

Midway ISD

2021-2022 Employee Handbook

If you have difficulty accessing the information in this document because of a disability, please
e-mail HR@midwayisd.org



Table of Contents

Introduction	6
District Information	7
Description of the District	7
District Map	7
Mission Statement, Goals, and Objectives.....	8
Vision Statement	8
Mission Statement.....	8
Core Beliefs.....	8
MISD District Goals	8
Board of Trustees	10
Board Meeting Schedule	11
Helpful Contacts	11
Administration.....	11
School Calendar	15
School Directory	16
Campuses.....	16
Employment	18
Equal Employment Opportunity.....	18
Job Vacancy Announcements.....	18
Employment after Retirement	19
Contract and Noncontract Employment	19
Certification and Licenses.....	20
Recertification of Employment Authorization	20
Searches and Alcohol and Drug Testing	20
Health Safety Training	21
Reassignments and Transfers.....	22
Workload and Work Schedules	22
Breaks for Expression of Breast Milk.....	23
Notification to Parents Regarding Qualifications.....	23
Outside Employment and Tutoring	23
Performance Evaluation	24
Employee Involvement.....	24
Staff Development.....	24
Release Time.....	25
Intellectual Property Rights.....	25
Compensation and Benefits	26
Salaries, Wages, and Stipends.....	26

Paychecks.....	26
Automatic Payroll Deposit.....	28
Payroll Deductions.....	28
Overtime Compensation	28
Health, Dental, and Life Insurance	29
Supplemental Insurance Benefits.....	30
Cafeteria Plan Benefits (Section 125).....	30
Workers’ Compensation Insurance	30
Unemployment Compensation Insurance	31
Teacher Retirement.....	31
Other Benefit Programs.....	31
Children of non-resident district employees.....	31
Employee Assistance Program	32
Employee Wellness Center	32
Bereavement Leave.....	32
Early notification incentive for professional staff members.....	32
Free admission to athletic events	33
Leaves and Absences	33
Personal Leave.....	34
State Sick Leave	35
Local Leave.....	35
Vacations	36
Holidays	36
Auxiliary Discretionary Leave “Vacation”	37
Sick Leave Bank.....	37
Family and Medical Leave Act (FMLA)—General Provisions.....	38
Local Procedures for Implementing Family and Medical Leave Provisions.....	40
Temporary Disability Leave	41
Workers’ Compensation Benefits.....	42
Assault Leave	42
Bereavement Leave.....	43
Jury Duty.....	43
Compliance with a Subpoena	43
Truancy Court Appearances	43
Religious Observance	44
Military Leave	44
Employee Relations and Communications	44
Employee Recognition and Appreciation	44
District Communications	45
Complaints and Grievances	45
Employee Conduct and Welfare	46

Standards of Conduct	46
Discrimination, Harassment, and Retaliation.....	49
Harassment of Students	50
Reporting Suspected Child Abuse	51
Sexual Abuse and Maltreatment of Children	52
Reporting Crime.....	52
Scope and Sequence.....	52
Technology Resources	53
Personal Use of Electronic Communication	53
Electronic Communications between Employees, Students, and Parents	55
Public Information on Private Devices	57
Criminal History Background Checks.....	57
Employee Arrests and Convictions.....	57
Alcohol and Drug-Abuse Prevention	58
Tobacco Products and E-Cigarette Use	58
Fraud and Financial Impropriety	59
Conflict of Interest.....	59
Gifts and Favors	60
Copyrighted Materials	60
Associations and Political Activities.....	60
Charitable Contributions	61
Safety	61
Possession of Firearms and Weapons.....	61
Visitors in the Workplace	62
Asbestos Management Plan	62
Pest Control Treatment	62
Employee Dress Code	62
General Procedures	64
Emergency School Closing	64
Emergencies	64
Purchasing Procedures	65
Name and Address Changes	65
Personnel Records.....	65
Facility Use.....	66
Termination of Employment	68
Resignations.....	68
Dismissal or Nonrenewal of Contract Employees	68
Dismissal of Noncontract Employees	69
Discharge of Convicted Employees	69
Exit Interviews and Procedures	70
Reports to Texas Education Agency	70
Reports Concerning Court-Ordered Withholding	71

Student Issues	71
Equal Educational Opportunities.....	71
Student Records	71
Parent and Student Complaints	72
Administering Medication to Students	72
Dietary Supplements	73
Psychotropic Drugs	73
Student Conduct and Discipline	73
Student Attendance.....	73
Bullying	74
Hazing	74
Index	75

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to Mary Lou Glaesmann.

