VISION

Quest for Excellence — Success for All Students

Educate  Empower  Expand

THE MISSION OF THE MESQUITE ISD IS TO EDUCATE ALL STUDENTS AND EMPOWER THEM TO EXPAND THEIR OPPORTUNITIES.

CORE VALUES

We value:
- All students
- All employees
- Family involvement
- Continuous improvement and accountability for all
- Lifelong learning

STRATEGIC GOAL STATEMENTS

Optimize academic achievement for each student.

Increase the awareness and involvement of families and community in the success of students.

Hire, develop, and retain exemplary employees.

Ensure effective and efficient quality systems.

Infuse 21st century skills throughout the district, integrating technology as a tool for problem-solving and creativity.
Dear MISD Employee:

A key element to a successful organization is that all involved have a clear understanding of the policies and regulations that govern the daily operations. In keeping with this practice, this handbook has been updated to provide quick and easy access to useful information pertaining to employment and related issues.

It should be noted that not all district policies and procedures are included and those that have been were condensed and summarized. The handbook is neither a contract nor a substitute for the official District policy manual, which can be accessed on all campuses and district work locations or electronically via the Mesquite ISD website. Please be advised that the information is subject to change as situations warrant and such changes may supersede, modify or render obsolete any handbook provisions that are not compatible with the change. Specific departments may be provided under a separate cover.

Of course, no list of rules and procedures can encompass all of our programs and operations and sound professional judgment, ethical decisions and effective communication remain of utmost importance. Should you have any questions about any phase of the school district operation, please seek further clarification from your supervisor.

Best wishes as you contribute to the continued quest for excellence in the Mesquite Independent School District.

Sincerely,

Linda Henrie, Ed.D.
# Mesquite Independent School District

## Employee Handbook Receipt Acknowledgment

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<td>(Teacher, Secretary, Food Service, Custodial, etc.)</td>
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I hereby acknowledge notice of accessibility (electronic format or hard copy) of the Mesquite ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies and procedures defined or referenced in this document.

It should be noted that the most current/prevailing version of the handbook is on the web at [www.mesquiteisd.org](http://www.mesquiteisd.org) (under For Staff) and a relatively recent printed copy will be maintained at each District facility. I also understand that I may receive a hard copy of the Employee Handbook upon request through the Personnel office.

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

I understand that no modifications to the contractual relationships or alterations of at-will relationships are intended by this handbook.

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

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*Please sign and return this form to your building principal or department supervisor.*
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**Data Management**: 2600 Motley, Suite 500  
**Curriculum Building**: 405 E. Davis  
**Information Technology**: PDC, 2600 Motley, Suite 400  
**Instructional Services**: 405 E. Davis  
**L.A. Berry Support Complex**: 2133 North Beltline Road  
**Library Services**: 2133 North Beltline Road  
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**MEA Office**: 2133 North Beltline Road  
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**Planetarium**: 2501 Memorial Parkway
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<td>1607 Sierra&lt;br&gt;Mesquite 75149&lt;br&gt;290-4060 Fax: 290-4068</td>
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<td>Seabourn</td>
<td>2300 Sandy Lane&lt;br&gt;Mesquite 75149&lt;br&gt;882-7040 Fax: 882-7050</td>
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<td>Shands</td>
<td>4836 Shands&lt;br&gt;Mesquite 75150&lt;br&gt;290-4020 Fax: 290-4030</td>
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<td>Shaw</td>
<td>707 Purple Sage&lt;br&gt;Mesquite 75149&lt;br&gt;882-7060 Fax: 882-7070</td>
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<td>Smith</td>
<td>2300 Mesquite Valley Rd.&lt;br&gt;Mesquite 75181&lt;br&gt;882-7080 Fax: 882-7090</td>
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<td>Thompson</td>
<td>2525 Helen Lane&lt;br&gt;Mesquite 75181&lt;br&gt;882-7190 Fax: 882-7197</td>
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<td>Tisinger</td>
<td>1701 Hillcrest&lt;br&gt;Mesquite 75149&lt;br&gt;882-5120 Fax: 882-5130</td>
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<td>Tosch</td>
<td>2424 Larchmont&lt;br&gt;Mesquite 75150&lt;br&gt;882-5000 Fax: 882-5010</td>
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**ELEMNTARY (Area Code 972)**

- **Achziger**<br>3300 Ridgeranch Road<br>Mesquite 75181<br>290-4180 Fax: 290-4190
- **Austin**<br>3020 Poteet Dr.<br>Mesquite 75150<br>882-7220 Fax: 882-7225
- **Beasley**<br>919 Green Canyon<br>Mesquite 75149<br>882-5160 Fax: 882-5161
- **Black**<br>328 Newsom Road<br>Mesquite 75149<br>882-7240 Fax: 882-7250
- **Cannaday**<br>2701 Chisolm Trail<br>Mesquite 75150<br>882-5060 Fax: 882-5070
- **Florence**<br>4621 Gleneagle<br>Mesquite 75150<br>290-4080 Fax: 290-4088
- **Floyd**<br>3025 Hickory Tree<br>Balch Springs 75180<br>882-7100 Fax: 882-7110
- **Galloway**<br>200 Clary Drive<br>Mesquite 75150<br>882-5101 Fax: 882-5110
- **Gentry**<br>1901 Twin Oaks Drive<br>Mesquite 75181<br>290-4140 Fax: 882-4150
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<tr>
<th>MIDDLE SCHOOLS (Area Code 972)</th>
<th>HIGH SCHOOLS (Area Code 972)</th>
</tr>
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| **Agnew**
729 Wilkinson Mesquite 75149
882-5750 Fax: 882-5760 | **Horn High**
3300 Cartwright Road Mesquite 75181
882-5200 Fax: 882-5291 |
| **Berry**
2675 Cartwright Rd. Mesquite 75181
882-5850 Fax: 882-5888 | **Mesquite High**
300 E. Davis Mesquite 75149
882-7800 Fax: 882-7876 |
| **Kimbrough**
3900 N. Galloway Mesquite 75150
882-5900 Fax: 882-5942 | **North Mesquite High**
18201 LBJ Frwy. Mesquite 75150
882-7900 Fax: 882-7908 |
| **McDonald**
2930 Town East Mesquite 75150
882-5700 Fax: 882-5710 | **Poteet High**
3300 Poteet Drive Mesquite 75150
882-5300 Fax: 882-5353 |
| **A.C. New**
3700 S. Beltline Balch Springs 75180
882-5600 Fax: 882-5620 | **West Mesquite High**
2500 Memorial Mesquite 75149
882-7600 Fax: 882-7611 |
| **Terry**
2351 Edwards Church Rd. Mesquite 75181
882-5650 Fax: 882-5660 | **Mesquite Academy**
2704 Motley Drive Mesquite 75150
882-7570 Fax: 882-7579 |
| **Vanston**
3230 Karla Mesquite 75150
882-5801 Fax: 882-5848 | **ACCESS**
2704 Motley Drive Mesquite 75150
882-7430 Fax: 882-5497 |
| **Wilkinson**
2100 Crest Park Mesquite 75149
882-5950 Fax: 882-5988 | **Challenge Program**
2300 Pioneer Road Mesquite 75149
882-7150 Fax: 882-7169 |

Internet Website:

[www.mesquiteisd.org](http://www.mesquiteisd.org)

Additions:

- Mesquite Learning Center
  230 Pioneer Road
  Mesquite 75149
  882-7150 Fax: 882-7460
- Mesquite Intervention Center
  230 Pioneer Road
  Mesquite 75149
  882-7410 Fax: 882-7460

- [Internet Website](http://www.mesquiteisd.org)
School Sites

EXISTING SCHOOLS/SITES SUPPORT FACILITIES 2012/2013

LEGEND FOR SCHOOL TYPES

- Elementary Schools
- Middle Schools

HIGH SCHOOLS

- Confirmation

SUPPORT FACILITIES

- Administration Building
- Administration Annex
- Bee Center
- Maintenance Center
- Learning Center
- Service Center
- Maintenance Annex
- Technology Annex
- Transportation Annex

Quest For Excellence

MISD

August 8, 2012
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 curriculum, school taxes, annual budget, employment of the Superintendent and other professional staff, facilities, and expansions. The Board has complete and final control over school matters within limits established by state and federal law 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. The Board of Trustees consists of seven members elected at large by the qualified voters of the Mesquite Independent School District for a term of three years.

Regular meetings of the Board of Trustees are held at the Professional Development Center located at 2600 Motley Drive on the second Monday of each month at 6:00 p.m. unless otherwise specified. A written notice of regular and special meetings shall be posted at the Administration/Curriculum Building as well as at the PDC 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 two hours notice.

All meetings are open to the public. In certain circumstances, Texas law permits the Board to go into a closed session from which the public and others are excluded. Closed sessions may occur for such things as discussing prospective gifts or donations, real property acquisition, personnel issues including conferences with employees and employee complaints, security matters, student discipline or to consult with attorneys regarding pending litigation.
ORGANIZATION CHART
(See previous page)

RECORDS MANAGEMENT
Policy CPC
All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, created or received by the District, shall be maintained, and disposed of, in accordance with the law, Title 6, Subtitle C, Local Government Code. The designated Records Management Officer shall perform the duties specified in the aforementioned law under the direction of the Assistant Superintendent for Business Services.

PARENT-TEACHER ORGANIZATIONS
Policy GE
Parent groups, other than Parent-Teacher Associations, wishing to organize with the schools must first have the approval of the Superintendent.

BOOSTER CLUBS/PARENT SUPPORT GROUPS
Policy GE
Every organization and club is important and parental involvement is encouraged. Support and promotion of the organization should be the goal of the parent group. Any proposal for a booster club/parent support group must show how student activities will be enhanced by such an organization. The purpose of these organizations shall be to support and promote student activities.

CITIZENS ADVISORY COMMITTEES
Policy BDF
Citizens Advisory Committees shall be appointed periodically to assist with development and evaluation of certain programs. The committee’s make-up should represent all areas and the various sub-groups of the District. Committee members will be recommended by the Superintendent and approved by the Board. The function of such committees is advisory only, but any advice obtained shall be given due consideration.

SCHOOL VOLUNTEER/COMMUNITY INVOLVEMENT PROGRAM
Policy GKG
Many citizens of the Mesquite community, wishing to make a greater contribution to the process of educating the youth of their community, offer their skills and their time to provide services for the schools. Those wishing to participate in the school Volunteer Assistance Program shall apply through their neighborhood school on an annual basis. Qualifications and subsequent assignment must be acceptable to the principal of the school wherein the volunteer will be working. At all times, the volunteer will work within the framework of school policy. Volunteers will be subject to routine criminal background checks that are designed to provide another level in the net of safety surrounding MISD students. Persons charged with or convicted of certain types of felony or misdemeanor offenses could be excluded from volunteering until pending charges are resolved. Convictions could result in permanent exclusion from volunteering.

In addition, the District will promote efforts to form partnerships in learning with community institutions, agents and organizations. Coordinated programs shall be developed which provide for community education, partnerships with area businesses, and community service. School facilities shall be made available to civic and related organizations for authorized activities that are a service to the school and community.

COMMUNITY DRIVES, CONTESTS, PROMOTIONS, COLLECTIONS
Policy GKB
The school administration is responsible for making decisions in matters of community projects carried on in the schools according to prescribed policy. In order to avoid complications, it is essential that all organizations make written application to the Superintendent through the Communications Office for approval of their projects. The application must include a statement of purpose, a beginning and ending date, and an explanation of how it will be of educational value to the children. Any employee wishing to submit a request to a civic or philanthropic organization, seeking some type of financial aid for students or for a particular program, must submit a copy of such request to his/her immediate supervisor.

COMMUNICATIONS
In order to build morale, goodwill, understanding, and support for the Mesquite ISD, the District shall maintain an ongoing, open, two-way process of communication between the school system and its internal and external publics. The Communications
Department shall provide a service to the community in publicizing the services, needs, and curricular offerings of the District. Outlets for information will include face to face communication, print media, TV, radio and via the Internet on the World Wide Web at [www.mesquiteisd.org](http://www.mesquiteisd.org). Various periodicals (including Report Card to the Community, In-Touch, Board Notes, etc.), pamphlets, brochures, and bulletins will be prepared and distributed. KHS-TV (EMS) and KEOM 88.5 FM will broadcast pertinent information as well. Other responsibilities will include preparing regular news releases for distribution to the media; preparing newsletters to be distributed to staff; coordinating radio and TV interviews and programs; coordinating and assisting with the production of video/slide presentation; preparing specialized printed communiques; establishing and coordinating special events enhancing an understanding and support of schools; covering school events upon request for the purpose of taking pictures and writing news articles; representing/promoting the Mesquite Schools, upon request, at civic/community events and serving school and community through partnerships with the various civic/governmental agencies.

**HANDOUTS IN SCHOOLS**

**Policy GKDA/FNAA**

The District reserves the right to limit the distribution of printed materials by non-school entities and individuals to students and employees. Distribution is defined as delivery via internet mail, handouts, flyers, posting and classroom folders. The District prohibits the distribution of printed materials to students from outside entities with the exception of those supported by local tax dollars, organizations affiliated with the district, non-sports related youth clubs or organizations, entities under contractual agreements with the District, U.S. Armed Forces recruiters and organizations sponsoring contents in alignment with District approved curriculum. Campuses may also distribute free admission tickets to area events and venues to students, provided those tickets were solicited by the District.

In addition, the distribution of non-related materials by individuals to students on school property is prohibited. The District does not allow the distribution of unsolicited commercial advertisements, special offers or discount coupons to students. Campus administrators may procure coupons to use as rewards or academic incentives for students, and they may also distribute advertising material regarding events they have arranged with local businesses as fundraisers. Information regarding higher education options and programs may also be solicited and distributed.

Students may distribute materials to other students during non-instructional time provided the materials comply with the standards as set forth in the student code of conduct.

Advertisements, special offers or coupons for employees must be approved through the MEA prior to distribution.

**REGULATIONS PERTAINING TO STUDENT PUBLICATIONS/DISTRIBUTION OF MATERIALS**

**Policy FMA/GKDA**

The District shall prevent the distribution of material which would substantially disrupt or materially interfere with normal school operation (provided there is reasonable evidence to forecast such) and may prevent the distribution of material which is constitutionally unprotected. The principal shall serve as editor-in-chief and shall direct and supervise all campus publications including the school newspaper, yearbook, literary magazine, etc. The sponsor of each publication will be responsible for day-to-day operations and may serve with the student editor(s) as editor of the publication.

**WORKING WITH THE MEDIA**

The Communications Department, under the supervision of the Superintendent, shall maintain a program for the dissemination of factual information to the news media. The department will serve as a liaison with television media, radio media, and print media on coverage of education in the Mesquite ISD.

News media requests should be cleared with the Communications Office (882-7404). It would be a rare case to deny permission for the news media to talk with department administrators or principals, but policy requires that all media inquiries be referred first to the Communications Office with the exception of routine athletics.

The first obligation is to ensure that a good instructional day occurs every day. The news
media should not be responsible for interruptions to the instructional process. With this in mind, the District will be cooperative with and assist the media in scheduling interviews and/or providing access to our schools.

**POLICE-FIRE DEPARTMENTS**
A cooperative working relationship exists with both the police and fire departments and the use of police services at school events is encouraged and supported when there is a need.

An officer of the law may take a child from school if he/she has a court order, capias, or warrant for the child. In the event the officer of the law does not have a capias or a warrant, the principal may allow the officer to question the child in the building. If it is necessary for the officer to remove the child from the building without a capias or warrant, the officer should sign a statement assuming responsibility and liability, thereby relieving the school officials of any custodial responsibility. In situations where the parents may be involved in abuse or other criminal activity against a child, immediate parent notification may be deferred. Otherwise, every effort should be made to notify parents when police/fire department personnel question a child. This same policy applies to the fire department.

The District and the police department will follow current notification procedures for reporting criminal offenses listed in current law. School principals or designee will notify the police department if listed offenses are believed to have occurred in school, on school property, or at school-sponsored or school related activities on or off of school property.

The police department will notify the school district if students are arrested or referred for committing a felony offense listed in current law.

Uniformed police officers are assigned to the secondary campuses under the SRO program. The purposes of the program are to provide a feeling of security in and around the school campuses, to deter crime on school grounds and improve relationships between students and law enforcement officers.

**WEATHER RELATED SCHOOL CLOSING/Delayed Opening**
From time to time, inclement weather or emergency conditions may require that schools be closed or opened late to allow for safer driving conditions. If weather conditions become questionable, employees may tune in to MISD radio station 88.5 FM – KEOM or access the District’s website (www.mesquiteisd.org) for the latest information. Although local television stations are also provided information regarding school closings, we cannot guarantee the accuracy nor speed by which the information will be broadcast. Listening to 88.5 FM will provide the most timely information about school closings or delays.

