movies.

When feasible, work-related travel will be in a district-owned vehicle, and we will reimburse you at the rate authorized under the state travel allowance guide for gasoline purchased with your own credit card or money. If you use your own car for approved work-related travel, we will not pay you for mileage.

District Credit Cards. We will issue district credit cards to certain employees, campuses, and/or departments. Your principal or supervisor will provide detailed information on use of district cards; however, these cards are for district-related and -approved use only. If you are issued or allowed to use a district credit card, you may not use it for any personal expense at any time. It is a violation of the terms under which the card is issued to us and of employee standards of conduct for you to make a personal purchase with the card, even if you reimburse the district at a later time.

Purchases - *Policy CH.* All purchases with school funds must be approved in advance with an authorized purchase order (PO). We will not pay for or reimburse for any purchases that do not comply with our required procedures. You will be personally responsible for any purchases that do not comply with our required procedures. **No school employee other than the superintendent and others specifically designated by the board of trustees can sign a contract that binds the district.** All contracts for purchases of goods or services, including vending contracts, yearbook publication contracts, graduation supply contracts, and so on must be submitted to the business office for review and approval **before they are signed.** If you sign a contract other than in accordance with these requirements, we will not be responsible for any amounts to be paid under that contract and you may be personally responsible.

Name and Address Changes. You must notify the Payroll Department and Office of Human Resources if there are any changes or corrections to your name, home address, telephone number, marital status, or emergency contact.

Complaints and Grievances - *Policy DGBA.* We encourage you to attempt an informal resolution of any complaints or concerns you have about the workplace by talking to your principal or supervisor. However, you have the right to bring a written complaint about wages, hours, or conditions of work or if you believe that you have been harmed in some way by the violation of a law or policy. Complaints must be filed within 15 business days of the event you are complaining about. Our policy generally provides for a three-step process, beginning with the principal or immediate supervisor and ending with the board of trustees.

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

The full text of our DGBA (LEGAL) and (LOCAL) policies regarding complaints and grievances can be found on the District website at www.rgccisd.org under District Policy Manual. A copy of the form for filing a complaint can be obtained at the Office of Human Resources.

Resignation from Employment - *Policy DFE*. Any employee who has a probationary, term, or continuing contract must submit a written resignation to the superintendent. Do not submit a resignation to the principal. The superintendent is the only person with authority to accept resignations from contract employees. Other employees can resign by informing their immediate supervisor, preferably in writing, who will inform the superintendent. Resignations submitted by a contract employee to be effective at the end of the school year are final when they are submitted and cannot be withdrawn.

Termination of Employment - *Policies DFF, DFFA, DFFB, DFFC, DFE, DCD, DFAB, DF*. Please refer to our policies regarding termination or nonrenewal for the processes involved in ending employment in the district. Generally, at-will employees can be dismissed from employment at any time for any reason or no reason, provided it is not an illegal reason.

We will try to conduct an exit interview with every employee who leaves district employment for any reason. We will delay the delivery of the last paycheck until all district equipment, keys, or any other district-owned property or materials have been returned and accounted for.

Important Information about Working with Students in Rio Grande City CISD

Much of the information in this section of the Handbook applies primarily to teachers and other professional employees working directly with students on a daily basis. Some of the information, however, applies to all employees. We will use the term “employees” when we mean everyone and “teachers” when we mean professionals. We will also continue to use “you” and “your” as appropriate.

Student Records and Confidentiality - *Policy FL*. Education records and information maintained about students that is related to their education are confidential under federal law. You will often learn personal information about your students and their families in the course of your work for the district. You must not discuss students or their families—their conduct, their academic achievement or academic failings, or personal information—with anyone unless you need to share the information with another employee or someone working with the school district for a reason related to the child’s education. Board policy at FL contains complete information related to the confidentiality of student records.