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

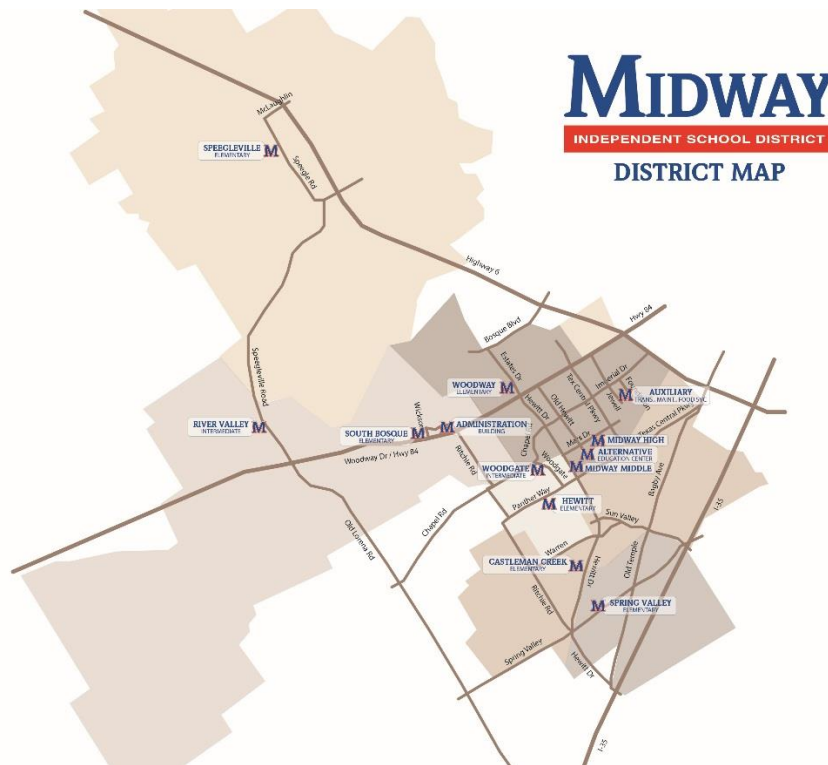
District Information

Description of the District

Midway ISD is a sought-after district in the Central Texas area with nationally recognized teachers, custom cutting-edge curricula, and supportive community involvement. Midway's PK-12 enrollment has grown to more than 8000 students at six elementary schools, two intermediate schools, a middle school and a high school, while maintaining the highest expectations in academics.

Midway's curriculum focuses on providing a learner-centered environment to engage and challenge students. Staff and students alike can utilize advanced technology every day with the district's progressive 1.1 Initiative, which provides a digital tablet for every student. Midway graduates are work and college-ready through nationally renowned programs like Project Lead the Way, with numerous options for state endorsements to suit the individual student. MISD curriculum also showcases award-winning fine arts, distinctive career and technical education programs, and competitive 6A athletics. Faculty and students benefit from Professional Development School partnerships with Baylor University.

District Map



Mission Statement, Goals, and Objectives

Policy AE

Vision Statement

Innovation, Commitment, and Excellence

Mission Statement

Midway ISD will maximize individual potential within a learner-centered and supportive environment to prepare students to excel in a global society.

Core Beliefs

- Every person has inherent worth.
- Every person can learn and has unique academic, social, spiritual and physical needs.
- A well-educated citizenry is central to a free society.
- Students learn best in a partnership between the home, the community, and the school district that shares accountability and high expectations for a quality educational experience.
- Rules and laws combined with personal responsibility are the foundation for a quality educational experience.
- Efficiency and effectiveness are fundamental to a successful organization.
- Personal integrity is essential to maintain trust.
- Respect for others is essential for a well-functioning society.
- Good role models are crucial to the positive development of our children; parents, guardians and district personnel are among the most influential role models.

MISD District Goals

Goal 1: Meet the academic, social, spiritual and physical needs of a diverse student population

Critical Issues and action items identified by the Board of Trustees

- Respond appropriately to the needs of all students and their families
- Develop engaging curriculum that meets the changing needs of all children
- Provide and support extracurricular offerings tailored to the size and diversity of the student population
- Sustain and support the use of digital learning in the classroom to enhance student academics and success
- Support, communicate, and develop curricular offerings and student experiences that promote full participation in the endorsement academies including career exposure for high school students through internships.

Goal 2: Provide influential role models through the recruitment, retention, and support of highly qualified faculty and staff

Critical Issues and action items identified by the Board of Trustees

- Hire quality personnel including staff that matches the diversity of the district’s student population
- Retain quality personnel by promoting a positive work environment throughout the district
- Remain cognizant of increasing competition locally and state-wide for quality personnel by prioritizing salary, stipends, and benefits in order to attract the brightest and best employees
- Provide sufficient staffing to meet the needs of a robust curriculum that reflects student demographics and state requirements
- Focus staff development on meeting the needs of the district’s diverse student and staff population
- Focus staff development on addressing the needs of our special education students
- Provide ongoing staff development that does not interfere with instructional time or day to day responsibilities
- Promote more opportunities for cross-campus collaboration to share ideas, strategies, and training

Goal 3: In partnership with our community, provide a safe and secure, supportive, attractive and technologically-advanced environment

Critical Issues and action items identified by the Board of Trustees

- Promote physical and emotional well-being of students ensuring that the proper structure is in place to provide essential knowledge and skills
- Continue innovative plans for addressing parental involvement in schools and at home
- Effectively communicate accurate information about the district
- Maximize collaborative efforts with local school districts and local government entities for the benefit of our community
- Identify and utilize community resources to address the needs of students
- Promote digital citizenship and provide a technologically-appropriate learning environment

Goal 4: Advocacy: The District provides input and feedback to the legislature, State Board of Education, and the Texas Education Agency regarding issues in public education to ensure maximum effectiveness and benefit to students.

Critical Issues and action items identified by the Board of Trustees

- Advocate for an updated school finance system which takes changing student and district characteristics into account and rising state expectations based on a lack of adequate and sustainable funding currently in place for all district programs
- Actively oppose any legislation that further erodes local control
- Inform staff members and the school board on issues and proposed bills affecting education
- Educate local representatives on the business of education and issues facing schools
- Foster relationships with elected officials
- Utilize staff involved in state organizations
- Closely monitor the state accountability system to promote a system that does not focus solely on standardized assessments and takes into account other indicators of student success

Board of Trustees

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

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

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected by position or place and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Pete Rusek, President
- Colin Witt, Member
- Susan Vick, Vice-President
- Brad Alford, Member
- Dr. Andy Popejoy, Member
- Rick Tullis, Member
- Pam Watts, Secretary

The board usually meets monthly on the third Tuesday at 7:00 p.m. at the central administration building. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and at the central administration office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

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

Board Meeting Schedule

August 17, 2021
September 21, 2021
October 19, 2021
November 16, 2021
December 14, 2021
January 18, 2022
February 15, 2022
March 22, 2022
April 19, 2022
May 17, 2022
June 21, 2022
July 19, 2022

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 as listed below.