The Superintendent is authorized to close school for an entire day or otherwise shorten a school schedule due to special programs, extreme weather or other hazardous conditions.
REQUISITIONS
Policy CH
All requests for materials and supplies must be placed on a requisition form and submitted to the Principal or supervisor for approval. The District will not be made responsible for any authorized purchases made by any employee.

PURCHASING PROCEDURES
Policy CH
All purchasing for the Mesquite ISD shall be done by the Central Purchasing Department, and no other individual/employee has any authority to make purchases in the name of the school district by any method. Special departments such as Athletics, Food Service, Facilities Management, Energy Management, Operations, Audio Visual, and Transportation may make purchases relevant to their area under specific guidelines and regulations as outlined in policy.

All items, regardless of cost, should be subject to the bid process if it would be advantageous to the school district. At least three bids must be secured for those items which cost in excess of $500.00. However, special provisions are made in emergency situations when a building or equipment is damaged or destroyed and the time delay posed by competitive bidding would impair essential school activities. In addition, purchasing requirements do not apply to a contract for professional services rendered, including the services of an architect, land surveyor, physician, optometrist, professional engineer, state certified or state licensed real estate appraiser or registered nurse. Contracts for these professional services shall be made on the basis of demonstrated competence and qualifications to perform the services at a fair and reasonable price. Appropriate notice and all laws pertaining to bids and contracts shall be adhered to and the District reserves the right to reject all bids.

Donations of equipment or property by the PTA or other school groups should be of a type and style owned and maintained by the District. It is recommended that purchases of this nature be completed by a cash donation to the school, with a letter of specific purpose. All funds must be deposited before a purchase takes place. The Principal must secure final approval from the Assistant Superintendent-Business and the purchase would be completed by following normal procedures.

No employee is authorized to establish credit/charge accounts in the name of the school district or any of its related organizations without written approval of the Assistant Superintendent of Business Services.

SELLING AND SALES PEOPLE
Policy CH
Sales of merchandise may not be conducted on school property, other than fundraisers conducted by the school district, school or school organizations, booster clubs or the PTA. Any exception must be approved by the Assistant Superintendent-Business Services.

Salesmen are not to call on Principals unless they have been given written approval by the Administrative Officer-Purchasing. Only those who have products for school purposes will be granted permission to talk to the Principals and teachers. Teachers are not to be solicited during school hours.

As a general rule, teachers are expected to transact personal business at a time other than regular school hours. They are discouraged from inviting salesmen to visit them at school in order to transact personal business.

INVENTORY
Policy CMD/CFB
All equipment classified as capital equipment/fixed assets (value of $5000 or greater and a life expectancy of seven years or more), whether it be purchased or donated for use within a school by any group working within or on behalf of the school, shall be regularly processed for inventory purposes to ensure its safeguard and recovery. Protecting and accounting for all the equipment and supplies of the school district is an important function of all employees.

The school district requires that an inventory be completed each school year. This inventory should include all equipment and furniture, and is to be completed under the direction of the Principal or appropriate facility administrator. A database containing a list of all assets is to be maintained and updated to reflect new purchases, transfers and stolen items. Any discrepancies should be resolved through the Fixed Asset Coordinator and the coordinator should be notified via e-mail any time property is transformed between facilities.
CLASSROOMS AND FURNISHINGS
The District will provide all necessary furniture and furnishings for classrooms, offices and other areas as appropriate with a general uniformity across the district. Make-shift creations of shelves, tables, etc. are not to be brought into the classroom. Carpeting and rugs will be provided by the District as appropriate and should not be brought in by any other person. Appliances such as heaters, refrigerators and microwave ovens should not be brought in. The United States flag, fire drill routines and tornado alert procedures should be displayed in each classroom.

TRAVEL AND EXPENSE ALLOWANCES
Policy DEE
The MISD will bear the cost of authorized employee travel out of the District. Reimbursements shall be made for expenses incurred, including a mileage reimbursement, hotel and meals. Receipts must be submitted to the Business Office at the conclusion of the trip. Employees are required to receive authorization from the Assistant Superintendent-Business before any out-of-district travel occurs.

Travel for professional personnel is limited to within the state unless special circumstances warrant an exception.

Monthly stipends or travel allowances may be authorized for employees whose duties require extensive travel within the District.

CARE OF SCHOOL FUNDS
Policy CFD/FJ
No money should be left in a school building overnight. Any person keeping funds overnight shall be held responsible for them. It should also be noted that no school should establish its own bank account, and excessive cash funds should not exist in any school. All funds received should be deposited daily through the approved accounting process at the depository bank.

ACTIVITY FUNDS
Policy CFD
All fundraising money collected by a campus or campus organization must be deposited through the school secretary. The sponsor of the entity conducting the fundraiser is responsible for maintaining all records and for reconciling the account with the secretary. No organization should keep any cash in the building overnight.

FEES
Policy FP/CLC
The school district charges no general fees (only for parking at the high schools) and fees may not be charged for items required for use in the regular instructional program even though they may be consumable and become the property of the student. Fees for workbooks, textbooks, lab supplies, etc. are among these explicitly prohibited.

Schools may collect monies for the purchase of such items as magazines, books, student publications, etc. as long as the following criteria are met:

The purchase is strictly at the student’s option and the collection of monies should not create in any way the impression that the purchase is necessary or that their use is a requirement. The cost to the student cannot exceed the actual cost to the school or other person making the item available and becomes the exclusive property of the student. The sole reason for purchase is to provide a service and convenience to students.

BUILDING AND PLANT USE
Policy GKD/DGA
MISD facilities are available for rental by organizations located within the boundaries of the district. Facilities are not available for any long-term, regular or continued use. Requests for use by outside organizations are to be submitted in writing to the building Principal who will confirm eligibility and availability. The Principal will forward a copy of the request for use to the Assistant Superintendent-Business Services for final approval and for the assessment of fees. After approval has been granted, the Principal is responsible for arranging custodial service if needed and scheduling HVAC. No keys or security codes will be issued and a school employee will be required to be on duty when a facility is rented by an outside group. The district reserves the right to cancel a reservation or change the location if the facility is needed for a function related to the operation of the District.

School related groups or organizations (PTA, Booster Club, etc.) may schedule use of the building through the Principal. No custodial charge or rental fee will be applied. A member of the school staff is expected to be on duty for meetings of this type.
Kitchens are not to be used by any group without the written authorization from the Director - Food Service. The request must be made at least 10 days prior to the event. If authorization is granted, a Food Service employee will be present to oversee the operation.

Athletic facilities are available for rent for playoff games or for out-of-town UIL or NCAA teams. Playing fields and competition gymnasiums are not generally available for other rentals. Requests for exceptions are to be directed to the Administrative Officer-Athletics. The district retains concession rights when a facility is used by another group. Commercially sponsored radio and television broadcasts of athletic events are permitted upon approval of the Superintendent.

Fees for building and plant use are to be set by the Board upon recommendations of the Superintendent. Such rates are subject to annual review.

ENERGY CONSERVATION
Policy CL
In an effort to conserve energy, no one other than Energy Management is authorized to adjust temperature settings from the standard range. Outside doors and windows should remain closed as much as possible and all personnel should turn off all lights, televisions, computer monitors, etc. at the end of each school day/workday.

JOINT SCHOOL-CITY USE OF FACILITIES
Policy GRB/GKD/CX
The Board of Trustees, in cooperation with the City Council and the Parks and Recreation Department, shall establish guidelines for administrators of these respective agencies in the joint use and development of school and city recreation facilities. Such guidelines shall include the acquisition of sites, planning new construction, use of buildings and grounds and program development.

BUILDING ALTERATION
Policy CS
No person is to make any structural change to any District owned building or facility without first receiving approval from the Superintendent/designee. This includes any type of painting, wallcovering, wall texturing, carpeting, tile or flooring.

BUILDING AND GROUNDS INSPECTION
Policy CLB
Each employee is responsible for the safety and care of the building and environment. Principals shall periodically check the buildings and grounds of their schools for health and safety factors. Any unsafe condition which might lead to fire or other accident or which might serve as a health hazard shall be promptly remedied by taking immediate precaution and/or reporting the problem to the Facilities Management Department for correction.

VANDALISM
Policy CLB
Damage to a building, furniture, fixtures, or equipment shall be paid for in full by the person or persons involved, or by the parents of the students involved. Damages shall be estimated by the Facilities Management Department, taking into consideration replacement cost or repair cost, including all parts and labor. Equipment damaged beyond repair shall be replaced.

The principal shall report in writing each case of vandalism, theft or entry to the Assistant Superintendent-Business Services immediately upon discovery. The principal/designee shall notify the police as soon as damage is discovered. In the event items are stolen, the principal shall estimate the value in conjunction with the Assistant Superintendent-Business Services (for insurance purposes). Vandalism/theft of inventoried property should be reported to the Coordinator of Fixed Assets.

School or outside organizations using school facilities shall be held accountable for all damages done during the time these facilities are being used. Those securing approval for the use of the building shall assume this responsibility and shall be charged with the responsibility of supervision of all facilities being used.

Money collected for damages is to be paid to the Business Office with a full description of damages done.

USE OF SCHOOL EQUIPMENT AND SUPPLIES
Policy DH
School equipment and supplies may be used for school-related business only and policy prohibits lending school equipment. Certain audio/visual related equipment may be used in the building by
outside groups, but must be operated by an authorized person. Exceptions could include employees with permission from the Superintendent/designee.

**SCHOOL TELEPHONES**
Office telephones shall be used for school business only and are under the jurisdiction of the principal/supervisor. No one should be called to the telephone during a class period except in cases of emergency. A phone is available in each teacher’s lounge for staff members to use for parent conferences and personal calls during conference/planning periods.

**LIABILITY**
**Policy CRB/DGC**
The school district shall be liable for property damage or personal injuries or death when proximately caused by the negligence or wrongful act or omission of any officer or employee acting within the scope of his/her employment of office arising from the operation or use of a motor-driven vehicle and motor-driven equipment. Such liability shall not be greater than that prescribed by law and any person making a claim shall give proper notice within six months from the date of the accident. No professional employee shall be personally liable for the performance of his/her assigned duties requiring the exercise of judgment or discretion except in certain cases involving discipline of students.
EQUAL EMPLOYMENT OPPORTUNITIES  
Policy DAA/DIA/DAB  
The Mesquite ISD does not discriminate against any employee or applicant for employment because of ethnicity, religion, gender, age, national original, 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.

APPOINTMENT OF EMPLOYEES  
Policy DC  
The Superintendent has sole authority to make recommendations to the Board regarding selection of all personnel and the Board will delegate to the Superintendent the authority to determine the terms of employment with the District. The Board further delegates to the Superintendent the sole authority to hire and determine the terms of employment of all non-professional personnel. Assignments are made in a manner that assures an equivalence of staff among schools and departments and each principal must approve each teacher or staff appointment to the principal’s campus. (see Appendix)

Categories of employees include: Superintendent, associate superintendent, assistant superintendents, administrative officers, senior directors, directors, coordinators, facilitators, principals, assistant principals, counselors, department heads, teachers, librarians, nurses, accounting clerks, secretaries, office assistants, instructional assistants, maintenance workers, food service, transportation, custodians and such other employees that the District shall consider necessary for the proper function of the schools.

ADA STATEMENT  
Policy GA/DAA  
The Mesquite ISD will make employment, programs, services, facilities, activities and accommodations accessible to all persons. The District does not discriminate on the basis of disability regarding any of the aforementioned items.

NEPOTISM REGULATION  
Policy DB/DBE  
No person shall be employed in the District who is by blood relation within the third degree or by marriage within the second degree to a member of the Board. This policy does not affect a person who has been employed for a continuous period of six months prior to the election appointment of the Board member, and the nepotism prohibitions do not apply to employment as a substitute teacher. Principals and other administrators are not to directly supervise a spouse and first degree blood relation. Teachers are not to serve on the same campus where a spouse is assigned as an administrator. Teachers married to each other may not teach in the same building unless approved by the Superintendent/designee.

RECORDS  
Policy DB/DBA  
The following records must be filed in the Personnel Office within 30 calendar days after hire: Virtual Texas Teaching Certificate (obtained from the SBEC website) or other TEA/SBEC-approved credentials, documentation of highly qualified status as specified by NCLB if applicable, Service Record, Official College transcript, District/Payroll requirements, statement concerning Employment not covered by Social Security as applicable, Employment Eligibility Verification Forms, TRS Personal Data Sheet, Texas Worker’s Compensation–New Employee notification, Public Information Access Notification, Professional Personnel Form (Application), Photograph, Job Description and signed contract as applicable. Failure to provide all required records in a timely manner could invalidate the employment contract and could result in an adjustment in salary from the designated schedule to the prevailing substitute rate until such records are received.

CHANGE OF STATUS  
It is important that employment records be kept up to date. When there is a change of address, phone number, marital status or name, the employee should notify his/her supervisor and complete a “status change” form. This form must also be completed when an employee changes job titles, hours worked, campus locations, etc. (see Appendix) In addition, the Personnel and/or Benefits Office should be informed (in writing) when there is a change or correction in emergency contact or beneficiary.
PUBLIC INFORMATION/ACCESS TO RECORDS
Policy GBA/DBA
Although personnel files are generally considered confidential, certain information such as name, sex, ethnicity, salary, title, date of employment, contract, qualifications, address and phone number is considered to be public information and must be released upon request. (Texas Public Information Act)

However, a limited amount of personal information may be withheld. Employees may choose not to allow public access to or have the following information included in the MEA directory by completing the appropriate form (see Appendix) or by submitting a written request to the Personnel Office: Address, phone number, social security number, information that reveals whether they have family members.

A social security number cannot be released if it is kept due to a law enacted after October 1990.

CRIMINAL HISTORY BACKGROUND CHECKS
Policy DB/DBAA
The District may obtain criminal history record information that relates to a person the District intends to employ, student teachers (interns/residents), substitutes or a person who has indicated an intention to serve as a volunteer as well as to a person currently employed or serving as a volunteer. 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 updated to the employee’s subsequent criminal history. (see Appendix)

PHYSICAL EXAMINATION
Policy DB/DBB
The District may require a medical examination of certain employee categories (based on duties as outlined in job descriptions) after an offer of employment has been made and may condition the offer on the results of such examination (all entering employees in the same job category are subject to such exam regardless of disability). The results shall be used only to determine the applicant’s ability to perform job-related functions. An educator may be placed on a leave of absence for temporary disability if the employee’s physician and the Superintendent/designee determine that the employee’s condition interferes with the performance of duties. The District reserves the right to require an examination and report by a physician selected by the District.

CONTRACTS
Policy DC/DCA/DCB/DCC/DCD/DCE
All professional employees shall be elected by action of the Board upon recommendation to the Superintendent and will receive contract consideration according to the following schedule: January - Superintendent; February - Associate and Assistant Superintendents, Administrative Officers, Principals, Campus Athletic Directors and other administrative positions as deemed appropriate by the Superintendent; March/April (or May in some instances) - Teachers (as defined in Education Code 5.001 (2)) who are being considered for non-renewal, being retained on a probationary contract for a fourth year, being returned to a probationary contract and renewal/nonrenewal of supplementary term contracts; May - all other teachers eligible for term, continuing or probationary contracts (who have been in the MISD one or more years). The Superintendent, without requiring Board action, shall appoint all auxiliary/non-contract employees.

The Superintendent is employed on a basis of a five-year contract that is renewable annually. The following administrators are awarded no less than three-year contracts which are renewable annually: Associate Superintendent, Assistant Superintendents and Administrative Officers. Principals may be employed on one-, two- or three-year term contracts, which are renewable annually after their specific period on probationary contracts. Principals new to the position are to receive two (2) one-year probationary contracts before becoming eligible for the one-, two- or three-year term contracts. All administrative personnel holding teaching certificates shall be considered for an assignment to a teaching position with a continuing or term contract at the completion of service in administrative positions provided the accepted standards of conduct for the profession have been met.
No teacher or administrator shall be employed who does not hold a valid certificate-license, temporary certificate or acceptable permit issued by the TEA/SBEC, who does not meet “highly qualified” status as specified under NCLB, and who does not have proper professional training authorizing him/her to fill the position for which he/she applies or to which he/she shall be assigned. An employee’s probationary, term, continuing or supplementary term contract under Education Code Chapter 21 is void if the employee does not hold a certificate or permit issued by SBEC, fails to fulfill the requirements necessary to extend the employee’s temporary or emergency certificate or permit, or if the employee fails to maintain highly qualified status.

Certain personnel receiving additional pay for special assignments are appointed by the Superintendent and are issued supplementary term contracts on an annual basis. Included in this category are Assistant Principals, Senior Directors, Directors, Coordinators, Diagnosticians, Facilitators, Counselors, and other positions as deemed appropriate.