Discipline/Student Supervision and Control - *Policies FN Series and FO Series*. The board-approved Student Code of Conduct contains all the rules and requirements for conduct and discipline. Each employee can read the Student Code of Conduct found on the District website at www.rgccisd.org and must be familiar with the rules of conduct. Each employee has the responsibility to be mindful of student conduct at all times and to intervene if students are harming each other or school property. In other situations, if you observe student misconduct, promptly inform the principal or assistant principal. In most circumstances, only professional employees will actually impose or administer disciplinary consequences. Employees can use reasonable restraint of students to prevent injury to the student or other students or employees, or to prevent property damage. However, students with disabilities can be restrained only in emergency situations.

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

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

Classroom teachers should not leave students unattended at any time and must not leave them unattended for more than a minute or two in an emergency. This rule is particularly important at the elementary grades, but also applies at the secondary grades. If you must leave your classroom during instruction because of an emergency, inform the

office so that we can make arrangements to have an adult present in the classroom while you are gone.

Emergency Procedures - *Policies CKC, CKD*. We have developed a district-wide plan for use in case of dangerous weather or other emergency or crisis situations. Each campus principal has received a copy of the plan. You must be familiar with these procedures and follow them. Your calm demeanor and confidence in dealing with an emergency or crisis situation at school will help your students remain calm so that they can respond as needed. We will conduct emergency procedure exercises periodically—some announced to staff, some unannounced.

The superintendent will make all decisions regarding the necessity for an early release, delayed start time, or school closure because of the weather.

Reporting Child Abuse or Neglect - *Policies DG, DH, FFG, GRA*. We provide annual training to all staff on recognizing the signs of sexual abuse or other maltreatment of a child, which includes child abuse and neglect, as those terms are defined in the Texas Family Code. All employees have a legal duty to make a report to local law enforcement or to Child Protective Services if they have reason to believe that a child has been or may be abused or neglected. A report that a parent or other person responsible for the care, custody, or welfare of a child may have abused or neglected the child must be reported to Child Protective Services. Professionals, as well as paraprofessionals who hold an aide certificate, have a legal duty to make this report orally within 48 hours and to follow that with a written report. You have not fulfilled this duty if you simply make a report to your supervisor. While we want you to inform the principal if you believe a report is required, you must still make the report yourself. If you are not certain whether you have observed child abuse or neglect, you should err on the side of reporting. Professionals can receive sanctions against their certificates and any person can face criminal charges for knowingly failing to make a report of known or suspected child abuse or neglect. Your identity will be protected when you make a good faith report.

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

Starr County Sheriff: [\(956\) 487-5571](tel:9564875571)

Rio Grande City Police: [\(956\) 487-8892](tel:9564878892)

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

We will let you know when you are expected to attend other events or activities.

Parent Relations. All written and oral communications from teachers or other staff to parents must be professional and courteous and always made with the child's best interest at heart. Teachers and other professionals should always respond as promptly as reasonable under the circumstances to parent communications to them, either in writing or by telephone. Teachers are encouraged to maintain parent contact logs to ensure that contacts with parents are being made for each grading period or semester.

We provide a conference period so that you can schedule meetings with parents at their request or at yours. If you schedule a meeting with a parent, you must inform the principal's office so that we will know to expect the parent to check in. We generally encourage parents to visit their children's classroom occasionally, but parents must make prior arrangements with you and you need to let your principal know in advance. Parents or other visitors must always check in at the principal's office and receive a Visitor's Pass. Do not allow parents to come directly to your room to pick up a child unless you have received prior specific authorization from the principal.

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

Only materials that have been approved by the principal can be sent home with students in their backpacks or otherwise. Do not rely on students to deliver important communications from you to their parents, such as progress reports, report cards, requests for a conference, or concerns about the child's conduct or performance.

Counseling Program - *Policy FFEA.* We have a comprehensive developmental guidance and counseling program and encourage you to refer students as you see a need. We generally expect you to be sensitive to students and supportive of them and their personal issues without becoming overly involved in their personal lives. Most classroom teachers are not trained counselors. While we want you to be a receptive ear to students, we also expect you to know your own limits and to immediately refer students who come to you with concerns about drug or alcohol use of their own or in their family, who come to you with concerns about pregnancy or sexual matters, or who express a desire to injure themselves or others.