Administration

Superintendent's Office

Superintendent
Secretary

Dr. George Kazanas
Carolyn Wynn

Administrative Services - (254) 761-5610

Asst. Superintendent for Admin. Services
Secretary
Facilitator to DAEP and Truancy
Panther Kids Program Manager
Assistant for Panther Kids Program

Dr. Jeanie Johnson
Kim Byrd
Marva Harrison
Geoffrey Nelson
Annette O'Dell

Asst. for Panther Kids/Dist. Receipts Clerk	Carolyn Wachsmann
Lead Counselor for Student Support Services(7-12)	Anne-Marie Zellers
Student Support Service (K-6)	Brooke Baker
DAEP/EXCEL/PEP Social Worker	Joy Pfanner
DAEP/Excel Clerk	Anthony Thibodeaux
At-Risk Mentor	Cullen Zellers
Director for Fine Arts	Darrell Umhoefer
Secretary for Fine Arts	Rhonda Millington
Director for Athletics	Brad Shelton
Secretary for Athletics	Denise Sampson
School Resource Officer (RVI/WWE/SBE/SPE)	Kyle Isbell
School Resource Officer (MHS)	Jeff Foley
School Resource Officer (MHS)	Chris Marek
School Resource Officer (MMS)	Justin Johnson
School Resource Officer (WGI/HE/CCE/SVE)	Angel Sims

Business Office - (254) 761-5612

Assistant Superintendent for Finance	Wesley Brooks
Secretary	Virginia Olson
Coordinator, Business and Finance Services	Cindy Poynter
Accounts Payable	Jana Welch
Accounts Payable Clerk	Kathy Weingeist
Accounting Clerk	Darlene Jordan
Payroll Supervisor	Shana McCune
Purchasing Supervisor	Mary Kay Hopper-Miller
Mail Clerk	Cecily Kelly

Curriculum & Instruction - (254) 761-5616

Asst. Superintendent for Curriculum & Instruction	Dr. Aaron Peña
Secretary	Glynis Kersey
Director	Dr. Stacey Voigt
Elementary Curriculum & Instruction	
Director	Dr. Lorri Sapp
Secondary Curriculum & Instruction	
Director	Dr. Becky Odajima
Innovation & Learning	
Director	Dr. Ashley Canuteson
College & Career Readiness	
Director	Lisa Cochran
Special Education & 504	

District Coordinator Secondary Curriculum - Math	Julie Rush
District Coordinator Early Childhood, RTI	Melissa Sulak
District Coordinator ELAR –Social Studies	Gayle White
District Coordinator ELAR – Social Studies	Rebecca Hanhe
District Coordinator Science - ELL	Ashley Duncan
District Coordinator Mathematics and Science	Kim Johnston
District Coordinator of PEIMS/Student Data	Vickie Payne
Student Data Specialist	Tammy Smith
Student Data Specialist	Joella McKeel
Director of Special Education	Lisa Cochran
Secretary to Special Education	Debbie Lopez
District Coordinator for Special Education	David Kahn
Elementary Instruction & Intervention Spec.	Katrina Reeves
Secondary Instruction & Intervention Spec.	Kim Rankin
Transitional Services Specialist	Kim Johnson
Licensed Specialist in School Psychology (LSSP)	Joe Kunkle
Licensed Specialist in School Psychology (LSSP)	Marcy Gonzalez
Occupational Therapist	Amanda Hoff
Occupational Therapist	Erica Scarbrough
Physical Therapist	Lori Anderson
Physical Therapy Assistant	Paige Brooks
Assistive Technology Specialist	Chelsi Hansen
Visual Impairment Specialist	Vicky Anderson
Deaf Education/Homebound Teacher	Nancy Yoxall

Human Resources Office - (254) 761-5611

Assistant Superintendent for Human Resources	Mary Lou Glaesmann
Secretary	Brandy Vowels
Human Resource Manager	Kelcie Griggs
Human Resource Manager	Juliann Acosta-Segarra
Staff Absences/Substitute Pay	Melisa Erbe
Communication Officer	Traci Marlin
Multimedia Specialist	Robert Pryor
Human Resource Clerk	Gabrielle Chadwick

Technology Services - (254) 761-5630

Executive Director of Technology	Jesse Garn
Secretary	Shannon Head
Client Systems Engineer	Jeremy Neal
Network and Security Administrator	Russell Seiler
Systems Engineer	Kevin Sauer
Systems Communications Engineer	Rick Schrader
Applications Support Engineer	Austin Crider
Coordinator of Tech Support Services	Mike Ward
Technology Support Specialist	Scott Jansing
Technology Support Specialist	Marissa O’Sullivan
Technology Support Specialist	Isaac Murphy
Technology Support Specialist	Sergio Salcido-Rodriguez

Office of Operations - (254) 761-5620

Director	Buddy Freeman
Secretary	Joanne Sharp
Coordinator of Transportation	Robert Anderson
Coordinator of Maintenance	Thomas Yourman
Coordinator of Custodians	Kevin Summers

School Calendar



2021-2022 Academic Calendar

August 2021

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

Aug. 3-6: New Staff Orientation
 Aug. 9-16: Staff Development Days
 Aug. 17: First Day of School

September 2021

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

Sept. 6: Staff & Student Holiday

October 2021

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

Oct. 11: Staff Comp Day/Student Holiday

November 2021

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

Nov. 23-26: Thanksgiving Break

December 2021

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

Dec. 17: Early Dismissal
 Dec. 20-31: Winter Break

January 2022

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

Jan. 3: Staff Development/No School
 Jan. 17: Staff & Student Holiday

February 2022

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

Feb. 21: Staff Comp Day/Student Holiday

March 2022

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

March 7-11: Spring Break

April 2022

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

April 15: Good Friday
 April 18: Staff Comp Day/Student Holiday

May 2022

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

May 26: Early Dismissal
 May 27: Staff Development/No School
 May 30: Memorial Day

- New Staff Orientation
- Staff Development/No School
- First Day of School
- Staff Comp Day/Student Holiday
- Staff & Student Holiday
- Early Dismissal

Reporting Days

1st Grading Period	28
2nd Grading Period	24
3rd Grading Period	30
First Semester Days: 82	
4th Grading Period	28
5th Grading Period	34
6th Grading Period	32
Second Semester Days: 94	
Total School Days: 176	
Instructional Minutes: 78,790	

	Regular Hours	Early Dismissal
MHS	8:30-4:00	8:30-12:35
MMS	8:25-3:55	8:25-12:30
Woodgate	8:25-3:55	8:25-12:30