Administrators new to a position are to receive two (2) one-year probationary term contracts before becoming eligible for a regular supplementary term contract. Such supplementary contracts are separate and apart from teaching contracts. Others who have extra duties are not to receive supplemental contracts, but will receive notification of duties and corresponding compensation. Head Football Coaches/Campus Athletic Directors are issued two-year contracts for coaching duties in addition to probationary/term/continuing contracts.

All teachers hired prior to July 2010 are eligible for continuing contracts under the provisions of Chapter 21, Subchapter C and D, Texas Education Code. Those hired after July 1, 2010 are eligible for a one-year term contract following the completion of the required probationary period. Each teacher shall be placed on probation for the first three years of employment and shall be considered for reappointment on an annual basis, except that the probationary period may not exceed one year for a person who has been employed as a teacher in public education for at least five of the eight years preceding employment by the District. Upon completion of three years of satisfactory teaching performance, a teacher shall be offered a term or continuing contract depending on the date of hire. A fourth-year probationary contract may be awarded in certain cases.

Letter contracts may be issued for certain professional positions (not specifically covered otherwise) and for positions considered to be temporary where the individual is hired on an interim or long-term substitute basis. Such contracts are not governed by Chapter 21 and may not extend beyond a one-year period and will end at the conclusion of the date specified with no expectation of continued employment beyond that date.

Qualifying employees may receive an incentive payment under an awards program established by the state if the District participates in the program. Any such incentive payment is considered a payment for performance and not an entitlement as part of an employee’s salary.

In cases where termination/nonrenewal of a contract is being proposed at the end of the contract period, the Board must give notice to the employee not later than the 10th day before the last day of instruction.

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. (see Appendix)

CERTIFICATION AND LICENSES
Policy DB/DBA/DF
Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse.

A certified employee’s contract may be voided without due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary contract or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual’s failure to comply with criminal background checks. A person holding a “lifetime” teacher’s certificate or one received before Sept. 1, 1999 will not have to renew the certificate every five years so long as it is not revoked. However, all teaching certificates earned after Sept. 1, 1999 will be issued as “standard” teaching certificates and will be subject to requirements for renewal. Therefore, it is possible for the same individual to hold both kinds of certificates.
Standard certificate holders must meet the following requirements:

- Complete 150 continuing professional education (CPE) clock hours of training every five years starting the first day of the month after the next birthday.
- Teachers are expected to maintain their own records of completion of CPE hours and be prepared to make them available when SBEC procedures require them.
- Mesquite ISD has been certified as an approved provider of CPE clock hours. All staff development offerings designated as PGH may be used for satisfying certification requirements.
- Counselors, librarians and other professional certificates require 200 CPE clock hours during each of the five-year renewal periods.

Additional information regarding certification may be obtained from the Personnel Office or by contacting the State Board for Educator Certification at 1-888-863-5880.

**NOTIFICATION OF PARENTS REGARDING QUALIFICATIONS**

**Policy DK/DB/DBA**

In schools receiving Title I funds, the District is required by the No Child Left Behind Act to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child’s teacher. NCLB also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who is not highly qualified.

Texas law also requires that parents be notified if their child is assigned for more than 30 consecutive days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers includes individuals serving with an emergency permit (including individuals waiting to take a certification exam) or individuals who do not hold any certificate or permit. It does not include those with a TCAP, with alternative certification, with a school district permit, with an out-of-state one-year certificate, with a hearing impairment certificate, or with a waiver granted by the commissioner of education. No later than the 30th instructional day after the date of assignment the superintendent or designee will send a written notice to parents. Information relating to teacher certification will be made available to the public upon request. (see Appendix)

**ASSISTANT CREDENTIALS**

**Policy DB/DBA**

All assistants including instructional, clerical/office, secretarial, administrative, senior and executive must possess a high school diploma or equivalent. Instructional assistants must be certified for the position according to the standards established by SBEC. In addition, instructional assistants on Title I campuses must possess an associate’s degree or have two years of college/university study or demonstrate through a formal assessment the ability to assist in instruction as specified by the NCLB Act.
JOB DESCRIPTIONS/DUTIES
Policy DC
Job Descriptions have been developed for all categories of employment within the District and are used to originate job postings, accompany insurance and EEOC/ADA claims and to issue contracts as applicable. Qualifications, duties and responsibilities, supervisory responsibilities and working conditions will be included in this document (generic overview-revisions will occur as necessary).

In most cases, teachers (including those who direct extracurricular activities) will be involved in instruction not less than 4 hours each day. Typical duties of teachers include, but are not limited to supervision in halls, cafeteria, tutoring, extracurricular events, class sponsors, sponsors of clubs, organizations, etc. Compensation may be provided for certain supplemental duties. (see Appendix)

HEALTH SAFETY TRAINING
Policy DBA/DMA
Head band directors, head coaches or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the District or UIL must maintain and submit to the District proof of current certification in first aid, CPR, the use of an automated external defibrillator (AED), concussion and extracurricular athletic activity safety. Such training will be provided by the campus athletic trainer, MISD nursing staff or through a qualified consultant from the American Red Cross, American Heart Association, UIL, or other organization that provides adequate training and certification. (see Appendix)

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

Except for designated positions, Central Administration personnel shall be employed 12 calendar months per year. Office hours are from 8:00 a.m. to 4:30 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. Friday with one hour for lunch. Summer hours shall be 7:30 a.m. to 5:00 p.m. Monday through Thursday with 45 minutes for lunch.

Administrative offices are closed on Friday during the summer.

Campus Administrators shall be on duty at least 10 minutes before and after the teacher work day. Teachers shall be required to be on campus at least eight hours. For a campus with a 7:55 a.m. to 2:55 p.m. day, the hours are 7:40 a.m. to 3:40 p.m. For a campus with either an 8:15 a.m. to 3:25 p.m. or 8:35 a.m. to 3:45 p.m. day, the hours are 8:00 a.m. to 4:00 p.m. The teacher may be required to stay longer if needed to complete the day’s work, confer with parents, to attend faculty meetings, or to perform other school duties. A teacher’s day will include a planning and preparation period of not less than 45 minutes (at least 450 minutes within each two-week period), a duty free lunch period as prescribed by law, and tutoring responsibilities as required. School secretaries/assistants and all office and instructional assistants shall have an eight-hour day with 30 minutes for lunch. Assistants including instructional, clerical and office, secretarial, administrative, senior and executive are not entitled to a conference planning period, but should be granted two 15-minute breaks daily – one in the morning and one during the afternoon. The appropriate Administrator will determine hours for auxiliary employees.

Support employees are employed at will and will be notified of the required duty days, holidays, and hours of work for their positions. Such employees are non-exempt and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

FACULTY MEETINGS
Campus administrators are responsible for effectively communicating District and campus policies and regulations to their faculty and staff. Many administrators communicate weekly or on a regular basis with their faculty and staff by written memos or newsletters. There are times, however, when a faculty meeting needs to be called to discuss or gather specific information. Generally, a faculty meeting is held any time the principal needs to communicate District or campus information directly to the faculty such as after the principal’s monthly staff meeting. A faculty meeting may also be developmental in nature.

When possible, a faculty meeting is scheduled at least a week in advance and should not last longer than one hour. It is recommended that an agenda be prepared for the meeting in order to facilitate the meeting in a timely manner. No further attempt is made here to
specify the length of time of such meetings since there are varying circumstances in the different schools. Unless prior arrangements are made, all teachers within a particular school are expected to attend all faculty meetings.

RESIGNATIONS
Policy DFE
A teacher employed under a probationary, term or continuing contract for the following school year may relinquish the position and leave the employment of the District at the end of a school year without penalty by submitting a written resignation not later than the 45th calendar day before the first day of instruction of the following school year. The resignation requires no further action by the District and is accepted upon receipt.

A teacher may resign with the consent of the Superintendent at any time mutually agreeable. Those who resign should write a letter or complete the designated form (see Appendix) and submit to the appropriate Director-Personnel. Those personnel working under supplementary term contracts or who perform extra duties (i.e., coaches), who seek to resign and remain as a teacher for the subsequent year, must tender their resignation by April 1.

Non-contract employees may resign their position at any time. A written notice of resignation should be submitted at least two weeks prior to the effective date. Employees are encouraged to include the reason for leaving, but are not required to do so.

EXIT INTERVIEWS
Policy DC/CY
A conference will be conducted if at all possible or an Exit Interview Form (see Appendix) should be completed by a supervisor (other than immediate) on all employees who resign or are terminated. Pertinent information regarding benefits, release of information, etc. will be discussed at this time. Separating employees are asked to provide the district with a forwarding address and phone number. All district keys, books, property and equipment must be returned upon separation from employment. The District may withhold the costs of any items (including the remaining balance of a personal computer purchase if applicable) not returned from the final paycheck. (see Appendix)

LEAVE AND PAY STATUS/INVESTIGATIONS
Policy DFAA/DFBA/DFCA
An employee may be placed on leave with pay by the Superintendent or designee during an investigation of alleged misconduct by the employee or at any time it is determined that the District’s best interest will be served by a leave. The Board delegates the authority to the Superintendent or designee to change such leave to without pay pending results and/or length of the investigation. An employee charged with a criminal act shall be placed on leave with pay until a fact-finding conference with the employee can be completed by the Assistant Superintendent-Personnel Services or designee, such conference to be scheduled within ten working days. Following the conference, the employee shall be informed in writing of the administrative decision regarding the employee’s leave and pay status during the time the charges remain unresolved.

Any and all applicable appeals pertaining to terminations, non-renewals or suspensions should follow the procedures as outlined in Policy DGBA.

DISCIPLINARY MEASURES
Policy DH
Disciplinary measures that may become necessary as a result of an investigation of misconduct or a violation of policy will be at the discretion of the district and could include, but not limited to: Conference, verbal warning, written warning or caution (campus file), written warning or caution (personnel file), written reprimand (campus file), written reprimand (personnel file), loss of privileges, required training or workshop attendance, administrative leave with pay, administrative leave/suspension without pay, removal from extracurricular duties if applicable, transfer or change in duties or assignment, termination, report to authorities as necessary (SBEC, CPS, law enforcement agency, etc.) or other measures as deemed warranted and appropriate. Progressive discipline is left to the discretion of the District.

DISMISSAL
Policy DF/DFAA/DFAB/DFBA/DFBB/DFD/DFFF/ DFFA, DFFB, DFFC
Probationary (Non-Renewal: End of contract Termination)
Probationary contracts may be non-renewed based on the Board’s judgment as to the best interests of the District. Employees are entitled to a notice of non-renewal and failure of the District to give timely notice automatically renews the contract. The Board’s decision is final and cannot be appealed. This notice must be given at least 10 calendar days before the last day of instruction.


**Probationary (Termination)**
Persons employed under a probationary contract may be discharged at any time for “good cause” as determined by the Board. “Good cause” is defined as “the failure to meet the accepted standards of conduct for the profession as generally recognized and applied in similarly situated school districts in this state.” In lieu of termination, the District may suspend an employee without pay for good cause for a period not to extend beyond the end of the current school year. When an employee’s contract is terminated prior to the end of the school year, the employee is entitled to a hearing before an independent examiner.

**Continuing Contracts (Termination)**
Persons employed under a continuing contract may be terminated at the end of the school year due to a necessary reduction in personnel. A necessary reduction of personnel will be based primarily upon teacher appraisals in the specific teaching fields and other criteria as determined by the Board.

Termination can also be based on the Board’s determination of “good cause” (“failure to meet the accepted standards of conduct for the profession as generally recognized and applied in similarly situated school districts in Texas”).

In lieu of discharge, the District may, for good cause, suspend the employee without pay. The suspension may not extend beyond the end of the school year.

In lieu of discharging a teacher employed under a continuing contract, the School District may, with the teacher’s written consent, return the teacher to probationary contract status after notifying the teacher in writing of the proposed termination. A teacher returned to probationary contract status must serve a new probationary contract period as if the District employed the teacher for the first time.

Before a teacher employed under a continuing contract can be terminated or suspended without pay for any of the reasons listed above, the Board of Trustees must notify in writing the person of the proposed action and the grounds for the action. The teacher is entitled, as matter of right, to a copy of each evaluation report or any other written memorandum that concerns the fitness or conduct of the teacher by requesting in writing a copy of these documents. If the employee desires to protest the proposed action, the teacher must notify the Superintendent or his/her designee in writing not later than the tenth day after the date the teacher receives the notification. If the teacher notified the District of the intent to protest the proposed action, the teacher is entitled to an independent hearing. If the teacher does not request a hearing within the specific time, the Board of Trustees shall take the appropriate action and notify the teacher in writing of the action not later than the 30th day after the date the Board sent the notice of the proposed action.

**Term/Supplementary Term Contracts (nonrenewal)**
Not later than the 10th calendar day before the last day of instruction in a school year, the Board of Trustees shall notify in writing each certified person whose term/supplementary term contract is about to expire and inform them whether or not it proposes to renew the contract. The most recent evaluations shall be used in order to make this determination. Additional reasons for non-renewal are: “Good cause” as determined by the Board, financial exigency that requires a reduction in personnel, inefficiency and incompetence in performance of duties, failure to comply with administrative or improvement directives, failure to meet the accepted standard of conduct of the profession.

Failure to give notice of proposed non-renewal within the time specified constitutes an election to employ the person in the same professional capacity for the following year. An independent hearing before an examiner is not applicable to the non-renewal of a supplementary term contract.

If an employee desires a Board hearing after receiving notice of proposed non-renewal, the employee shall notify the Board or its designee in writing not later than the 15th day after the date the employee receives notice of the proposed action. The Board will then have 15 days to hold a hearing (either by the Board or by an attorney designated by the Board) unless both parties agree in writing to a different date. The hearing must be closed unless the employee requests an open hearing. At the hearing, the employee may have a representative of choice, hear evidence supporting the reason for non-renewal, cross-examine adverse witnesses and present evidence.

Within 15 days following the conclusion of the hearing, the Board shall notify the teacher/employee of its decision. An appeal of the Board’s decision to the Commissioner of Education may be made, but the Commissioner’s judgment will not be substituted for that of the Board unless the Commissioner determines
that the Board’s decision was arbitrary, capricious, unlawful, or not supported by substantial evidence.

If no hearing is requested, the Board shall take the appropriate action and notify the employee in writing of that action not later than the 30th day after the date the notice of proposed non-renewal was sent.

**Term/Supplementary Term Contracts (termination or suspension)**
The Board of Trustees may terminate a term/supplementary term contract and discharge a teacher/employee at any time for:
- “Good cause” as determined by the Board; or
- A financial exigency that requires a reduction in personnel

For “good cause” as determined by the Board, the Board of Trustees may suspend a teacher/employee without pay for a period not to extend beyond the end of the school year:
- Pending discharge of the teacher/employee; or
- In lieu of terminating the teacher/employee

A teacher/employee who is not discharged after being suspended without pay pending discharge is entitled to back pay for the period of suspension.

**Hearings before Examiners**

*Policy DFD*
An Independent Hearing must be held at the teacher’s request under the following circumstances:
- Termination of continuing contracts at any time
- Termination of probationary or term contracts before the end of the contract period
- Suspension of any contract without pay

An Independent Hearing is not required to terminate employment at the end of a probationary contract nor is it required when a decision is made to non-renew a term contract.

The parties may agree to select a hearing examiner from the list maintained by the Commissioner or a person who is not certified provided that person is licensed to practice law in Texas. If the parties do not select a hearing examiner by agreement, the Commissioner shall assign the examiner.

The rules governing the proceedings of the Independent Hearing will be adhered to as prescribed by the law/Texas Education Code. Generally they include the provision that the hearing be conducted in the same manner as a trial without a jury in a district court in this state, including the right for either party to call witnesses on their behalf, to take depositions and to cross-examine adverse witnesses.

It should be noted that the appraisal process should be completed no later than two weeks prior to the recommendation for termination/non-renewal, 4th year probationary or return to a probationary contract.

**Auxiliary Personnel**

*Policy DCD*
The immediate supervisor in consultation with the appropriate administrator of auxiliary personnel shall have authority to dismiss any employee working under his/her supervision. Either the employee or the employer may terminate the relationship at any time for any or no reason provided it is not done for an illegal reason. An at-will employment relationship, standing alone without benefit of recognized exception, triggers neither due process requirement nor right. However, in fairness to the individual, the employee shall be given the reason or reasons for his/her dismissal and the same grievance procedure up to Level Three will be afforded the at-will employee.

**JOB SHARE/HALF TIME POSITIONS**

*Policy DC*
Criteria considered:
- TRS Employment after Retirement Rules and Guidelines (retirees)
- Impact on the instructional program
- Fiscal effect regarding personnel units
- Job transition advantages and implications

Teachers who are employed on a half-time basis either in a job share situation (two half-time staff members being hired to fill one full-time personnel unit) or as an independent half-time unit, must adhere to the following conditions:
- Shall hold the appropriate credentials for the position
- Shall teach a minimum of three periods per day (or full day every other day on the block schedule)
- Shall receive one-half of the allocated leave and tenure days
- Principal/supervisor shall have the flexibility to schedule the work hours as necessary in the school master schedule/work day
- Shall remain eligible for District benefits including contribution towards health insurance premiums (if applicable).
Qualifying retirees who return on a half-time basis are not eligible for the District’s health, disability and certain life insurance programs.