Special Education/Section 504 Programs. Classroom teachers and other professionals can refer students, based on the teacher's academic or behavioral observations or concerns, for assessment to determine if they have a disability that makes them eligible for special education or related services. However, you cannot suggest any particular diagnosis to parents or recommend to them that a child use any psychotropic drug. We will provide training opportunities for classroom teachers and other professionals in knowing when to refer students and in working with students with disabilities in the regular classroom.

If you are a teacher for a student with disabilities, you may be required to attend Admission, Review, and Dismissal (ARD) committee meetings and participate in reviewing or planning the child's Individualized Education Program (IEP). These meetings may occur during your conference period because they are meetings to plan for a student's instruction, and you must attend if scheduled.

Even if you are not a member of the ARD committee, you must follow the IEP for any student with disabilities in your classroom and make sure that you are making any and all the accommodations in and modifications to instruction or the instructional setting that are called for in the IEP. Non-instructional staff must also comply with any administrative directives for handling or working with students with disabilities.

Student Attendance Accounting - *Policy FEB*. We rely on accurate student attendance accounting for state funding and for determining one of the school's ratings under the Achievement Indicator System. You must complete daily attendance records for each class. The official attendance count for the day is taken at approximately 10:00 a.m. or during 2nd period for secondary schools.

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

Curriculum and Instruction. Teachers must teach the curriculum approved by the board of trustees, which is focused on the Texas Essential Knowledge and Skills (TEKS) adopted by the State Board of Education. The TEKS are aligned with the statewide assessment program for all students, which is administered annually at some grade levels. Campus and district ratings rely to a great extent on student achievement as demonstrated through success on the state assessments. For all these reasons, each teacher must devote his or her best energy and efforts to delivering the required knowledge and skills to their students and making sure that students are learning.

Teachers do not have the latitude to select their own instructional materials. You must use the district-provided textbooks or other instructional materials and curriculum and must obtain prior approval from your principal to use any other materials in your classroom.

We encourage teachers to be creative in how they impart the essential skills and knowledge, but you must obtain prior approval from your principal to conduct any special activity in the classroom that is not covered in the curriculum guide for your subject or grade level.

Lesson Plans. All teachers must prepare lesson plans for each subject or class each week. We will provide the format for lesson plans, which must indicate the plan of instruction for each day/week in sufficient detail that a substitute teacher could follow through and deliver the scheduled lessons. Lesson plans must also indicate plans and techniques for differentiating instruction and implementing modifications for students with disabilities as required by IEPs or Section 504 plans.

Grading Guidelines - *Policy EIA*. You may establish grading standards and guidelines for your classroom, provided they are consistent with the campus and district standards.

You must communicate your individual requirements and the campus requirements to students at the beginning of each school year or semester.

These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. Guidelines for grading shall be clearly communicated to students and parents. The District shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade. You cannot use grade reductions to discipline students for classroom misconduct.

Make-up Work

Students who have been absent for illness or any other reason have the responsibility to contact you about any make-up work they need to do. Ordinarily, students have the number of days they have been absent to complete and turn in make-up work. That is, a student who misses one day has one day after returning to class to complete the make-up assignment. Make-up assignments should be the same or essentially equal to the assignment or work assigned for students who were present. If students know in advance they will be absent because of an extracurricular activity on the date an assignment or project is due, your grading guidelines may require the assignment or project to be turned in before the extracurricular absence.

If makeup work is completed satisfactorily, excused absences that are allowed under compulsory attendance requirements shall be considered days of attendance for award of credit or final grade.