	Regular Hours	Early Dismissal
Elementaries	7:40-3:10	7:40-11:45
River Valley	7:40-3:10	7:40-11:45

Calendar generously sponsored by Peavy Homes



Sync the MISD calendar at www.midwayisd.org/events

School Directory

Campuses

High School – 761-5650

Principal	Alison Smith
Principal Secretary	Angie Sipes
Associate Principal	Jess Wheeler
Assistant Principal	Ashleigh Weeaks
Assistant Principal	Ronald Derrick
Assistant Principal	Kelly Levesque
Assistant Principal	Kayla Brown
Assistant Principal	Walter Smith
Assistant Principal Secretary	Aubrey Bradley
Facilitator to EXCEL	Kim Coker
Director of Athletics	Brad Shelton
Athletics Secretary	Denise Sampson
Athletics Assistant	Jennifer Worthen

Middle School – 761-5680

Principal	Jay Fischer
Principal Secretary	Marjorie Bowman
Assistant Principal	Qunisha Johnson
Assistant Principal	April Harris
Assistant Principal	Larry Kling

River Valley Intermediate – 761-5669

Principal	Paul Offill
Principal Secretary	Amy Reed
Assistant Principal	Chelsea Lippe

Woodgate Intermediate – 761-5690

Principal	Wes Kanawyer
Principal Secretary	Melanie Eaker
Assistant Principal	Kim Hawkins
Assistant Principal	

Castleman Creek Elementary – 761-5755

Principal
Principal Secretary
Assistant Principal
Assistant Principal

Dr. Mandy Johnson
Shannon Olsen
Christy Bowling
Dr. Clint Glaesmann

Hewitt Elementary - 761-5750

Principal
Principal Secretary
Assistant Principal

Christy Watley
Diane Frank
Nicole Grygar

South Bosque Elementary – 761-5720

Principal
Principal Secretary
Assistant Principal

Sheri Burns
Adrienne Barry
Laura Christian

Speegleville Elementary – 761-5730

Principal
Principal Secretary

Mandi Bronstad
Suzie Devorsky

Spring Valley Elementary – 761-5710

Principal
Principal Secretary
Assistant Principal

Kappy Edwards
Kristi Ziegelt
Christy Yourman

Woodway Elementary – 761-5740

Principal
Principal Secretary
Assistant Principal

Angela Kirkpatrick
Lashonda Sumbler
Lora Sims

Employment

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Midway 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 required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate 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: Dr. Jeanie Johnson, Assistant Superintendent for Administrative Services, 13885 Woodway Drive, Woodway, Texas 76712, jeanie.johnson@midwayisd.org, 245-751-5610. 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 bases of a disability: Lisa Cochran, Director of Special Education, 13885 Woodway Drive, Woodway, Texas 76712, lisa.cochran@midwayisd.org, 254-761-5625.

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 to 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 or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website (www.trs.texas.gov).

Contract and Noncontract Employment

Policy DC series

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

Probationary Contracts. Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may be issued for up to two years.

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

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

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

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

Certification and Licenses

Policies DBA, DF

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

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

Searches and Alcohol and Drug Testing

Policy CQ, DHE

Noninvestigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to

conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business.

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

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

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

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Director of Support Services at 761-5620.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Brad Shelton, Athletic Director by September 1st.

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

Reassignments and Transfers

Policy DK

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

An employee with the required qualifications for a position may apply online as an internal candidate. 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 Human Resources Department 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 are available on the District website. Professional employees and academic administrators are expected to be at their academic location a minimum of 40 hours a week (excluding lunch).

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. See Overtime Compensation on page 27 for additional information.

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.

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Human Resource Department at 254-761-5611.

Outside Employment and Tutoring

Policy DBD

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

Performance Evaluation

Policy DN series

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

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

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Midway ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. If you are interested in serving on a district planning or decision-making committee, please contact your principal or the Assistant Superintendent for Curriculum and Instruction.

Staff Development

Policy DMA

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

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation. The district maintains a transcript of district-attended sessions for staff who sign in through PowerSchool.

Teachers and instructional paraprofessional staff may earn “comp” credit (when days are so designated on the official school calendar) by attending in-service workshops. In-service for comp credit must be acquired during the summer, on Saturday or after school hours. The district will specify dates for which comp credit can be earned, but it cannot be earned for sessions attended during regular school time.

Teachers and instructional paraprofessionals who do not choose in-service options for comp credit will be charged a personal day.

Paraprofessional who serve as instructional assistants in the classroom on a regular basis must complete the same number of staff development days as the professional staff. The building principal shall establish the calendar and schedule of work days for all other paraprofessionals whose duties are non-instructional.

Release Time

Requests for release time with pay to attend employee organization meetings, other than any such meetings approved for required staff development purposes, shall be considered on a case-by-case basis. The responsibility for justifying the school-related purpose to be accomplished by attendance shall rest with the employee. Approval shall be given only if the employee is on the program, has some official function, or can obtain specific information related to his or her job description that will assist the District in improving the instructional program.

Intellectual Property Rights

Policy DGC (local)

Any work or product produced by a District employee in the course and scope of his or her employment is owned by the District including the right to obtain patents and copyrights.

Any work or work product produced by an employee on his or her own time, away from his or her job, and with personal equipment and materials is owned by the employee including the right to obtain patents or copyrights.

A District employee may apply by letter to the Superintendent or designee to use District materials and equipment in his or her creative projects provided the employee agrees either to grant to the District a nonexclusive, nontransferable, perpetual, royalty-free, District-wide license to use the work, or permits the District to be listed as co-author or co-inventor if the district contribution to the work is substantial.

The District may contract with employees or others for specially commissioned work(s) under a written works-made-for-hire agreement that provides that the work product created under the agreement is owned by the District as permitted by copyright law.

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 an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 28.)

All employees will be able to access their pay information through Employee Access Center at 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 Human Resources Office for more information about the district's pay schedules or their own pay.