- Shall receive one-half salary according to the adopted local scale commensurate with degree and level of experience
- Shall receive one-half of the Career Ladder supplement if eligible
- Shall not be guaranteed a lunch period or conference period
- Shall be required to attend after-hours meetings at the discretion of the principal
- May be required to perform extra duty assignments at the discretion of the principal
- Shall be required to attend one-half of all staff development/preparation day activities and may attend the remainder of activities without additional compensation
- Retirees (only) are exempt from the MISD five-year Professional Growth requirement. However, state certification renewal requirements (if applicable) remain in effect.

Future contracts may be offered for a half-time position provided the position is available and provided the principal/supervisor chooses to continue to fill the position as a half-time unit.

The principal/supervisor must receive prior approval from the designated Director-Personnel in order to divide one personnel unit into two half-time units.

TRANSFER REQUESTS
Policy DK
Teachers and other eligible employees may request a transfer to another campus/department provided the employee meets the following criteria:

- Must have two years experience on a campus/or in a department
- Completion of the Transfer Request Form (see Appendix) which must have approval of the current principal or immediate supervisor

The completed Transfer Request form must be submitted to the Personnel Office on, or before, March 1 of the year in which the transfer is requested. Requesting a transfer does not ensure that the request will be approved. Transfer approval is based on campus need, principal recommendation, and authorization by the Director-Personnel.

Should any employee transfer to another campus at their own request, District seniority would be forfeited, and the building/campus seniority would take precedent with reassignments as necessitated by adjustments in enrollment.

In order to fill vacancies, principals/supervisors are encouraged to interview employees from the official request list unless special District needs must be met or if extenuating circumstances are involved.

Recommendations for transfer should be submitted at least 45 calendar days prior to the first day of instruction unless special District needs must be met or if extenuating circumstances are involved.

The administration reserves the right to reassign any teacher or employee. The district shall also have the right to assign or reassign the employee to positions, duties or additional duties and to make changes in responsibilities, work, transfer or classification at its discretion.

Generally, a principal (in consultation with the Director-Personnel) has the freedom to move his/her staff within the building to meet building needs. Certification and highly qualified requirements must be considered in making such moves and it should be noted that changing any teacher’s assignment can create problems in locating appropriately certified personnel to replace him/her.

REDUCTION IN FORCE
Policy DFF/DFFA/DFFB
When enrollment adjustments or program changes necessitate reassignments of personnel, the following criteria will be considered progressively in determining assignment:

1. District seniority – total continuous length of service
2. Building/campus seniority
3. Seniority in grade level

A waiver regarding the seniority could be granted if both the releasing and receiving principals are in agreement and the recommendation is approved by the Director-Personnel.

Factors that could be considered progressively to override seniority include:

1. Qualifications – certifications, licensure, endorsements, highly qualified status and/or specialized or advanced content training or skills for the current or projected assignment
(2) Extra Duties – currently performing an extra-duty assignment such as department or grade-level chair, band director, athletic coach, activity sponsor, etc.

(3) Professional background – professional education and work experience related to the current or projected assignment

When a reduction in force due to financial exigency or program change requires the nonrenewal or termination of a term contract, the following criteria will be applied sequentially:

(1) Qualifications for current or projected assignment: Certification, multiple or composite certifications, bilingual certification, licensure, endorsement, highly qualified status and/or specialized or advanced content-specific training or skills for the current or projected assignment.

(2) Performance: Effectiveness, as reflected by:
   a. The most recent formal appraisal, whether completed by the District or by a previous district; and
   b. Any other written evaluative information, including disciplinary information from the last 36 months.

(3) Extra Duties: Currently performing an extra-duty assignment, such as department or grade-level chair, band director, athletic coach, or activity sponsor

(4) Professional background: Professional education and work experience related to the current or projected assignment

(5) Seniority: Length of service in the District, as measured from the employee’s most recent date of hire.

A necessary reduction of personnel due to a financial exigency for those on continuing contracts will be based primarily upon teacher appraisals in the specific teaching fields and other criteria as determined by the Board.

APPRAISAL PROCESS
Policy DN/DNA/DNB
Evaluations and been given the opportunity to respond to their assigned supervisor.

Teachers in the Mesquite ISD will be appraised by the Professional Development and Appraisal System (PDAS). The appraisal system is designed to improve instruction and increase student achievement. The PDAS incorporates the student performance link required by law. The performance link focuses on TAKS-related objectives, attendance, and students in at-risk situations. The system appraises all teachers on their contributions to the overall improvement of the school. PDAS has been designed to promote quality professional development for teachers that correlates with campus and district goals.

The annual teacher appraisal shall include at least one classroom observation of a minimum of 45 minutes (may be conducted in shorter segments by mutual consent), with additional walk-throughs and observations conducted at the discretion of the appraiser. The teacher’s supervisor may continually evaluate and document performance specifically related to the performance as identified in PDAS. An intervention plan may be developed at any time at the discretion of the appraiser when the appraiser has documentation that would potentially produce an evaluation rating of “below expectations” or unsatisfactory. A written annual summative report shall be shared with the teacher at the end of the appraisal period. (See appendix for local rules, second appraisals, etc.)

MISD Campus/District Evaluation
During the month of May, individual staff members should complete the respective evaluation forms. These will be distributed via email and can be printed and returned electronically or may be returned to the Associate Superintendent-Instruction through regular school mail.

EMPLOYEE COMPLAINT/GRIEVANCE PROCEDURE Policy DGBA

General
In general, complaints and grievances should be resolved at the lowest possible administrative level as soon as possible. Therefore, direct communication with the immediate supervisor is of utmost importance in the prompt and equitable resolution of problems and concerns. While informal conferences are encouraged, they shall not toll or delay any deadlines as specified, except by mutual written consent. It should be noted that a complaint or grievance may be
reported to a supervisor other than the employee’s own supervisor, if the complaint/grievance alleges unlawful harassment in the workplace by the employee’s supervisor or a violation of law by that supervisor. An employee who files a complaint/grievance may make a recording of any meeting or proceeding at which the substance of the matter is investigated or discussed.

**Complaint**

A complaint is an expression of displeasure or voicing of dissatisfaction regarding general working conditions and may involve such issues as unhappiness with a schedule, disagreement with a duty assignment, problems with the philosophy of a supervisor or co-worker, dislike of textbooks or materials and other concerns of a similar nature.

Complaints will be heard and resolved in the most expedient manner possible according to the following process:

**Level I**

Complaint/concern will be presented to the immediate supervisor or designee who will provide a subsequent response within ten (10) working days of hearing the complaint. The immediate supervisor is defined as the person who evaluates the employee.

**Level II**

If the outcome at Level I is not acceptable to the employee, the complaint may be advanced to the next level in the organization chain (supervisor’s supervisor or designee). The same ten (10) day time frame for a response as described above will also apply. A complaint, as defined, generally concludes at this level.

**Level III**

If the outcome at the administrative level is not acceptable to the employee, the complaint may be advanced in written form to the Board of Education for review at their next regular meeting. The written complaint and any supporting documentation must be submitted within ten (10) working days after receiving the response at Level II. The Board shall make a determination as to whether the complaint as presented merits a formal hearing. If the Board determines that the complaint is not meritorious, the complainant shall be so informed in writing by the President of the Board within the ten (10) working following the date the meeting was held. The decision of the Superintendent or designee with respect to the complaint shall then be final.

If the Board determines that the complaint as presented merits a hearing, the President of the Board shall inform the complainant in writing of the date, time, and place of such hearing. After conducting the hearing, the Board shall make and communicate its decision at any time up to and including the next scheduled Board meeting. The Board hearing will be conducted in accordance with procedures as prescribed by law.

**Grievance**

A grievance is of a more serious nature than that of a complaint in that it generally involves a property right of an employee. As a result, a more formal process has been adopted in order to resolve these issues in a timely and equitable manner. The two types of hearings under which a grievance may be presented are as follows:

- **Hearings involving conditions of employment**

Grievances in this category may include such issues as wages, PDAS scores/evaluations, sexual harassment, civil rights appeals, alleged violations of privileges granted by law/local policy and other like concerns. Such grievances will be heard and resolved in accordance with the following procedures:

**Level I**

Grievance will be heard at the supervisor level. The employee filing the grievance must do so in writing and shall meet with the supervisor within ten (10) working days of the time he/she knew of the event(s) causing the grievance. The supervisor will provide a subsequent response (in writing) within ten (10) working days of hearing the grievance.

**Level II**

If the outcome at Level I is not acceptable to the employee, the grievance may be advanced and will be heard one level beyond the supervisor provided the written request for such a meeting is made within ten (10) working days of receiving the response. The ten-day time frame interval for holding the meeting and rendering a written decision as described above will remain in effect.

- **Hearings involving employment status (appeals)**

Grievances in this category pertain to issues of a contractural nature including, but not limited to: Termination, non-renewal, and being placed on
Personnel Practices

administrative leave with or without pay. In such instances, full due process will be provided and a formal appeal procedure as outlined below will be made available to the employee.

Level I
Formal appeal will be heard by the employee’s supervisor. The appeal must be made in writing within ten (10) working days of the date of occurrence and a subsequent hearing will be held within the same number of working days (10) upon receipt of the request. As before, a written decision will be rendered within ten (10) working days of the conclusion of the hearing.

Level II
In the event the employee is not satisfied with the disposition at Level I, the appeal may be advanced and will be heard by an unbiased third party as designed by the Assistant Superintendent for Personnel Services. The ten (10) working day interval time frame for submitting the written request, holding the hearing, and rendering a written decision will once again apply.

Level III
Employees who file a grievance (either category classified as grievances – conditions of employment or employment status) and who are not satisfied with the decision at the administrative level, may advance the grievance by requesting the Superintendent to schedule a hearing before the Board of Education at their next regular meeting. This must be done in writing within ten (10) working days after receiving the response at Level II. After conducting the hearing, the Board shall make and communicate its decision at any time up to and including the next Board meeting. The Board hearing will be conducted in accordance with procedures as prescribed by law.

If the aggrieved person is not satisfied with the decision of the Board, he/she may appeal the Board’s ruling through the appropriate avenues including the Commissioner of Education, state or governmental agencies, or through the judicial system.

SUBSTITUTES
Policy DC
Substitute teachers in the Mesquite ISD shall have a minimum of 60 hours of college credit with the exception of District approved special programs. All substitutes must undergo an orientation/training program prior to employment. Substitute teachers will be compensated in relation to qualifications/certification and in accordance with the approved substitute pay schedule.

When requiring a substitute, a teacher or assistant should call the automated substitute locator system and the system, in turn, will fill the assignment according to substitute availability. An administrator substitute list will be made available to campuses and substitutes from this category will be contacted directly by the principal/supervisor (or designee) on an as-needed basis. The appropriate administrator (or designee) will assign auxiliary substitutes on an as-needed basis.

The following guidelines pertain to the special parent substitute program:

• The decision to participate will be made by each individual campus.
• The 60 college-hour requirement may be waived; however, participants must have at least a high school diploma.
• The parent-substitute pool should not exceed five (5) per campus.
• Participants will be screened and selected by the campus principal.
• Parent substitutes may only serve at the school and may be removed from the list at any time at the sole discretion of the campus principal.
• Selected parent substitutes must complete all necessary paperwork with the Personnel Department and undergo the standard employee criminal background check.
• It is suggested that parent substitutes only be utilized when a regular substitute is not available or cannot be secured. Assignments may be made through the substitute locator system or parent subs may be contacted directly by the principal or designee.
• Substitutes in this program will be required to attend an extended orientation session.
• The maximum daily rate of pay may not exceed the standard rate of a regular substitute.

This program exists on a trial basis and may be discontinued at any time if it is determined to be in the best interest of the District.
Teachers that are participating in an administrative certification program or have completed administrative certification may serve as administrative substitute a maximum of five times during any academic year. Any exceptions to this guideline must be approved by the cluster administrative officer.

SERVICE CREDIT – SUBSTITUTE TEACHING
Policy DBA
Teachers who have served as substitutes in past years will be eligible to count the experience for salary increment purposes provided the following three conditions are met: (1) A valid teaching certificate must have been held at the time the duties were performed; (2) the school(s) must have been accredited; and (3) the number of days worked in each year must meet the minimum requirements (either 85 or 90, depending on the years in which the substitute duties were performed). It is the teacher’s responsibility to secure a service record in order to provide proof of eligibility for creditable years of experience.

STAFF DEVELOPMENT
Policy DMA/DMD
Adequate time and resources shall be allotted to support a staff development program in accordance with the Commissioner’s standards. This comprehensive program will promote learning and reflect best practice and will be guided by the District strategic plan and respective campus improvement plans developed through the site-based decision making process. Needs for teachers, administrators, and assistants will be identified and all stakeholders will have input. Training shall include development of skills in technology, conflict resolution, discipline management, and collaboration, as well as focusing on standards of student performance in TEKS and meeting the needs of students in special program, including students with disabilities. Staff development shall be predominantly campus-based with an emphasis on achieving performance objectives. The program shall provide access to various models of staff development and may include activities to enhance existing skills, to practice new methods, to study and conduct research, and to develop meaningful programs in order to increase student achievement.

Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

PROFESSIONAL GROWTH/ADVANCED DEGREE REQUIREMENT
Policy DC/DMA/DMD

SBEC rules require that all standard certificate holders complete at least 150 clock hours (200 for certain positions) of continuing professional education (CPE) during each five-year period. The guidelines encourage teachers to complete a minimum of 30 clock hours of CPE each year of the renewal period. The Mesquite ISD has been approved as a provider of these staff development hours. Individuals holding renewable certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Professional Growth Hour Requirements
Professional Growth Hours (PGH) is a program locally developed for Mesquite ISD teachers. It supports staff development based upon diagnosed needs or professional goals. The purpose of maintaining professional growth hours is to ensure staff development sessions targeted at improving classroom instruction for increased student performance. The criteria for PGH is as follows:

1. The minimum length of a program for which credit shall be given for PGH is three clock hours. Three clock hours earns three clock hours of PGH credit.
2. The Admin. Officer – Staff Development will provide an individual transcript for district PGH that will serve as the official record for those individuals completing the training. No partial credit will be given.

3. Fifteen hours of PGH may be substituted for one semester hour of higher education coursework in meeting District requirements.

4. Forty-five PGH hours can be used to meet the District requirement of completing three hours of college credit during each five-year period.

5. Upon completion of the forty-five PGH hours, individuals should submit verification of attendance to the Personnel Office. (see Appendix)

STUDENT TEACHERS
Policy DBAA (Background Checks)
Traditional student teachers (8-12 week assignments) and year long intern/residents through the Center for Professional Development and Technology program (selected campuses) may be assigned to the Mesquite Schools upon approval of the Administrative Officer-Staff Development (or designee), Campus Principal and Mentor Teacher. All student teachers will be under the supervision of the university liaison, campus principal and cooperating mentor teacher and are governed by the policies and procedures of the District as well as adopted states laws. Student teachers/intern residents are subject to a criminal record check prior to beginning their assignment.

Site selection consideration for the Field-Based Intern/Resident Program will be given to schools that consistently demonstrate the following attributes:

- Instruction consistently based on the TEKS
- Multiple instructional strategies aligned with learning objectives
- Student centered, inquiry based instruction
- Integrated instruction
- Active, successful student participating and learning
- Consistency, effective use of technology for instruction and student productivity
- Classrooms with continuous records of student success
- Classrooms which model the Literary Framework
- Evidence of student success as measured through the TPRI
- Evidence of student success as measured by state assessment exams

While many qualitative factors will be considered in making site selections, final decisions for school selection will weigh heavily on the effect of instruction on student performance. Campus ratings will be a major factor in determining program placement.

In order to be a mentor, teachers must possess a valid Texas Teachers Certificate, must be certified in the subject area, must attend required District/University meetings, and attend staff development to enhance mentoring skills. Mentor teachers and/or interns will work cooperatively and assignments may be changed at any time during the course of the year as deemed necessary.

The District will also plan and implement an ongoing mentoring/induction program for new teachers.

VACANCY ANNOUNCEMENTS
Policy DC
Announcements of job vacancies by position are distributed on a regular basis to campuses and departments and are posted on a bulletin board in the central administration building, in the administrative office of each campus and on the District’s internet website so that all who are interested are provided with a reasonable opportunity to apply for the position. Positions that require a certificate or license will be posted/announced no later than the tenth (10th) school day before the date on which the position is to be filled (other than a position that affects the safety/security of students or if a vacant position held by a teacher occurs during the school year). Current District staff members are permitted and encouraged to apply for any vacancy for which they are qualified and interested. All vacancies shall be subject to the Superintendent’s authority to assign personnel. Staff members interested in a vacancy should notify the Personnel Department in writing.