Homework

We expect teachers to use homework to reinforce skills and concepts introduced in the classroom. You cannot use homework assignments to introduce new concepts or information other than a reading or viewing assignment to prepare for instruction the following day. Grade level teams should coordinate their homework assignments so that students are not overburdened; however, as students advance in grade level, the amount of time reasonably devoted to homework each evening will increase. In making homework assignments, keep in mind the balance for students of school, play, and family.

Field Trips - *Policy EFD*. Well-planned and well-executed field trips are a valuable instructional experience for students of all ages. If you or your grade level or team want to take students on a field trip, you must first get principal approval for the activity and the scheduled date, as well as submit a request for necessary transportation. A proposal for a field trip must be coordinated with the TEKS for the course, define the curricular objectives for the trip, and fit in with the current instructional unit.

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

If you will have certain criteria for students to participate in the field trip, you must communicate those well in advance to students and parents. Any criteria should be

designed to maximize student participation. Criteria for participation must not be designed in such a way that all students who are ineligible can be readily identified as students who are failing the class. You must plan an alternate instructional activity for students who are not eligible to participate in the field trip.

Using Film/Movies in Class. Movies can be used effectively for instruction in many courses. Before you show a movie to a class, you must discuss the activity with your principal, including how the movie is related to the TEKS for the class or subject. Movies should always be age-appropriate for the students in the class. As a general rule, R-rated movies will not be used in the classroom. However, with principal permission, specific notice to parents, and specific parent permission, R-rated films may be shown to high school students when they are determined to be of significant instructional value. You must plan an alternate instructional activity that will accomplish the same instructional goals for students who do not have parent permission to view the film.

Textbooks/Instructional Technology. At the beginning of the school year or semester, you will assist in the distribution of state-adopted textbooks or instructional technology to students in your classes. At the end of the year or semester, you are responsible for accounting for the return of textbooks or instructional technology issued to your students. However, we will not require you to pay for any textbooks or instructional technology that your students steal, misplace, or do not return.

Some students will not be issued textbooks if they did not properly return books issued in the previous year. You will have a few classroom copies of the textbook or other instructional materials for those students to use in class, but they cannot take the books home or to their lockers.

Fund-Raising. You cannot use instructional time to administer or facilitate fund-raising efforts of student or other organizations.

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

As a sponsor of a student group or organization, you are personally responsible for accounting for all funds raised or collected by students in your group. These amounts must be deposited with the principal daily for safekeeping and deposited to the activity account for the group or organization. You cannot keep funds collected from students for any purpose in your classroom or at your home.

Your failure to follow established procedures related to depositing, handling, and accounting for the proceeds from fund-raising activities or any other monies associated with student activities or organizations may affect your employment.

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

Appendix

The following policies are available for download on the RGCCISD website at rgccisd.org. First, click on Departments. Next, click on Assist. Supt. for Human Resources. Select Rio Grande City CISD Board Policy Manual from the menu on the left hand side. Finally, type the policy you are searching in “Go to policy code”. Other forms are also available online under their respective departments.

Board Policies CQ (LEGAL) and (LOCAL): Technology Resources

Board Policies CY (LEGAL), (LOCAL), and (EXHIBIT): Intellectual Property

Board Policies DEC (LEGAL) and (LOCAL): Leaves and Absences

Board Policies DECA (LEGAL): Family Medical Leave

Board Policies DG (LEGAL): Employee Rights and Privileges

Board Policies DGBA (LEGAL) and (LOCAL): Employee Complaints/Grievances

Board Policies DIA (LEGAL), (LOCAL) and (EXHIBIT): Employee Welfare-Freedom from Discrimination, Harassment, and Retaliation

Board Policies FFH (LEGAL) and (LOCAL): Student Welfare-Freedom from Discrimination, Harassment, and Retaliation

Board Policies FFI (LEGAL) and (LOCAL): Freedom from Bullying

Transfer Request Form

Educators’ Code of Ethics [*Download from SBEC website or use DH (EXHIBIT)*]

Request for Fund-Raising Activity

Monies Collected from Students-Tabulation