Paychecks

All professional and salaried employees are paid on the 15th of each month. Auxiliary employees are paid every two weeks. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

The schedule of pay dates for the 2020-2021 school year follows:

Monthly Pay Dates for Professionals and Paraprofessionals:

09/15/2021

10/15/2021

11/15/2021

12/15/2021

01/14/2022
02/15/2022
03/15/2022
04/15/2022
05/13/2022
06/15/2022
07/15/2022
08/15/2022

**Bi-Weekly Pay Dates (Custodian/Maintenance/Supplemental Nutrition and Transportation)
share the same bi-weekly pay dates excluding June, July, and August pay dates**

09/03/2021
09/17/2021
10/01/2021
10/15/2021
10/29/2021
11/12/2021
11/26/2021
12/10/2021
12/24/2021
01/07/2022
01/21/2022
02/04/2022
02/18/2022
03/04/2022
03/18/2022
04/01/2022
04/15/2022
04/29/2022
05/13/2022
05/27/2022
06/10/2022
06/24/2022
07/08/2022
07/22/2022
08/05/2022
08/19/2022

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of two weeks is necessary to activate this service. Contact the business office at 761-5612 for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

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

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

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs; Education Foundation; health and wellness center; and United Way. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation

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.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday.

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

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

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and the business office must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. To be reimbursed for expenses other than mileage, employees must attach receipts to the form supplied by their building principal and submit the completed form to the business office.

Health, Dental, and Life Insurance

Policy CRD

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

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

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

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage,

employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Kelcie Griggs at 254-761-5611 for more information or go to the Midway ISD website, click on For Staff, then My Work Life, then the Health and Wellness icon.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for life, dental, vision, cancer and critical illness, medical gap, accident, and disability. Premiums for these programs can be paid by payroll deduction. Employees should contact the Human Resource office at 254-761-5611 for more information.

Cafeteria Plan Benefits (Section 125)

Information on district benefit plans can be accessed on the web. Once on the district web, go to Staff, then Documents & Forms, the Human Resources (Salary, Benefits & More).

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

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

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Deep East Texas Insurance Fund, effective June 1, 2001.

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 your immediate supervisor and to Kelcie Griggs in the Human Resource office at 254-761-5611. Employees who are unable to work because of a work-related injury will be notified of their rights and

responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, page 40 for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the business office 254-761-5612 or the Texas Employment Commission.

Teacher Retirement

Policy DEG

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

Employees who plan to retire under TRS should notify the Human Resources Office 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).

Other Benefit Programs

Children of non-resident district employees

A child of a full-time nonresident District employee may attend district schools under the same conditions as a resident student. When the nonresident employee leaves the District, the child is no longer eligible to attend school in the District. A child of an employee who leaves District employment after February 1 may continue in attendance for the remainder of the school year.

An elementary-age child of a full-time nonresident employee may attend the school of choice, if room permits. Initial enrollment shall determine the child's home campus. Subsequent requests

for placement at a particular school shall be in accordance with FDB (LOCAL), regarding intra-district transfers.

A child of a full-time nonresident employee may attend a prekindergarten class based on available classroom space. The employee will be charged tuition.

A child of a district employee may enroll in “Panther Kids”, MISD’s afterschool program at a discounted rate.

Employee Assistance Program

Employees have free access to the Employee Assistance Program (EAP). The employee assistance program provides the employee and their family with immediate and confidential support to help resolve work, health, and life challenges to improve their life.

Employee Wellness Center

Employees may join the district wellness center. The monthly charge for professional employees is \$10 a month, paraprofessionals \$5 a month, and auxiliary employees \$3 a month.

Bereavement Leave

The District shall provide three leave days of paid bereavement leave, per occurrence, for absences related to the death of an employee’s immediate family member. The employee shall be required to submit appropriate documentation in accordance with administrative regulations. Immediate family members defined on page 33.

Early notification incentive for professional staff members

The district will pay an incentive to professional staff for early notification of retirement or resignation. A copy of the notification must be in writing and received in the Superintendent’s Office by January 21, 2022. Employees must fulfill their contractual obligations to receive the incentive. This incentive is provided as an attempt to help the district acquire quality teachers and administrators during a critical shortage time.

Incentives:

Resignation notification: \$500

Guidelines:

- Handwritten or typed originals preferred
- Emails will be accepted
- Must be received in the office of the Superintendent by January 21, 2022 at noon – no exceptions to the date requirement
- Must complete the contractual year to receive the incentive

Free admission to athletic events

Employees may attend home athletic events free of charge by showing their employee ID.

Leaves and Absences

Policies DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call Kelcie Griggs at 761-5611 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district (Five consecutive dates of leave for medical reasons will require a doctor's note).

Paid leave must be used in half and whole day increments for employees that require a substitute. Employees that don't require a substitute may use leave in two hour increments. Earned comp time must be used before any available paid state and local leave. Available paid state and local leave will be used in any order. Employees are responsible for creating their absences, making sure those absences are coded correctly and that they use only the time available in their absence bank.

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.

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

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

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

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Nondiscretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave. You must notify your supervisor as soon as you know you are going to be out.

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor five 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.

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

State Sick Leave

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

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

Local Leave

All full time professional and paraprofessional employees shall earn an additional five workdays of local leave per school year at a rate of one workday for each 18 workdays of employment. Local leave is available for use at the beginning of the year. If the employee leaves prior to the

end of the year, the leave will be prorated. Local leave may be used as discretionary or nondiscretionary reasons.

Leave days shall accumulate at the rate of five days per year to a maximum of 30. At the time of TRS retirement, professional and paraprofessional employees shall be reimbursed at the current rate of substitute pay for up to 20 accumulated local leave days.

Vacations

Auxiliary personnel employed on a twelve month basis shall receive five days of paid vacation per year accrued at the rate of one-half day for every 25 regular work days worked. These days may not be used until the employee has completed one full calendar year of employment with the district. After completing the third consecutive year of employment, auxiliary personnel employed on a twelve-month basis shall receive two weeks of paid vacation. Vacation days must be arranged through the employee's immediate supervisor.