PROMOTIONS
Policy DAC
It is the philosophy of the Mesquite ISD, when at all possible, to fill positions of promotion with personnel
employed within the system. Any person seeking a promotion should, after meeting all qualifications, file an application with the Director-Personnel within the time frame as specified on the particular job posting. The qualifications for all positions are listed in the respective Job Descriptions.

RESIDENCE REQUIREMENTS
Policy DB
No superintendent, associate superintendent, assistant superintendent, administrative officer or senior director shall be hired for the above mentioned positions unless he/she lives within the boundaries of the Mesquite Independent School District. Those selected for such positions must reside within the district by the first day the contract begins and shall continue to reside within the school district as long as they hold any of these positions. Principals, assistant principals, coordinators, supervisors and directors are encouraged to live within the boundaries of the Mesquite ISD. When hiring for such positions, all else being equal, preference shall be given to those who reside within the District.

An administrator seeking a temporary waiver due to extenuating circumstances must submit a request in writing including reasons for being unable to live within the boundaries of the District and expected date of compliance with the residency requirements. The Superintendent, at his/her discretion, may grant a temporary waiver to the residency requirement in the event of individual extenuating circumstances. Such waiver may be for the remainder of the school year in which the circumstances occur and may be extended up to a maximum of one additional school year if deemed necessary.

PAPERWORK REDUCTION
Policy DLB
The Mesquite ISD will have as many reporting tasks as possible completed by non-instructional staff. However, information needed to comply with federal and/or state requirements may be collected from teachers if no other reasonable way to collect exists. (see Appendix)
Leaves and Absences

GENERAL
Policy DEC/DECA/DECB
The Mesquite ISD has a sick/personal leave program which designates a given number of days for specific types of leave. Any absences not covered by this program (including overage) will be payroll deducted according to the employee’s daily rate of pay. It should also be noted that all days beyond the accumulated sick/personal, allotted tenure days (if eligible) and sick leave bank (if eligible) will be unpaid.

Employee absentee reports are to be completed immediately upon the employee’s return to work. Forms are available in the Principal/Supervisor’s office. (see Appendix)

All employee absences may be subject to review in order to ensure the efficient operation of the overall educational program. Accumulated absences of an individual that exceed a total number of five (5) days during a school year may require substantiation. Excessive absences may adversely affect an individual’s employment status for the subsequent year.

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 designed 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.

The generous array of leave policies is designed to be of benefit to employees in order to maintain a positive and healthy work environment. Employees are discouraged from fraudulent use and doing so will be construed as a violation of District policy which could result in disciplinary action up to and including loss of pay, suspension, demotion or termination of employment.

STATE SICK LEAVE
Policy DEC
All state sick leave, accumulated prior to May 30, 1995, is retained as sick leave and can be used only for absences due to employee illness (including pregnancy), illness in the immediate family, a family emergency involving the employee or his/her immediate family or a death in the immediate family.

The term “immediate family” shall include spouse; son, son-in-law, stepson; daughter, daughter-in-law, stepdaughter; father, father-in-law, stepfather; mother, mother-in-law, stepmother; brother, brother-in-law, stepbrother; sister, sister-in-law, stepsister; grandparents; grandchildren; and any person who may be residing in the covered employee’s household at the time of death or illness.

LOCAL SICK LEAVE
Policy DEC
Employees who are classified as 11 month (202 days minimum) will have one (1) additional local sick day. Employees who are classified as 12 month (226 day minimum) will have two (2) additional local sick days. The local sick days do accumulate, but are not transferable to other districts and require the same criteria for use as the state sick days listed above.

STATE PERSONAL LEAVE
Policy DEC
A state minimum personal leave program consisting of five (5) days per year of personal leave, with no limit on accumulation and no restrictions on transfer among districts, shall be provided for school district employees. The state personal days shall accumulate as prescribed by the TEA.
All regularly employed full-time personnel shall be included in the program. Persons employed after the beginning of the school year shall be allowed personal days in proportion to the number of months worked. Half-time employees will receive 2.5 state personal days yearly. Persons employed after the beginning of the school year shall be allowed personal days in proportion to the number of months worked. All full-time bus drivers not covered elsewhere in the sick leave program shall receive five (5) state personal leave days per year.

State personal days may be used for any reason at the discretion of the employee. An employee may take no more than five (5) state personal leave days for discretionary reasons during a school year.

The allotment of personal and tenure days for the new year are not automatically granted and only begin to accrue once the employee physically returns to work. The use of accumulated personal/sick days from previous years will not suffice for the reporting requirements.

The allotment of state and local personal days may be advanced at the discretion of the district. In no instance may state personal leave be approved for more days than have been accumulated in prior years plus that which may be allotted during the employment period in the current school year.

DOCUMENTATION – SICK/PERSONAL LEAVE Policy DEC
The record of days accumulated in prior years, days earned, days used and the balance of unused leave must be made a part of each teacher’s Service Records. Leave days may not be shown for less than one-half (1/2) day. However, if an employee is taking family and medical leave, leave shall be recorded in one-hour increments. Earned comp time may be required to be used before any available paid sick and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:
- Local leave
- State sick leave accumulated before the 1995-96 school year
- State personal leave

COMPENSATION FOR UNUSED DAYS UPON RETIREMENT Policy DEC
All professional employees shall receive the prevailing regular substitute rate for the position and all other categories the alternate docking rate for each day of unused state sick, local sick, and state personal leave days upon retirement from education. Employees must have served a minimum of five years (consecutive prior to the date of retirement) with MISD in order to be eligible for this provision. Employees forfeit this provision with Mesquite ISD upon leaving and securing employment with another school district. A maximum of ten (10) accumulated personal days may be used to finish out a contract/work period in the year of retirement. All other remaining days will be paid according to the terms herein.

LOCAL PERSONAL LEAVE Policy DEC
In addition to the state personal leave, teachers are allowed three (3) local personal leave days per year which may be used at their discretion. These days do not accumulate. However, at the end of each year the teacher will be paid according to the regular substitute teacher pay scale in effect for any unused local personal leave days.

Transfer of Local Personal Days/Family Members
In extenuating circumstances pertaining to a catastrophic family crisis involving the individual, spouse, or children, special consideration may be given to allow the voluntary transfer of local personal days from one employee within the same campus/department to another when all other applicable days (sick, state personal, local personal, tenure, sick leave bank, etc.) have been exhausted, and an extreme financial hardship exists due to the absence of disability or other such insurance. No solicitation will be made in any way by the District and the donation of such days will be made solely on an individual, voluntary basis. Approval in these rare instances will be granted through the Personnel Office.

Assistants and Auxiliary Personnel
In addition to the state personal leave days, all assistants who qualify for benefits (instructional, clerical/office, secretarial, administrative, senior and executive) and auxiliary personnel are allowed local personal leave days as follows:

One (1) day each school year beginning with the first year of employment through the fourth year. (The school year is September 1 through August 31).

Three days (3) each year beginning with the fifth year of employment and each year thereafter.
Leaves and Absences

Local personal leave days may be used at the discretion of the employee provided that his/her supervisor is given sufficient notice, except in the case of emergencies. At the end of the year unused local personal leave days will be paid according to the regular substitute pay scale in effect. (Local personal days do not accumulate.)

**TENURE LEAVE**

**Policy DEC**

When all state sick, state personal, local sick and local personal days have been used, all employees who qualify for benefits will be provided additional, partially paid days for personal illness (including temporary disability – maternity). These tenure leave days are primarily designed for the employee’s personal illness only and must be documented by a statement from a physician on each occasion. Upon presentation of official documents, tenure leave may be used for an adoption as outlined in Policy DEC. In addition, the use of tenure days may be granted for catastrophic illness (defined as being ill or incapacitated for five (5) days or more) involving children, spouse or other immediate family members for which the employee is the primary caregiver. As with employees, the illnesses of family members must be substantiated by a doctor’s statement in each instance. Tenure days may be used non-consecutively.

A tenure use request form (located on Docushare, Eduphoria and in the respective administrative offices) must be completed and submitted to the Personnel Office no later than five (5) days following the first day out due to the illness or knowledge of the event necessitating the request. Failure to comply with this timeline could result in the request being denied. Under no circumstances will payment for tenure be made retroactive to a previous pay period.

Tenure days will be paid by subtracting the regular substitute rate or an alternative docking rate depending on percentage to base daily pay from the employee’s daily rate of pay. (see Appendix) The employee will then receive the remainder of their daily rate. (This is for calculation purposes only as the employee does not actually pay the substitute.)

Tenure days are allotted according to the following:

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<th>Years of Experience</th>
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<tr>
<td>In Mesquite</td>
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<tr>
<td>Number of Tenure</td>
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<td>Leave Days</td>
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<td>0-10 years</td>
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<td>11 or more years</td>
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When all tenure leave days are used, the employee may apply for temporary disability leave. If no further leave is requested, the employee will be officially terminated from employment at the end of tenure leave days (or in accordance with FMLA provisions if applicable).

The Superintendent/designee at his/her discretion, may require a physician’s statement regarding the illness of any employee.

It should be noted that if sick leave, personal leave or tenure leave are not used, an absence shall be charged against the teacher/employee whether or not a substitute is secured.

**SICK LEAVE BANK**

**Policy DEC**

To provide employees the opportunity for extended leave for catastrophic illness, the MEA will operate a Sick Leave Bank under guidelines developed, maintained, and governed by the association. All employees eligible for benefits may become members by donating local personal days as specified in the guidelines. The Sick Leave Bank is designed to be used in the event of critical illness, medically necessary surgery, or other injury related temporary disability (excluding maternity) which renders him/her unable to perform the duties of his/her position. Members may apply for Sick Leave Bank days after being out for 20 consecutive days and only after all available state sick/personal, local sick/personal and
Leaves and Absences

Tenure days have been exhausted. (see Appendix for forms)

LEAVE OF ABSENCE PROGRAM
Policy DEC
A leave of absence is defined as permitted non-attendance for a specified period of time from a few days or weeks up to maximum period of two (2) years depending on the type of leave requested. The program made available to all employees eligible for benefits shall consist of: Temporary Disability - Maternity, Temporary Disability – Medical, FMLA, Worker’s Compensation, Sabbatical/Developmental, Adoption, Administrative, Military – Short/Long Term, Assault, Religious Observance, Jury Duty and Subpoenaed Witness.

All requests for leaves of absences are subject to review and action by the Superintendent, or his/her designee. When any leave of absence is used for purposes other than that for which it was granted, the leave automatically becomes null and void.

With the exception as specified under FLMA, the district does not make benefit contributions for employees who are not on active payroll status.

Generally, it is the responsibility of the employee on a leave of absence to notify the Superintendent, or his/her designee, in writing of a desire to be reinstated at least three (3) months before the anticipated date of return. An employee’s contract and/or employment will not be terminated while on leave of absence; however, termination will be ordered if the employee refuses regular duties at the end of the leave of absence. An employee returning from a leave of absence shall be assigned the school/department from which the employee left provided that the position is both available and appropriate to the qualifications of the employee. (see Appendix for Leave Request form)

TEMPORARY DISABILITY-MATERNITY LEAVE
Policy DEC
Employees seeking a leave of absence for pregnancy shall, prior to the birth of the child, furnish the Director-Personnel with the completed request form (located on Eduphoria, Docushare and in the respective administrative offices) and a written statement from the employee’s physician containing (1) a certification of the employee’s pregnancy, (2) the physician’s recommendation as to the date the employee should discontinue her duties, and (3) the physician’s opinion when the employee will be able to return to duty.

A maternity leave becomes unpaid once all applicable sick, personal, and tenure days are exhausted. Tenure days may not be used once a person is medically released to return to work.

Maternity leaves generally are granted up to a maximum of six (6) calendar weeks unless there are complications or extenuating circumstances (eight weeks cesarean). Days granted beyond that time (up to 180) are classified as unpaid administrative leave. (see Appendix)

In addition to the available personal days and in conjunction with FMLA, the spouse may be granted up to ten (10) days of partial pay (tenure days) in order to be with/care for the mother and newborn. The partial pay would be figured by subtracting the regular substitute rate or an alternative docking rate depending on percentage from the employee’s daily rate of pay. The use of such days must be within the time frame of the granted maternity leave, and the request to use tenure days must be submitted in writing (form) to the Personnel Office.

TEMPORARY DISABILITY-MEDICAL LEAVE
Policy DEC
Every full-time employee shall have the right to a leave of absence for temporary disability when there is reasonable evidence to indicate the disability interferes with the performance of regular duties and is a temporary, non-permanent condition. This evidence shall be presented to the Director-Personnel by submitting a completed request form (located on Eduphoria, Docushare and in the respective administrative offices) accompanied by a physician’s statement confirming the employee’s inability to work and indicating the employee’s probable date of return. The request shall include the date upon which the employee wishes to begin the leave of absence. At the discretion of the Superintendent/designee, the employee may be required to submit to a physical examination conducted by a physician selected by the District. Refusal to submit to this physical examination shall entitle the Superintendent/designee to presume that the employee is able to perform regular duties. When appropriate evidence of disability exists, the Superintendent/designee is empowered to grant a leave of absence, not to exceed 180 calendar days, to the employee. Applicable sick, personal and tenure days may be used, but a
medical leave becomes unpaid once such days are exhausted. It shall be the responsibility of each affected employee to furnish the Superintendent/designee, with a statement from his/her physician at least every 90 days explaining the reason he/she is unable to work. (see Appendix)

It is the responsibility of the employee on a leave of absence to notify the Superintendent, or designee, in written form a desire to be reinstated not later than the 30th day before the expected day of return or at least three (3) months prior to the beginning of the subsequent school year. This note shall be accompanied by a physician’s statement indicating the employee’s physical fitness or the resumption of regular duties. However, an employee who qualifies for protection under the American with Disabilities Act may refer to the ADA section of Policy GA/DAA for further information. The District reserves the right to require the employee to submit to a physical examination by a physician selected by the District. Refusal to submit to this examination shall entitle the Superintendent/designee to presume that the employee is unfit to perform regular duties.

An employee returning from such a leave of absence shall be assigned to the school from which the employee left provided that the position is both available and appropriate to the qualifications of the employee. Regardless of whether an appropriate position becomes available, the employee shall be placed on active duty no later than the beginning of the next semester.

An employee’s contract and/or employment will not be terminated while on a leave of absence for temporary disability; however, termination will be ordered if the employee refuses or is unfit to return to regular duties at the end of the leave.

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

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

FAMILY AND MEDICAL LEAVE ACT (FMLA)
Policy DECA
All employees may qualify for an unpaid leave of up to 12 work weeks (60 work days), under the Family and Medical Leave Act if they have been employed with the District for one year and have worked 1,250 hours over the previous 12 months. The calendar year for FMLA purposes shall commence upon the reporting date for teachers of each school year.

Unpaid FMLA begins once all available sick and personal days are exhausted and, if applicable, runs concurrently with tenure days. The use of tenure days for an illness of a family member may only be used under the catastrophic provisions as outlined in Policy DEC.

The FMLA leave must be granted for any of the following reasons:
- Employee’s serious health condition;
- Incapacity due to pregnancy, prenatal medical care or childbirth;
- Care for employee’s spouse, son or daughter, or parent who has a serious health condition; or
- Care for the employee’s child after birth, or placement for adoption or foster care.

Military Family Leave Entitlements
Eligible employees with a spouse, son, daughter, or parent on active military duty and deployed to a foreign country may use their 12–week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 120 month period. An eligible employee under this provision is the spouse, son, daughter, parent or next of kin of the covered servicemember. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her
duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. It also includes a family member who is a veteran with an illness or injury that occurs in the line of duty while on active duty and manifests itself before or after the servicemember became a veteran. The veteran must have been on active duty during the five years preceding the need for treatment, recuperation, or therapy.

A husband and wife who are eligible for FMLA and both employed in the District may be permitted to take only a combined total of 12 weeks of leave during any 12-month period provided the leave is to care for a parent (not “parent-in-law”) 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.

During any period that an eligible employee takes FMLA, the District shall maintain coverage under any “group health plan” for the duration of the leave at the level and under the conditions coverage would have been provided if the employee had continued in active duty with the District. The employee is still responsible for payment of his/her share of the premium cost. When an employee fails to return to work, except for reasons beyond the employee’s control, health premiums paid by the District during a period of FMLA leave are a debt owed the District by the non-returning employee and may be recovered by the District through deduction of any sums due the employee or through legal action. All other insurances will cease once FMLA expires.

Employees are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Family and medical leave must be taken concurrently with tenure days (see policy DEC). FMLA is unpaid unless tenure days or workers’ compensation is applied.

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact the Personnel Office or the appropriate administrator as soon as possible. Employees may be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member (shall include the beginning date, probable duration of the condition and appropriate medical facts within the provider’s knowledge).
- Second or third medical opinions and periodic recertification of the need for leave (30 day intervals).
- Periodic reports during the leave regarding the employee’s status and intent to return to work.
- Medical certification from a qualified health provider at the conclusion of leave of an employee’s ability to perform the essential job functions.

**Intermittent Leave**

When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The District does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

All requirements of FMLA not specifically listed will be adhered to by the District. (see Appendix)

**SABBATICAL/DEVELOPMENTAL LEAVE**

**Policy DEC**

All certified professional personnel employed by the Mesquite ISD for five (5) or more consecutive years and who are on continuing, term or administrative term contracts are eligible to apply for a sabbatical leave. A request for a sabbatical leave of absence should be made by March 1 for the fall semester and October 1 for the spring semester. The purpose of the leave must be for study with an accredited institution of higher learning. The duration of a sabbatical leave will be for a definite period of time – for one semester or two consecutive semesters. At least nine (9) semester hours are to be taken each semester of the sabbatical leave. An employee on developmental leave continues to be a member of TRS and is entitled to participate in programs, hold memberships and receive benefits afforded by employment in the school district.

No more than one-half of one percent of the professional staff may be granted sabbatical/
Leaves and Absences

developmental leave during any semester. If the number requesting exceeds the number of such leaves available, the criteria selection shall be based on the needs of the applicant and the benefits to the District. An employee granted this leave will be paid as compensation during the period of absence from regular duties as follows: 50% of last contract salary while on a two semester leave and 25% of last contract salary while on a one semester leave.

Any person granted a sabbatical must return to service in the Mesquite ISD immediately upon termination of such leave and must continue in service for a period of three years or refund the payment received while on the sabbatical leave in the amount of one-third (1/3) for each year not served. Requests and directions for applying are the same as those pertaining to administrative leaves. (see Appendix for instructions/form)

ADOPTION LEAVE
Policy DEC
Upon written request to the Superintendent/designee and in accordance with the Family and Medical Leave Act, every full-time employee has a right to an adoption leave of up to 12 weeks for the purpose of adopting a child. Adoption leave days are unpaid and are in addition to any state or local personal days. State sick days cannot be used.

Upon approval of the Director-Personnel, fifteen (15) days of partial pay (Tenure) may be used. The partial pay would be figured by subtracting the regular substitute rate or an alternative docking rate depending on percentage to base daily rate from the employee’s daily rate of pay. (see Appendix)

ADMINISTRATIVE LEAVE
Policy DEC
Upon written request, the Superintendent/designee may grant an administrative leave of absence. If the employee is on a continuing contract, he/she will remain on that contract during the duration of the leave. Such an approved leave will be for a period of time not to exceed one year (365 calendar days) and will be without pay. The request is to be made in writing prior to the first semester in which the employee desires to be gone. The request needs to include, but is not limited to: Specific objectives to be accomplished during the leave, time lines that include beginning and ending dates of the leave and the teacher and school assignment. Such a leave will be without benefit of experience increments for the period of absence. The administrative leave is to be for all regular employees and can be granted for purposes of professional study or for situations as seemed appropriate by the Superintendent, or designee. The written notification of the desire to be reinstated (3 months prior to return) as described under Leave of Absence must be submitted and an employee returning from an administrative leave shall be assigned in the school from which he/she left provided that position is both available and appropriate to the qualifications of the employee. An employee’s contract and/or employment will not be terminated while on an administrative leave of absence; however, termination will be ordered if the employee refuses regular duties at the end of the administrative leave of absence. (see Appendix)

MILITARY LEAVE
Policy DECB
• Short Term (Paid)
All employees of the District who are members of the state military forces or of the reserve components of the United States Armed Forces shall be granted a leave of absence from their duties without loss of time, efficiency rating, vacation time or salary on all days during which they are engaged in authorized training or duty ordered or authorized by proper authority, not to exceed 15 days in a federal fiscal year. (October 1 – September 30)

Such employees who are ordered to duty by proper authority shall be restored, when relieved from duty, to the position held by them when ordered to duty.

• Long Term (Unpaid)
Any employee, other than a temporary employee, who leaves a position with the District to enter active military service is entitled to be re-employed by the District in the same position held at the time of the induction, enlistment or order or to a position of similar seniority, status and pay. To be entitled to re-employment, the employee must be discharged, separated, or released from active military service under honorable conditions not later than the fifth anniversary after the date of induction, enlistment, or call to active military service and must be physically and mentally qualified to perform the duties of the position.
Leaves and Absences

An employee who has been disabled due to military service shall be restored to a position for which he/she is qualified.

To be re-employed, a veteran shall make written application within 90 days after discharge, separation or release under honorable conditions. A person re-employed after active military service shall not be discharged without cause before the first anniversary of the date of re-employment.

“Military service” means service as a member of the regular or reserve Armed Forces of the United States, the Texas National Guard, Texas State Guard or a member of a state or federally authorized Urban Search and Rescue Team.

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.

ASSAULT LEAVE
Policy DEC
A District employee who is physically assaulted during the performance of regular duties is entitled to the number of leave days medically necessary (up to two years) to recuperate from physical injuries he or she sustained. An employee is physically assaulted if the person causing the injury could be prosecuted for assault or could not be prosecuted only because the person’s age of mental capacity renders the person non-responsible for purposes of criminal liability. At the request of an employee, the District shall immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave or counted against the employee’s family and medical leave entitlement and must be coordinated with workers’ compensation benefits. Following an investigation of the claim, the District may change the assault leave status and charge the leave against the employee’s accrued personal leave or against the employee’s pay if insufficient accrued personal leave is available. (see Appendix)

RELIGIOUS OBSERVANCE LEAVE
Policy DEC
Any employee may take leave for participation in religious observance and practice. This leave would be unpaid unless the person employed uses personal leave. An employee may not lose any salary bonus or compensation given on the basis of attendance because of absence for observance of a holy day.

JURY DUTY LEAVE
Policy DEC
An employee shall be granted leave with pay and without loss of accumulated leave for jury duty. The employee shall be required to present documentation of the service and shall be allowed to retain any compensation for this service.

SUBPOENA AND OTHER COURT APPEARANCES
Policy DEC
Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative or administrative proceeding. (viewed the same as jury duty) Absences for court appearances related to an employee’s personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees will be required to submit documentation of their need for leave for court appearances and written verification from the court/attorney upon return.
Compensation and Benefits

SALARY SCHEDULE
Policy DEA/DEAA/DEBB
Employees are paid in accordance with administrative regulations and an established pay structure. The District’s pay plans are reviewed periodically and the Superintendent may recommend changes to the Board as needed. All District positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt (not entitled to overtime) and are paid monthly salaries while other employees are generally classified as nonexempt and are paid based on hourly or daily wages.

Salary schedules are designed for fair and equitable treatment and are established for the professional staff, assistants, maintenance, transportation, food service and operations employees. Salary schedules will be made available before the start of each school year.

Contract employees who perform extracurricular duties may be paid a stipend in addition to their salary according to the District’s extra-duty pay schedule.

At the District’s option, nonexempt employees may receive compensatory time off rather than overtime pay. The following applies to comp time:

- Employees can accumulate up to 24 hours of comp time.
- Use of comp time may be at the employee’s or the District’s option (use should not unduly disrupt operations of the District).
- An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- The District may require an employee to use compensatory time when in the best interest of the District.

Overtime should be kept to a minimum and must be approved by the Assistant Superintendent - Business Services or his/her designee. Nonexempt employees who are approved to work in excess of 40 hours in a work week will be paid at a rate of one and a half times the regular rate in accordance with the Fair Labor Standards Act. The use of comp time should be very limited as well and must be approved by the Principal or supervisor. Accurate records (electronic or manual) should be maintained on all approved comp time.

Professional staff members working less than a full year will be paid for the actual number of days worked based on the number of employment days specified in the school calendar and the salary schedule for that position.

PAY PERIODS
Policy DEA/CFEA
Professional employees ordinarily are paid in twelve equal monthly installments. Assistants and auxiliary employees are paid twice per month. Payday is officially the 14th and 27th calendar day of each month unless these dates fall on a weekend or holiday.

Checks are usually issued on the last workday prior to the beginning of the winter holidays as a matter of convenience to employees. The administration reserves the right to hold checks until the last day of each month, if necessary, because of delay in receiving state funds. Paychecks will not be released to any person other than the District employee named on the check without the employee’s written authorization. It should be noted that beginning professional employees and professional employees new to the District who were not employed by another district during the previous year may request that their annual salary be paid out in 13 equal payments during their initial year of employment so that they will receive a paycheck during the first week of September. Teachers retiring under TRS are paid in full at the end of the month of retirement.

PAYROLL DEDUCTIONS
Policy CFEA
The District makes the following official deductions from paychecks: Texas Teacher Retirement System, federal withholding tax, FICA, required contribution to the retired school employee’s group insurance fund in accordance with applicable laws/rules and absences. Medicare tax deductions are required for all employees hired after March 31, 1986. Other payroll deductions authorized by employees may include payments to school district approved insurance plans, Cafeteria Plan Options, Mesquite Education Foundation, Texas Tomorrow Fund, MEA and other professional organizations, computer purchases through the District, alternative certification, TRS service credit and the Credit Union of Texas. Deductions may also be withheld for court-ordered levies (IRS, child support, bankruptcy, student loans, etc.).
Salary deductions are automatically made for unauthorized or unpaid leave.

**AUTOMATIC DEPOSITS**
Direct deposit is available to all employees and is encouraged as a safeguard against stolen paychecks. Staff members may have their paychecks deposited electronically into an account at a participating bank or financial institution. A majority of the area banks are included in this service. With automatic deposit, an employee’s paycheck is available on the designated pay date. An employee should contact the Payroll Department for more information about the automatic payroll deposit service. Any change, such as changing banks or opening and closing accounts, should be made in writing to the Payroll Department at least two weeks in advance of the change. Upon separation of employment, the last paycheck will not be direct deposited, but will rather be mailed directly.

**DOCTORATE INCENTIVE**
*Policy DEA*
The Misd offers a tuition reimbursement program for up to sixty (60) hours at approximately $180.00 per semester hour. The tuition applies toward the $10,800 total allocated for a doctoral degree. Grade reports or a copy of the transcript must be submitted to verify the completion of course work. An official transcript with the date the degree is conferred must be submitted once the doctorate is completed. Participants must complete the doctoral degree within a ten (10) year time period and must commit to employment with the Misd for three (3) years beyond the completion of the degree or refund the amount receive at the rate of one-third (1/3) for each year not served. If a participant drops out of the program without completing the degree and remains employed with the District for at least three (3) years, the tuition refund will not be required.

In addition, professional employees in non-administrative positions who possess a doctorate degree will be compensated at an annual rate of $2,000 above the locally adopted salary schedule for the particular position. Those in administrative positions who possess such a degree will be entitled to the total stipend only minus any tuition reimbursement or other compensation previously received (provided that the person has been employed by the District for a minimum of three years). Any individual with a doctorate who moves into an administrative position from outside the district shall receive the stipend at the rate of one-third (1/3) per year for the first three (3) years of employment.

**PAY FOR KNOWLEDGE/IMPLEMENTATION PROGRAM**
*Policy DEA*
Pay for knowledge is an incentive program designed to recognize employee participation in the staff development target areas that support and are aligned
with MISD initiatives and philosophy. All employees eligible for benefits from all categories of employment are eligible for the program. Compensation will be on a per hour basis and payment will be made two times a year – December and June. Each individual is responsible for collecting and submitting documentation to the Administrative Officer-Staff Development according to established timelines. In order to qualify, sessions must be designated as PFK and must be held after the contract day. PGH may be, but is not automatically, “Pay for Knowledge.” Continuing education for the purpose of obtaining additional certification or another degree and conference attendance is not a part of this program.

Individuals who attend qualifying summer staff development and then resign prior to the start of the subsequent school year are not eligible to receive PFK compensation for the summer hours.

**STAFF DEVELOPMENT COMPENSATION OF AUXILIARY EMPLOYEES**

**Policy DEA**

All hourly employees of the school district shall be paid for staff development time which has been designed and approved by the Superintendent.

**RETRAINING ASSISTANCE**

**Policy DEA**

Retraining assistance may be granted for teachers in the Mesquite ISD who seek new certification in Mathematics, Science, Industrial Technology, Computer Science, Foreign Language, ESL, Bilingual Education, Special Education, or other designed shortage areas. This also applies to personnel teaching in elective areas where there is declining enrollment who seek new certification. Individuals participating in this program must be approved by the Assistant Superintendent-Personnel and will be designated as Christa McAuliffe Scholars.

To be eligible, an applicant must have been employed in the District for a minimum period of three (3) years, must be on a term or continuing contract and must have received satisfactory performance ratings. Assistance will be granted for a definite period of time and all new certification must be completed within two (2) years. Any person granted such assistance must continue to serve in the Mesquite ISD for a period of two (2) years after receiving the new certification or refund the financial assistance received.

**VACATIONS**

**Policy DED**

All twelve (12) month employees (eligible for benefits) shall be entitled to an annual vacation of two (2) weeks. Vacations should be taken during the summer or when school is not in session unless job duties dictate otherwise. Such exceptions require superintendent or designee approval.

Auxiliary personnel must work at least six months in order to be considered for any earned vacation. Vacation time is earned at the rate of 0.83 days per month of work. Generally, an employee will be paid for earned vacation time upon leaving employment provided he/she is in good standing (not discharged) and appropriate notice (at least two weeks) is given.

**INSURANCE**

**Policy CRD**

The purpose of the insurance program is to make certain coverage available to District employees at favorable cost and to make available the maximum protection in every area possible for all employees. Employees are encouraged to determine for themselves what they consider to be an adequate program.

Detailed descriptions of insurance coverage, prices and eligibility requirements are provided to all employees in a separate booklet entitled Employee Benefits Booklet.

The MEA Benefits Committee meets periodically with the Administration to make recommendations regarding employee benefits.

Insurance benefits for eligible employees are as follows:

- **Health Insurance**

  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 regularly scheduled to work at least 10 hours per week.

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) and employees who are not contributing TRS members who are regularly scheduled to work less than 10 hours per week 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 spring. Detailed descriptions of insurance coverage, employee cost and eligibility requirements are provided to all employees in a separate booklet.

• **Employee Health Clinic and Pharmacy**
  The joint city/school Mesquite Employees Health Center located at 300 W. Kearney is available to all employees who participate in the District health plan and his/her eligible dependents. The focus of the clinic is on wellness and prevention with primary care treatment and handling of minor emergencies being provided as well. Services and prescriptions are provided at a very low cost as a convenience and benefit to participants.

• **COBRA (Consolidated Omnibus Budget Reconciliation Act)**
  As mandated by federal law, the District’s health plan offers continuation of coverage to employees and/or qualifying dependents if coverage of the eligible beneficiary would otherwise end due to certain qualifying events, namely: Termination, reduction in hours, death, divorce, legal separation, Medicare entitlement or bankruptcy of employer. Under COBRA the qualified beneficiary pays monthly the employee’s cost, the employer’s portion, plus a % administrative fee. Once elected, the coverage can continue for up to 18 months (36 months in certain cases) if the premium is paid by the deadline date. Employees or other qualifying individual(s) have the responsibility to inform the Benefits Office of a divorce, legal separation or a child losing dependent status under the District’s health plan within sixty (60) days of the qualifying event. Failure to provide notification within sixty (60) days will result in the loss of continuation rights. Employees with questions about this program should contact the Benefits Office.

• **Workers’ Compensation Insurance**
  **Policy CRE**
  The District, in accordance with state law, provides Workers’ Compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. An employee injured in the scope of his/her employment will be allowed to use state personal business days to supplement workers’ compensation Temporary Income Benefits. The Mesquite ISD is not responsible for any further benefits when personal leave days are exhausted. All work-related accidents or injuries should be reported immediately to the supervisor and must be reported to the Risk Management Department within 24 hours. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

• **Unemployment Insurance**
  **Policy CRF**
  The District shall extend unemployment compensation benefits under the Texas Unemployment Compensation Act to its employees, with the following exclusions:
  o Employees who perform instructional, research, or principal administrative services and have a contract or reasonable assurance of performing such services for any educational institution during the next succeeding academic year or term.
  o Employees who perform other services for the District and have reasonable assurance of performing such services during the next succeeding academic year or term (includes substitute teachers).
  o Employees in either category above who perform such services immediately before a vacation period or holiday recess and have reasonable
Compensation & Benefits

assurance of performing such service during the period following such vacation or holiday recess.

- **Liability Insurance**
  The school district shall provide liability insurance for members of the Board of Trustees and for certain administrative positions as deemed appropriate.