Holidays

Auxiliary (hourly wage) personnel who work on a 12-month basis shall be off on ten official school holidays that are considered paid days. Those ten days are: Labor Day, Thanksgiving Day and the day after, Christmas Day and the day after, New Year's Day and the day after, Memorial Day, Juneteenth, and July 4. In the event that any of the designated holidays falls on a Saturday or Sunday, the day(s) off will be the Friday before and/or the Monday after the actual holiday. Dates other than the official holidays listed may be substituted with prior approval of the employee's supervisor.

Labor Day	September 6, 2021
Thanksgiving	November 25, 26, 2021
Christmas	December 23, 24, 2021
New Year's	December 30, 31, 2021
Memorial Day	May 30, 2022
Juneteenth	June 19, 2022
July 4 th	July 2, 2022

Auxiliary Discretionary Leave “Vacation”

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

Leave shall be taken the year in which it is earned. Any unused leave must be used by December 31st of the following year.

Employees that leave the district will be paid any unused discretionary leave “vacation”.

Sick Leave Bank

The District shall establish a sick leave bank that employees may join through contribution of local leave or state personal leave. All personnel of the Midway Independent School District eligible for Teacher Retirement system membership shall be eligible for membership. Retired/Rehired employees are not eligible.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee experiences a catastrophic illness or injury and has exhausted all paid leave. A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Complications resulting from pregnancy shall be treated the same as any other condition. To qualify for the benefits of the program, a catastrophic illness or injury shall, at the time, result in the employee’s temporary or permanent incapacity to perform any job function for a minimum of twenty (20) consecutive workdays.

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

All decisions regarding sick leave bank may be appealed in accordance with DGBA (LOCAL), beginning at Level One with the Assistant Superintendent for Curriculum and Instruction. Forms and guidelines may be found in Appendix C of this handbook

Family and Medical Leave Act (FMLA)—General Provisions

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

Leave Entitlements

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period 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.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer’s normal paid leave policies.

Benefits and Protections

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, 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.

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

Eligibility Requirements

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

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

Requesting Leave

Generally, employees must give a 30-day advance notice of the need for FMLA leave. If it is not possible to give a 30-day advance notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

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 FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employer Responsibilities

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement

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.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

Local Procedures for Implementing Family and Medical Leave Provisions

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

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

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 shall permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

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

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

Failure to Return. If, at the expiration of FML, the employee is able to return to 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 Kelcie Griggs at 254-761-5611 for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Certified Employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the Superintendent should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties.

Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Workers' Compensation Benefits

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

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

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury, and should be immediately reported to Kelcie Griggs at 254-761-5611. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

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

All full time professional and paraprofessional employees shall be provided up to 3 leave days of paid bereavement leave, per occurrence, for absences related to the death of an employee's immediate family member. Immediate Family member defined on page 33.

Employees may be asked to provide documentation related to the death to their immediate supervisor.

Jury Duty

Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States.

Employees who report to the court for jury duty shall be allowed to retain any compensation the court provides. An employee shall provide documentation of 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 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.

Truancy Court Appearances

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

Religious Observance

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

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty ordered by proper authority. An additional 7 days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

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

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the district's benefits specialist 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. Recognition and

appreciation activities also include Teacher of the Year awards, the district’s Retirement Recognition Reception, and service award presentations.

District Communications

Throughout the school year, the public information 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:

Panther Nation News online	Staff email newsletters
MISD Bond Reports	School Messenger Emergency Notifications
Blue Card Communications	Social Media (Facebook, Twitter)
Articles for local media	MISD website
Board Notes	MISD Annual Report to the Community

Complaints and Grievances

Policy DGBA

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district’s policy concerning the process of bringing concerns and complaints is linked below:

[DGBA \(Local\)](#)

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.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency*, page 70 for additional information.

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

Texas Educators Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues,

shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

3. Ethical Conduct toward Students

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

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

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

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

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

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

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

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

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

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

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

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

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

[DIA \(Local\)](#)

[DIA \(Regulation\)](#)

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

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

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

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 51 and *Bullying*, page 76 for additional information.

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

[DHB \(Legal\)](#)

[FFH \(Local\)](#)

[FFH \(Regulation\)](#)

Reporting Suspected Child Abuse

Policies DG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §26.001, are required by law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

Employees are also required to make a report if they have reasonable 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 Child Protective Services can be made online at <https://www.txabusehotline.org/Login/Default.aspx> or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

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

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

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

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

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed in the District Improvement Plan. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Reporting Crime

Policy DG

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

Scope and Sequence

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policy CQ

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

- 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

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

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the Technology Office at 761-5630.

Personal Use of Electronic Communication

Policy DH

Electronic communication includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). Electronic communication 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 communication as they are for any other public conduct. If an employee's use of electronic communication 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 communication for personal purposes shall observe the following:

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

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

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers,

counselors, 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 limit communications to matters within the scope of the employee’s professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
 - The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee must enable administration and parents to access the employee’s professional page.
 - The employee shall not communicate directly with any student between the hours of 11:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
 - The employee does not have a right to privacy with respect to communications with students and parents.
 - The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices

Policy DH

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 information in compliance with the Public Information Act. Reasonable efforts may include:

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

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

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

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator

- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code

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

Alcohol and Drug-Abuse Prevention

Policy DH,

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

[DH \(Local\)](#)

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. 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.

Fraud and Financial Impropriety

Policy CAA

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

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

Conflict of Interest

Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy CY

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

Associations and Political Activities

Policy DGA

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

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

Use of district resources including work time for political activities is prohibited.

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

Charitable Contributions

Policy DG

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

Safety

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

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

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

Employees with questions or concerns relating to safety programs and issues can contact their immediate supervisor or Buddy Freeman, Director of Support Services at 254-761-5620.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle

in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor, campus administrator, or school resource officer 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 CKA

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 Administration office and is available for inspection during normal business hours.

Pest Control Treatment

Policies CLB, DI

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

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in an area of common access where employees are likely to check on a regular basis. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

Employee Dress Code

MISD employees are expected to dress in an appropriate and professional manner both at school and for conferences, trainings, meetings, site visits and other out-of-district functions where employees represent Midway ISD.