- **Supplemental Insurance Benefits**
  At their own expense, employees can enroll in other insurance programs including Dental, Supplemental Life, Supplemental Medical, Disability, Cancer, Long-Term Care, Vision, Legal, Automobile, Homeowners and In-Hospital Only coverage. Premiums for these programs can be paid by payroll deduction.

**CAFETERIA PLAN**
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 (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance), unreimbursed medical expenses and dependent care expenses on a pre-tax basis. 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 of the year (annual enrollment).

**TAX-SHELTERED ANNUITIES**
A tax-sheltered annuity is an Internal Revenue code defined method of allowing employees of public schools and certain charitable, educational and religious organizations to accumulate funds for retirement on a tax-deferred basis.

IRS regulations dictate the maximum allowable contribution on an annual basis. An employee who has 15 years continual service (or is age 50 or older) may be able to select a “catch up” election, which provides for increased limits. Contact your financial representative or the third party administrator to see if you are eligible to participate in the “catch up” provision.

Insurance companies may enter into contract agreement with the District to enable teachers and other professional personnel and permanent employees to purchase tax-sheltered annuities. As a benefit for employees, the District allows pre-tax payroll deductions for such annuities and mutual funds.

**WELLNESS PROGRAM**
The Mesquite ISD Wellness Program is designed to promote all aspects of healthy living including health assessments, appropriate exercise and lifestyle education. Wellness representatives are selected from each campus/worksite and assist in the development of programs of interest for each individual campus/worksite. In addition, District-wide programs are provided at various locations. All employees are encouraged to join and to participate in this program.

**EMPLOYEE ASSISTANCE PROGRAM**
The Mesquite ISD provides for its employees and their family members an Employee Assistance Program, which is a confidential, short-term counseling and referral service pre-paid by the District. This program is to provide support with those problems that can affect all individuals and families at one time or another. (Stress, family problems, divorce, death, relationship difficulties, alcoholism, drug abuse, etc.) There are no premiums or cost for this benefit. Additional information may be obtained by contacting the Benefits Office.

**PERSONNEL IDENTIFICATION CARD**
Employees of the Mesquite ISD are provided a Personnel Identification Card by the Mesquite Education Association. The card indicates the employee’s name, address, phone number, school, employee ID number and the school year. The card may be used for identification purposes and to gain admission to school-sponsored events at no charge with the exception of high school varsity football games.

**CLASSROOM SUPPLY TEACHER REIMBURSEMENT GRANT**
**Policy DEE**
The TEA Classroom Supply Reimbursement Grant funds will be allocated to each full-time teacher based on the awarded grant amount (if any). The
grant allows teachers to be reimbursed according to the established guidelines for personal purchases of classroom supplies that are tangible items of direct benefit to students.

**COMPUTER PERSONAL BUY PROGRAM**
Following a year of employment, all full-time employees (eligible for benefits) of the Mesquite ISD are eligible to purchase their own personal computer and related hardware through District approved vendors, at school district cost, and may be paid out over a two year period by payroll deduction with no interest charged to the employee. Information regarding the opportunity to purchase such equipment will be provided during a specified time period of each school year.

**SERVICE AWARDS**
The Board of Trustees of the Mesquite ISD awards service pins to Board members, professional personnel, assistants and auxiliary employees at the end of five (5), ten (10), fifteen (15), twenty (20) and twenty-five (25) years of service. A different stone/center on the pin will distinguish years of service. Any person having served the District for thirty (30) years shall be awarded a watch. Employees with thirty-five (35) years of service will be given the choice of a clock, silver tray or another watch (same as thirty 30) in lieu of the clock or the silver tray. Those who serve forty (40) years will be awarded a crystal bowl.

**ENROLLMENT PRIVILEGES – DISTRICT PERSONNEL**
**Policy FDA/FDB**
As a professional courtesy, students whose parents are District employees and reside within the District may attend the school of their choice as long as class sizes are in compliance with state mandates and the request to attend a school other than the home school is submitted in writing to the appropriate Administrative Officer-Instruction. In addition, professional personnel who live outside the district may enroll their children in a Mesquite ISD school. The appropriate form should be completed and submitted to the Associate Superintendent-Instruction for approval. Students in these instances will only be assigned to schools that are not overcrowded.

Additional guidelines for the transfer of students of out-of-district employees include:
- Students in grades K-12 are eligible for transfer under these guidelines.

- All transfer students are subject to discipline and attendance rules as outlined in the Mesquite ISD Student Code of Conduct. Failure to adhere to these rules could result in transfer being revoked.
- The parent/guardian will be responsible for providing transportation for the student(s).
- Transfers are valid only as long as the parent/guardian is a full-time professional employee of the Mesquite Independent School District.
- Though every effort will be made to comply with employee requests, decisions will be based upon enrollment and available space.

**RETIREMENT**
**Policy DEG**
All personnel employed on a regular basis for at least four and one-half months are members of the Texas Teacher Retirement System (TRS). In order to be considered as one-half time, the employee must work the equivalent of 50% of one standard full-time position on a consistent/regular basis. A minimum of 18.5 hours per week is required and 20 hours per week is preferred. Short-term temporary part-time positions that do not extend beyond the end of the school year do not qualify. In addition, two or more part-time positions (such as cafeteria monitor and crossing guard, etc.) cannot be combined to equal the minimum weekly hourly requirement. Substitutes not receiving TRS service benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. As prescribed by law, each employee pays a percentage of his/her salary to the TRS and is assessed an annual membership fee. This is withheld by the Business Office and is forwarded to the 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. In cases where membership in the retirement system has been terminated, the person may again become a member according to the same terms as a person entering for the first time. He/she shall not be entitled to credit for prior or former service except in the instances and on the terms and conditions described in TRS regulations.

A district may not offer or provide a financial or other incentive to an employee to encourage the employee to retire from the TRS.
RETIREMENT APPLICATION PROCESS
It is suggested that an employee who is considering retirement should request an estimate of benefits by completing a Request of Estimate of Retirement Benefits (TRS 18) at least four to six months prior to the date of retirement. Staff members who plan to retire under TRS should notify the Personnel and Payroll Departments at the earliest possible date. An employee who is eligible for full service retirement will find an estimate of his/her options on the back of the annual statement of account. Upon receipt of the completed Estimate of Benefits sheet, TRS will forward a packet of all the necessary forms for the employee to complete including: Application for Service retirement (TRS 30), Direct Bank Deposit (TRS 278), Withholding Preference (TRS228A), Notice of Final Deposit Before retirement (TRS 7), Designation of Beneficiary (TRS 7) and TRS Care Information. The employee may complete the forms or may seek assistance from the TRS or the Payroll Department of the District. The Notice of Final Deposit Before Retirement (TRS 7) is the only form which the District is required to complete. It should also be noted that it is the responsibility of the employee to send a copy of the birth certificate to the Teacher Retirement System.

EMPLOYMENT AFTER RETIREMENT
Policy DC
Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full- or part-time basis without affecting their benefits according to TRS rules and state law. (For purposes of the Government Code, the Board will recognize acute shortage areas as those designated annually by the Texas Education Agency.) Detailed information about employment after retirement is available in the TRS publication Employment After Retirement. Additional information may be obtained from:

Teacher Retirement System of Texas
1000 Red River Street
Austin, TX  78701-2698
1-800-223-8778 or 512-542-6400
(www.trs.state.tx.us)
Texas Educators’ Code of Ethics

Statement of Purpose

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

Professional Standards

1. Professional Ethical Conduct, Practices and Performance

   Standard 1.1 The educator shall not intentionally, knowingly or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency or the State Board for Educator Certification (SBEC) and its certification process.
   Standard 1.2 The educator shall not knowingly misappropriate, divert or use monies, personnel, property or equipment committed to his or her charge for personal gain or advantage.
   Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses or pay.
   Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.
   Standard 1.5 The educator shall neither accept nor offer gratuities, gifts or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students or other persons or organizations in recognition or appreciation of service.
   Standard 1.6 The educator shall not falsify records or direct or coerce others to do so.
   Standard 1.7 The educator shall comply with state regulations, written local school board policies and other state and federal laws.
   Standard 1.8 The educator shall apply for, accept, offer or assign a position or a responsibility on the basis of professional qualifications.
   Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students or parents of students.
   Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
   Standard 1.11 The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history and/or disciplinary record when applying for subsequent employment.
   Standard 1.12 The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.
   Standard 1.13 The educator shall not 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 personal information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
   Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.
Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation and dismissal of personnel.

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

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

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

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

3. Ethical Conduct Toward Students

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

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

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

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

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

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

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

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

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

(i) the nature, purpose, timing and amount of the communication;
(ii) the subject matter of the communication;
(iii) whether the communication was made openly or the educator attempted to conceal the communication;
(iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
(v) whether the communication was sexually explicit; and
(vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences or fantasies of either the educator or the student.
EMPLOYEES STANDARD OF CONDUCT – CODE OF ETHICS
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 and property of students, 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 as early as possible (preferably in advance) 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 procedures and policies.
- Express concerns, complaints or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use District time, funds and property for authorized District business and activities only.

All District employees should perform their duties in accordance with state and federal law, District policies and procedures and ethical standards. Violation of policies, regulations or guidelines may result in disciplinary action, 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 first learns of the incident.

All employees as public servants must follow the Code of Ethics and Standard Practices for Texas Educators. (see previous pages)

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: (An employee may be discharged if the District obtains information of the employee’s conviction of a felony or crime involving moral turpitude that the employee did not disclose to SBEC or the District.)

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

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution or conspiracy to transfer, sell or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI) or driving under the influence (DUI) of drugs or alcohol
- Acts constituting abuse or neglect under the SBEC rules
- Violating assessment instrument security procedures

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

REPORTS TO TEXAS EDUCATION AGENCY
Policy DF
The dismissal of a certified employee must be reported to the Division of Investigations at TEA whenever the termination is based on a determination 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. (In reporting cases of the sexual abuse of a student, the identity of the student victim of this must be reported to SBEC, but is not public information under the Public Information Act.)

• Soliciting or engaging in sexual conduct 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 property or funds.

• An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation.

• Committing a criminal offense or any part of a criminal offense on District property or at a school-sponsored event.

The superintendent is also required to notify TEA when a certified employee resigns and there is reasonable evidence that would support a recommendation to terminate employment because of the conduct listed above.

The reporting requirements above are in addition to the superintendent’s ongoing duty to notify TEA when a certified employee has a reported criminal history. “Reported criminal history” means any formal criminal justice system charges and dispositions, including arrests, determinations, indictments, criminal information, convictions, deferred adjudications and probations in any state or federal jurisdiction.

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 a 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 institutions.

• 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 material to the District.

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

• Failing to provide financial records required by state or local entities.

• Failure to disclose conflicts of interest as required by policy.

• Any other dishonest act regarding the finances of the District.

DISCRIMINATION, HARASSMENT, AND RETALIATION
Policy DH/DIA
Harassment of a co-worker or student motivated by race, color, religion, national origin, disability or age is a form of discrimination and is prohibited by law. A substantiated charge of harassment against a student, employee, board member, vendor, contractor, volunteer or parent shall result in disciplinary action. The term harassment includes repeated unwelcome and offensive slurs, jokes or other oral, written, graphic or physical conduct related to an individual’s race, color, religion, national origin, disability or age that creates an intimidating, hostile or offensive education or work environment.

Employees who believe they have been harassed are encouraged to promptly report such incidents to the campus principal or supervisor. If the campus principal or supervisor is the subject of a complaint, the employee shall report the complaint to the Assistant Superintendent-Personnel. An employee who suspects or knows that a student is being harassed by a school employee or by another student
shall inform his or her principal or immediate supervisor.

Any allegation of harassment of students or employees shall be investigated and addressed. An employee may appeal the decision of the principal or supervisor regarding the investigation into the allegations in accordance with the employee complaint and grievance policy and procedures. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The District will not retaliate against an employee who in good faith reports perceived harassment.

**HARASSMENT OF STUDENTS**

*Policy DF/DH/FFG/FFH*

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

The definition of a romantic relationship is outlined in Policy DF and specific procedures are identified in Policy FFH.

**SEXUAL HARASSMENT**

*Policy DH/DIA*

The Mesquite ISD is committed to providing a work environment that is free of all forms of sexual harassment. This applies to actions of all District employees and any other persons who are in contact with District students and employees. The District provides information and an ongoing training program in order to prevent and/or reduce occurrences of sexual harassment. Sexual harassment includes, but is not limited to: Unwelcomed sexual advances, making sexually offensive remarks, requests for sexual favors, such conduct that affects employment decisions or creates a hostile or offensive working environment and other verbal (oral or written), physical or visual conduct of a sexual nature.

The District does not tolerate sexual harassment, nor does it tolerate reprisal against a person who makes such a complaint or witnesses who participate in the same. Employees who violate this policy are subject to disciplinary action up to and including termination. All employees are responsible for reporting incidences of sexual harassment to the immediate supervisor or directly to the Title IX administrator and all allegations shall be investigated through the office of the Title IX administrator with the appropriate follow-up action being taken.

Employees who are not satisfied with the findings and or remedies pertaining to claims of sexual harassment should follow the appeal procedures as outlined in Policy DGBA. (see Appendix)

**VERBAL AND PHYSICAL ABUSE OF EMPLOYEES**

Actions or threats of actions that constitute verbal or physical abuse of any employee of the Mesquite ISD by a student or any other individual will not be tolerated. Appropriate measures necessary to correct these situations, including reassignment, possible expulsion or legal action will be taken by the school district.

**WHISTLE BLOWER**

*Policy DG*

The Mesquite ISD shall not suspend or terminate the employment of, or take other adverse personnel action against an employee who in good faith reports a violation of the law by the District or another public employee to an appropriate law enforcement authority. An employee who alleges a violation of this provision may follow the Employee Grievance Procedure as outlined in Policy DGBA. In such cases, if a final decision is not rendered before the 61st day after grievance procedures are exhausted, the employee may elect to take action as entitled to them by law.

**USE OF ILLICIT DRUGS/ALCOHOL**

*Policy DH/DHE/DI*

The Mesquite ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. No employee shall possess, be under the influence or distribute illicit drugs and/or alcohol as those terms are defined in state and federal law while on school premises or at any school related function. An employee in violation
of this policy is subject to disciplinary sanctions, which could include referral to an appropriate rehabilitation program, termination of employment or referral for prosecution.

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. In addition, an employee shall notify the Superintendent of any criminal drug statute conviction the employee incurs for a violation in the workplace in accordance with Policy DH (local).

Information on employee assistance programs shall be posted and an employee seeking information regarding drug and alcohol counseling and rehabilitation programs may contact the Director of Health Services.

The District shall also conduct drug and alcohol testing in accordance with regulations as mandated by such federal (or state) agencies as the Department of Transportation. Drug tests may be conducted without a warrant and without individualized suspicion when it is determined that the test serves special District needs and interest that outweighs the individual’s privacy expectation.

**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 material. 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. (see Appendix)

**Searches in the Workplace**

**Policy DHE**

Non-investigatory searches in the workplace, including accessing an employee’s desk, computer, 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 a reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The District may search the employee, the employee’s personal items, work areas (including District-owned computers), lockers and private vehicles parked on District premises or worksites or used in District business.

**Smoking/Tobacco Use**

**Policy DH/FNCD/GKA**

In the interest of discouraging conduct that adversely affects the public health and in compliance with state law, a smoke/tobacco free environment will be maintained on all school premises including athletic complexes and smoking or using tobacco products at a school-related or school-sanctioned activity on or off school property is prohibited. Drivers of District-owned vehicles are prohibited from smoking/tobacco use while inside the vehicle.

A notice stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in school buildings/facilities.

**Prohibition of Weapons**

**Policy FNCG/GKA**

Texas law prohibits firearms, illegal knives or any prohibited weapons on the physical premises of a school, any grounds or buildings on which an activity sponsored by a school is being conducted or school transportation vehicle. This applies to employees, visitors and students, including those with a license to carry a concealed handgun. Employees who are in violation of this policy are subject to disciplinary action up to and including termination.

**Copyrighted Materials**

**Policy EFE**

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

**ELECTRONIC COMMUNICATIONS USE**

**Policy CQ/DH**

Access to the District’s electronic communications systems, including Internet shall be made available to employees primarily for instructional and administrative purposes and in accordance with the MISD Acceptable Use Guidelines. (see Appendix) Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost to the District.
2. Does not unduly burden the District’s computer or network resources.
3. Does not interfere with job responsibilities/performance as determined by the supervisor and has no adverse effect on the academic performance of students.

Electronic mail transmissions and other use of the electronic communications systems, including Internet are not private and may be monitored at any time by the District staff to ensure appropriate use, as defined by the Acceptable Use Guidelines. Electronic searches may be conducted if there is reasonable cause to believe that a user has violated policy or District Acceptable Use Guidelines. Violations can result in disciplinary action such as denial of access privileges, change in employment status, appropriate legal action or termination of employment contract.