Staff members will adhere to the restrictions listed in the secondary student handbook related to clothing, hair length/styles, paraphernalia, accessories, and/or body adornments.

Hair for district employees (including facial hair) must be neat and clean in appearance and should not attract unfavorable attention that is disruptive to the educational environment. Beards and mustaches must be well groomed...no "scruffy look."

Spirit shirts-are permitted on Fridays and on designated days approved in advance by the principal or supervisor.

Piercing for the ear(s) and a single stud in the nose are allowed.

Hemlines on all dresses and skirts must not be shorter than mid-thigh length.

Women may wear leotards or tights under skirts if hemline dress code requirement are met.

Clothing will be non-revealing and exhibit modesty in styling. Fabric that clings to the body is not appropriate. Appropriate undergarment must be worn.

Support staff, including maintenance, grounds, transportation and food service employees shall be dressed in accordance with additional standards established by their immediate supervisors and approved by the Superintendent/designee.

Clothing will fit properly and be in good repair (no fraying).

Adherence

It is the responsibility of principals and other administrative supervisors to ensure compliance of the adherence to the Midway ISD Employee Dress and Grooming Regulations.

Principals or their administrative supervisors have the discretionary authority to deviate from guidelines due to unusual requirements of a specific job. Activities planned for that day, or medical reasons. The principal or administrative supervisor must approve temporary deviations.

"Employees out of dress code will be asked to change into professional attire before returning to work."

[Link to Dress Code Regulations](#)

General Procedures

Emergency School Closing

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. When 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. Local radio and television stations will be notified by school officials as well as the Waco Tribune Herald website at www.wacotrib.com

Information will also be posted on the MISD website, emergency notification system, social media outlets (Facebook, Twitter), and email.

Emergencies

Policies CKC, CKD

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

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Business department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the business office for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resource Department if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Address and phone number changes will be made only after the employee has submitted these changes in the Employee Access Center.

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 email address 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 logging into Employee Access Center and click update and then uncheck the box beside release information. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

Facility Use

Policies DGA, GKD

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

SCOPE OF USE: The District shall permit non-school use of designated District facilities for educational, recreational, civic, or social activities when these activities do not conflict with school use or with this policy.

Approval shall not be granted for any purpose that would damage school property or to any group that has damaged District property.

NOTE: See the following policies for other information regarding facilities use:

- Use by employee professional organizations: DGA
- Use of facilities for school-sponsored and school-related activities: FM
- Use by non-curriculum-related student groups: FNAB
- Use by District-affiliated school-support organizations: GE

NONPROFIT FUND-RAISING: The District shall permit nonprofit organizations to conduct fund-raising events on District property when these activities do not conflict with school use or with this policy.

FOR PROFIT USE: The District shall permit individuals, for-profit groups, and organizations to use its facilities for financial gain when these activities do not conflict with school use or with this policy.

SCHEDULING: Requests for non-school use of District facilities shall be considered on a first-come, first-served basis.

Academic and extracurricular activities sponsored by the District shall always have priority when any use is scheduled. [See FM] The Superintendent or designee shall have authority to cancel a scheduled non-school use if an unexpected conflict arises with a District activity.

APPROVAL OF USE: The Superintendent or designee is authorized to approve use of any District facility. The athletic director is authorized to approve use of District athletic facilities. The fine arts coordinator is authorized to approve use of District auditoriums.

EXCEPTION: Approval shall not be required for non-school-related recreational use of the District's unlocked, undesignated, recreational facilities such as the Rice Field track, playgrounds, Rice Field tennis courts, and the like when the facilities are not in use by the District or for a scheduled non-school purpose.

EMERGENCY USE: In case of emergencies or disasters, the Superintendent may authorize the use of school facilities by civil defense, health, or emergency service authorities.

REPEATED USE: The District shall permit repeated use by any group or organization for non-school purposes no more frequently than once a week and for no longer than three months.

EXCEPTION: The limitations on repeated use by a non-school group or organization shall not apply to any group or organization when the primary participants in the activities are school-aged children.

USE AGREEMENT: Any organization or individual approved for a non-school use of District facilities shall be required to complete a written agreement indicating receipt and understanding of this policy and any applicable administrative regulations, and acknowledging that the District is not liable for any personal injury or damages to personal property related to the non-school use.

FEES FOR USE: Non-school users shall be charged a fee for the use of designated facilities.

The assistant superintendent for business shall establish and publish a schedule of fees based on the cost of the physical operation of the facilities, as well as any applicable personnel costs for supervision, custodial services, food services, security, and technology services.

EXCEPTIONS: Fees shall not be charged for use:

1. For public meetings sponsored by state or local governmental agencies; or
2. By District employee professional organizations. [See DGA]

REQUIRED CONDUCT: Persons or groups using school facilities shall:

1. Conduct business in an orderly manner.
2. Abide by all laws and policies, including but not limited to those prohibiting the use, sale, or possession of alcoholic beverages, illegal drugs, and firearms, and the use of tobacco products on school property. [See GKA]
3. Make no alteration, temporary or permanent, to school property without prior written consent from the Superintendent.

All groups using school facilities shall be responsible for the cost of repairing any damages incurred during use and shall be required to indemnify the District for the cost of any such repairs.

Termination of Employment

Resignations

Policy DFE

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent. 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 following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 72. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

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

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

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB

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

The principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to*

Texas Education Agency on page 72. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the *DF series policies* that are provided to employees or are available online.

Dismissal of Noncontract Employees

Policies DCD, DP

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 45.)

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

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

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

Exit Interviews and Procedures

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

Reports to Texas Education Agency

Policies DF, DHB, DHC

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

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

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

Noncertified Employees. The voluntary or involuntary separation of a noncertified employee from the District must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

Reports Concerning Court-Ordered Withholding

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

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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

In an effort to promote non-discrimination and as required by law, Midway ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Educational (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Dr. Jeanie Johnson, Assistant Superintendent for Administrative Services, 13885 Woodway Dr., Woodway, TX 76712, jeanie.johnson@midwayisd.org, 254-761-5610, the district Title IX coordinator for students. Questions or concerns about discrimination on the basis of a disability should be directed to Lisa Cochran, Director of Special Education and Section 504, 13885 Woodway Dr., Woodway, TX 76712, lisa.cochran@midwayisd.org, 254-761-5610, the district ADA/Section 504 coordinator for students. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

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

Parent and Student Complaints

Policy FNG

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

Parents are encouraged to discuss problems or complaints with the teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with 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 self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen®), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies in the FN series and FO series

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 signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

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

[FFI \(Local\)](#)

Hazing

Policy FNCC

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

Index

- Administering medication, 78
- Administration, 10
- Alcohol and drug
 - abuse prevention, 62
 - testing, 20
- Arrests and convictions, 61
- Asbestos management plan, 67
- Assault leave, 43
- Associations and political activities, 65
- At-will employment, 19
- Background checks, 61
- Benefits
 - cafeteria plan, 30
 - health insurance, 29
 - leave, 34
 - retirement, 31
 - supplemental insurance, 30
 - workers' compensation, 30, 43
- Bereavement Leave, 44
- Board of Trustees
 - information, 9
 - meeting schedule, 10
 - members, 9
- Breaks, 22
- Breast milk, 22
- Building use, 70
- Bullying, 80
- Cafeteria plan benefits, 30
- Certification
 - health and safety training, 21
 - maintaining, 19
 - parent notification, 22
- Change of address, 70
- Charitable contributions, 65
- Child abuse
 - reporting, 54
 - sexual, 55
- Committees, 23
- Compensation, 26
- Complaints
 - employee, 48
 - parent and student, 78
- Compliance coordinators, 17, 77
- Compliance with a subpoena, 45
- Conduct and welfare, 49
- Conflict of interest, 64
- Contract
 - employment, 18
 - noncertified employees, 19
 - nonrenewal, 73
- Copyright materials, 65
- Court appearances, 45
- Court-ordered withholding, 76
- Crime reporting, 56
- Criminal history, 61
- Dietary supplements, 78
- Directories
 - helpful contacts, 10
 - school, 16
- Discharge of Convicted Employees, 74
- Discrimination
 - employee, 53
 - student, 77
- Dismissal
 - contract employees, 73
 - noncontract employees, 73
- District
 - communications, 47
 - description, 6
 - information, 6
 - mission statement, 7
- Dress Code, 63
- Drug
 - abuse prevention, 62
 - psychotropic, 79
 - testing, 20

E-cigarettes, 63
 Electronic communications, 57, 58
 Emergencies, 69
 Emergency school closing, 69
 Employee
 conduct and welfare, 49
 involvement, 23
 recognition, 47
 Employment
 after retirement, 18
 at-will, 19
 authorization documents, 19
 contract, 18
 noncontract, 18
 outside, 23
 Equal opportunity
 educational, 77
 employment, 17
 Every Student Succeeds Act, 22
 Exit interviews, 75
 Family and medical leave, 39
 Firearms, 66
 Form I-9, 19
 Fraud, 63
 General procedures, 69
 Gifts and favors, 64
 Grievances, 48
 Harassment, 53
 Hazing, 80
 Health insurance, 29
 Health safety training, 21
 Helpful contacts, 10
 Insurance
 health, 29
 supplemental, 30
 unemployment, 30
 Internet use, 57, 58
 Job vacancy announcements, 17
 Jury duty, 44
 Leave
 assault, 43
 bank, 38
 Bereavement Leave, 44
 court appearance, 45
 discretionary, 35
 family and medical, 39
 jury duty, 44
 local, 37
 medical certification, 35
 military, 45
 nondiscretionary, 35
 personal, 35
 pool, 38
 proration, 36
 religious observance, 45
 sick, 36
 temporary disability, 42
 truancy court appearance, 45
 workers' compensation, 43
 Maltreatment of children, 55
 Medications, 78
 Military leave, 45
 Mission statement, 7
 Name and address changes, 70
 Nonrenewals, 73
 Nursing mothers, 22
 Outside employment, 23
 Overtime, 28
 Parent and student complaints, 78
 Parent notification, 22
 Paychecks, 26
 Payroll
 deductions, 28
 schedule, 26
 Performance evaluation, 23
 Personal leave, 35
 Personnel records, 70
 Pest control treatment, 67
 Political activities, 65
 Possession of firearms and weapons, 66
 Psychotropic drugs, 79
 Public Information on Private Devices, 61
 Purchasing procedures, 69
 Reassignments, 21
 Religious observance, 45
 Resignations, 73
 contract employees, 73
 noncontract employees, 73

Retaliation, 53
Retirement
 benefits, 31
 employment after, 18
Safety, 65
Salaries, 26
School
 calendar, 14
 closing, 69
 directory, 16
Scope and Sequence, 56
Searches, 20
Sexual harassment, 53
Sick leave, 36
Staff development, 24
Standards of conduct, 49
Student
 attendance, 79
 bullying, 80
 complaints, 78
 dietary supplements, 78
 discipline, 79
 equal educational opportunities, 77
 harassment, 53
 hazing, 80
 medication, 78
 records, 77
Supplemental insurance, 30
TEA reports, 75
Teacher retirement, 31
Technology resources, 56
Temporary disability leave, 42
Termination
 dismissal during the contract term, 73
 exit interviews, 75
 noncontract employees, 74
 nonrenewal, 73
 reports to TEA, 73, 75
 resignation, 73
Texas Educators Code of Ethics, 50
Texas Educators Code of Ethics, 50
Text messaging, 58
Tobacco
 products, 63
 use, 63
Training
 health and safety, 21
 staff development, 24
Transfers, 21
Travel expenses, 29
Truancy court appearances, 45
Tutoring, 23
Unemployment insurance, 31
Vacancy announcements, 17
Visitors, 66
Wages, 26
Weapons, 66
Whistleblower Act, 56
Work schedule, 21
Workers' compensation benefits, 30, 43
Workload, 21