The District shall not be liable for inappropriate use of electronic communications resources, violations of copyright restrictions or other laws or mistakes, negligence and costs created by the users.

**Personal Use of Electronic Media**

Electronic media includes all forms of social media such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). Electronic media also includes all forms of telecommunications 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 media as they are for any other public conduct. If an employee’s use of electronic media 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 primary settings appropriate to the content.

An employee who uses electronic media 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 not use the District’s logo or other copyrighted material of the District without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations and the Code of Ethics and Standard Practices for Texas Educators 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 personal information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
  - Confidentiality of District records, including educator evaluations and private e-mail addresses. [See Policy GBA]
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- 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 Use of Electronic Media with Students below for regulations on employee communication with students through electronic media.

Use of Electronic Media With Students
A certified or licensed employee or any other employee designated in writing by the superintendent or a campus principal may communicate through electronic media with students who are currently enrolled in the District. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the District through electronic media.

An employee is not subject to these provisions 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.

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

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

- **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. 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 uses electronic media to communicate with students shall observe the following:

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

- The employee 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 10:00 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
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policies, administrative regulations and the Code of Ethics and Standard Practices for Texas Educators, 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 DF)
- Upon request from administration, an employee will provide the phone number(s), social network site(s) or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging or any other form of one-to-one communication.

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

CELLULAR PHONES AND PAGERS
Cellular phones and pagers are prohibited in the classroom except in unusual or extenuating circumstances approved by the principal. The use of cellular phones or pagers in the classroom during instructional time is strictly prohibited.

HAZARD COMMUNICATION
Policy DI
In compliance with the Texas Hazard Communication Act, the District has implemented a HAZCOM Program through the Risk Management Department. (see Appendix) Each individual employee is responsible for becoming informed about the hazardous materials in their workplace, including how to protect themselves and work safely with these materials. The Program maintains the required postings in all facilities and provides training for employees using or handling hazardous chemicals. A chemical inventory listing and an MSDS notebook will be at each District facility and will be accessible to all employees. The Risk Management Department will maintain the master chemical inventory listing.

Hazardous chemicals will be properly labeled and stored, manufacturer’s safety data sheets (MSDS) will be maintained and employees will have access to appropriate protective equipment as necessary.

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 plan is kept in the District’s administrative office and is available for inspection.

PEST CONTROL TREATMENT
Policy 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 posted in an area of common access. Individual employees may request in writing to be notified of pesticide applications. Notification will be provided by phone, written or electronic means. Pest control information sheets will be provided to any individual employee working in the building upon request.

COMMUNICABLE DISEASE (EMPLOYEES)
Policy DBB/FFAD
Any time a staff member of the District has or suspects that he or she has a communicable disease, the staff member is encouraged to report this information immediately (within 24 hours) to the school nurse, supervisor or to the Director of Health Services who can provide information, education, counseling and testing referrals. An employee with a communicable disease, who poses a direct threat to the health or safety of other individuals in the workplace, is subject to temporary reassignment. The District’s decision shall be based on current and well-informed medical judgment concerning the disease, the duration of the risk, the nature and severity of the potential harm, the symptoms and special circumstances of each individual who has a communicable disease and a careful weighing of the
identified risks and available alternatives. In considering reassignment of an employee (bloodborne pathogen or otherwise), each case shall be evaluated individually. Confidentiality of health information will be maintained as prescribed by law.

Upon recovery from certain contagious disease, a release document signed by the family physician or from the County Health Department may be required before the individual is allowed to return to work. (Refer to Policy FFAD for information regarding the THSDS Communicable Disease chart)

**APPEARANCE OF EMPLOYEES**

**Policy DH**

The wearing apparel of employees should reflect professional standards at all times. In order to achieve the professional status desired by educators, it is essential that all involved dress accordingly on a consistent basis. Research has proven that there is a direct correlation between appropriate dress and how others perceive the individual as well as the organization. In addition, professional attire can be a useful tool in classroom management, in that it can project an image of respect and authority and can help to establish a sense of formality. In general, a business casual style is appropriate and the following guidelines established by the District should be adhered to.

**Guidelines for Women**

For female employees, clothing should convey a professional image by being coordinated, modest and appropriate for a business setting. Collared or uncollared shirts and tops may be pullover or button style. Shirts and tops that are not made to be worn out (i.e., shirts or tops with a tail) should be tucked in. With regard to sleeve length, sleeveless or cap-sleeved shirts and tops are only acceptable for the workplace when worn under a jacket or a shirt-jacket at all times. Cap-sleeves are deemed to be acceptable as long as they are not excessively deep-cut (underarm or low-cut). Low-cut tops or shirts that reveal the midriff should never be worn to work.

In addition to tailored or business casual pants, pant sets and business pant suits, women may also wear cropped dress pants (near ankle length) when they are worn as part of a suit or a coordinated outfit. Any fabric other than denim is acceptable. Capri pants (those that reach mid-calf or above) and low-fitting, “hip-hugger” pants are not appropriate for a business setting.

Women’s skirts should be of a modest professional length, falling at or just above the knee. Skirts or any clothes that are too tight, too short or too revealing are not appropriate for the workplace. Leggings may be worn with a regular length dress or skirt. Gauchos (split-skirts) are acceptable as long as they are full, have the appearance of a skirt and meet the length requirements. Sweatpants, wind pants and warm-ups are also unacceptable. Shorts should only be worn in P.E. or athletic classes as appropriate; coaches are to be in professional dress while in the regular classroom.

Jeans are only acceptable on days designated by the principal and are expected to be worn with spirit shirts. Be sure that jeans worn to work fit appropriately are not torn or overly faded and do not show signs of excessive wear. Low-rise jeans that prevent modesty are not acceptable.

Shoes are a part of professional dress and can help to project a business image. Appropriate shoes include dress shoes or pumps; leather-like, suede or loafer-style shoes; and boots. Closed-toed mule or closed-toed slide styles are also acceptable. Open-toed shoes and those with a toe strap that have a dress appearance (including certain casual brands/styles) and a distinctive heel are acceptable. Casual sandals, croc-like shoes and flip-flops are not appropriate. Tennis or athletic shoes are acceptable only on jean days at the discretion of the principal.

**Guidelines for Men**

Men are permitted facial hair if neatly trimmed and moderate in style. All facial hair, however, must be fully established by the start of the school year or return from extended school holidays. An “unshaven” appearance is not acceptable. Hair is to be out of the eyes, should not extend below the bottom of the earlobes and cut so that it does not extend over the collar (dress shirt). Male employees should wear collared shirts such as a polo style, oxford style or dress shirt and these may be long or short sleeved. Turtlenecks are also acceptable, but these would preferably be worn with a sport coat or jacket. All shirts should be worn tucked in. Acceptable sweater styles include pullover, cardigan styles, and banded-bottom collared shirts that have an appearance of a sweater. Although not required, men are encouraged to wear jackets and ties to work.

Unacceptable types of shirts include T-shirts, sweatshirts, cabana style shirts or smock-style shirts designed to be untucked. Tailored dress slacks or
business casual (Dockers® style) pants in a fabric other than denim are considered appropriate for the workplace. If the pants have belt loops, a belt should be worn.

Acceptable footwear includes dress shoes or casual shoes, such as leather-like, suede or loafer styles. Boots are also acceptable. Tennis or athletic shoes are acceptable only on jean days. Men should not wear sandals to work.

Sweatpants, wind pants, warm-ups and cargo style pants are not considered appropriate for the workplace. Shorts should only be worn in P.E. or athletic classes; coaches are to be in professional dress while in the regular classroom. Jeans are only acceptable on days designated by the principal and are expected to be worn with spirit shirts. Be sure that jeans worn to work fit appropriately and are not torn or overly faded and do not show signs of excessive wear.

Guidelines for Jean Days

Restricted to two days per month
- One - general
- One - for incentives reached – designated/specific day - set by campus

*Exceptions:
- Staff Development Days (on campus only – not acceptable for off campus activities)
- Work Days
- Field Trips – off campus
- Play Day – elementary schools
- Western Day

*Restrictions:
- Jean days are not casual days – no substitutions such as camouflage, sweats, etc.
- Jean days may be used as a fundraiser, but must count as part of the incentive day for that month (all other criteria must be met)
- Jeans cannot be worn on testing days (state)
- Faculty/staff cannot have unless students have – secondary campuses and elementary schools with standardized dress
- Must be worn with annually approved spirit shirts
- Administrators (principals/assistants) are not to wear jeans
- Designated days such as Wear Red, College Day, etc. are to be worn with regular attire – not jeans (unless used as one of the designated days).

Employees who do not comply with these policies are in violation of District procedures and practices. Campus/department administrators will have complete and final judgment on all matters concerning interpretation of the employee dress code. Matters concerning appearance and dress not specifically covered in the standardized dress code policy shall be within the discretion of administrators.

Those employee groups who are provided with and/or required to wear school uniforms (custodians, security guards, facilities management, food service, HVAC, etc.) should wear such uniforms as intended during all duty hours. The complete uniform should be worn appropriately and should project a neat, clean and orderly appearance.

OUTSIDE EMPLOYMENT/TUTORING Policy DBD

No employee of the District shall have any interest, financial or otherwise, direct or indirect, engage in any business transaction or professional activity or incur any obligation which is in substantial conflict with the proper discharge of duties while employed by the District. Any professional employee who finds it necessary to seek outside employment should use discretion in order to ensure that such employment is compatible with that of teaching and should disclose (in writing) to their immediate supervisor any potential conflict. No employee may engage in any supplemental employment or activity for monetary gain which interferes with the performance of school duties and obligations. Teachers cannot tutor for compensation a student currently enrolled in his/her classroom. In addition, employees are not permitted to use their position to sell instructional/educational products or services or solicit money from students or their parents.

Professional employees are also prohibited from organizing student trips of any nature other than those approved by school policy.

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
Conduct & Welfare

instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

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.

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 to the court and the individual receiving the support (Texas Family Code §§8.210, 158.211). Notice of the following must be sent to the court and support recipient:

- 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

MESQUITE EDUCATION ASSOCIATION
Mesquite ISD personnel are strongly urged to perpetuate professionalism and membership in professional organizations, though not a requirement, is highly desirable.

Mesquite Education Association (M.E.A.) was organized in 1958. It is not a local unit of any state or national organization. The organization is a professional one dedicated to efforts of improving the teaching profession and to offer better learning opportunities to students enrolled in the Mesquite ISD. The faculty of each school elects faculty representatives (FRs) who are the contacts with the executive board and are responsible for distributing M.E.A. information in the buildings. Assistants and auxiliary employees may become associate members and are entitled to the same benefits as those received by professional personnel. (see Appendix for Professional Consultation Agreement)

ASSOCIATION AND POLITICAL ACTIVITIES
Policy DGA
Membership in other professional organizations relating to the employee’s particular field is strongly recommended. However, educators have the right to join or refuse to join any professional association or organization as they see fit. Neither the Board nor any administrator shall directly or indirectly coerce any employee to join any group, club, committee, organization or association.

In addition, neither shall the Board or any administrator directly or indirectly coerce any employee to participate or to refrain from participating in political affairs in his/her community, state or nation. It is desirable that all school personnel exercise their rights and duties to participate in the election process at the local, state and national level. The following guidelines have been given by the Board to ensure that all may exercise their rights to the fullest measure:

- All school employees should become informed about candidates and issues.
- Every school employee should feel completely free to openly support the candidate(s) of their choice. This would include such activities as signing cards, newspaper endorsements, displaying signs in yards and working to put up signs and other legitimate campaign activities. Activities are to occur only when the employee is off duty.
- School personnel should not use the organization or facilities of the schools in any way what can be construed as being supportive of a particular candidate. No meetings should be held on school time regarding candidates or elections. Reminders about elections may be given through EMS, memoranda, etc., but only on an informational basis with equal emphasis to all candidates.
- During the election season, questions may come up regarding the use of school mailboxes to send out campaign fliers, etc. The Mesquite ISD does not allow these types of materials to be placed in school mailboxes. The use of school district mail is limited to official school business, school-sanctioned mail and personal and professional communication between employees (excluding advertising or political campaign materials).
• Administrators should be careful to ensure that nothing said or done could be construed as undue pressure on school employees to vote for a particular person. This does not intend to restrict the free exchange of ideas of employees or otherwise affect their rights of discussion to make inquiries of their supervisors or colleagues regarding public issues or political contests.

• School Board and other political candidates should exercise caution in requesting school personnel at any level to work in their campaigns. However, the right to work or not to work in such campaigns is protected.

• Candidates for public office shall not visit in the schools during school hours for the purpose of soliciting votes or discussing campaign issues with school employees.

• School employees who wish to seek election to public office, not otherwise prohibited by law, are encouraged to first consult with the Superintendent to ensure that such service would not interfere with the performance of their assigned duties. The Superintendent may adjust work schedules for school employees elected to public office so long as local school policies and state regulations are observed and the employee is required to work hours substantially equivalent to those of other employees in his/her job classification. The Superintendent should keep the Board advised of employees filing for public office and of any schedule adjustments made for those elected.

• School board candidates are encouraged to seek information relating to school operation from the Superintendent; to do so helps to prevent misunderstandings of school policies, administrative actions and/or Board decisions. The Superintendent should conduct training as appropriate for all Board candidates and provide them with school publications, campaign reporting forms and when requested, provide any information not otherwise prohibited by state or federal law.

This does not restrict or affect the internal operations of the MEA or other rights granted it under the law and local policies, including the Professional Consultation Agreement. (see Appendix)

SAFETY PROCEDURES
Policy CK/CKC/CKD
The Mesquite ISD safety program, which is coordinated by the Risk Management Office and the Safety Officer, is designed to promote and ensure the well being 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, co-workers, 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/Risk Manager.
• Operate only equipment or machines for which they have training and authorization.

All employees should be familiar with the safety procedures for responding to a medical emergency and evacuation diagrams posted in their work areas. Fire, tornado and other emergency drills will be conducted to familiarize employees and students with 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.

VISITORS IN THE WORKPLACE
Policy GKC
All visitors and guests during school hours are required to register at the school office. Visitors to individual classrooms during instructional time shall be permitted only with the principal’s and teacher’s approval and should not interfere with the delivery of instruction. Identification may be required of any person on school property. Employees who observe unauthorized visitors on the District premises should immediately direct him or her to the building office or contact the administrator in charge. Campus staff may take such action as necessary to maintain an orderly environment and ensure safety of students.

FRAGRANCE POLICY
Mild scents may be worn/used in moderation, but strong or offensive scents that become detrimental to the work environment are not welcome and may be prohibited.
REPORTING SUSPECTED CHILD ABUSE  
Policy DF/DG/DH/FFG/GRA  
All school personnel are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services or appropriate state agency within 48 hours of the event that led to the suspicion. Reports can be made to the local police department or to CPS at the Texas Abuse Hotline (800-252-5400). An employee may not delegate to or rely on another person to make the report. Abuse is defined by SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student’s or minor’s development, learning or psychological functioning;
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student’s or minor’s development, learning or psychological functioning;
- Physical injury that results in substantial harm to a student or minor or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history of explanation given and excluding an accident or reasonable discipline; or
- Sexual contact harmful to a student’s or minor’s mental, emotional or physical welfare.

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. Failure to report suspected child abuse is a violation of the law and subjects a person to legal penalties and possible criminal sanctions. In addition, a certified employee could be subject to disciplinary procedures by the District and SBEC for failing to report suspected child abuse.

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. In addition, reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency.

Employees must also cooperate with child abuse and neglect investigators. 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. Additional guidelines for dealing with and reporting child abuse and neglect cases are outlined in FFG (Exhibit).

SEXUAL ABUSE AND MALTREATMENT OF CHILDREN  
Policy FFG/DMA  
The District has established procedures for addressing sexual abuse and other maltreatment of children. As an employee, it is important to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS). (See Reporting Suspected Child Abuse)
EQUAL EDUCATIONAL OPPORTUNITIES
Policy FB/FFH
The Mesquite ISD does not discriminate on the basis of ethnicity, religion, national origin, gender or disability in providing education services, activities and programs, including vocational programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to the District Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to the District ADA/Section 504 coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

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

- Parents: Married, separated or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parent 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-TEACHER CONFERENCE GUIDELINES
Parent-Teacher conferences are an effective means of keeping parents informed. The following points are given as a guide for conducting such conferences:

- Plan for the conference by assembling all pertinent data.
- Establish a friendly relationship.
- Assure the parent of genuine interest in the welfare of the child.
- Respect the dignity of the student and parent at all times.
- Encourage the parent to share in stating the problem.
- Include some favorable comments in the interview.
- Listen to criticisms thoughtfully and attempt to relate them to the situation.
- A parent may need the opportunity to “talk out” the problem.
- Specify the steps or procedures that will result in progress.
- Acknowledge appreciation for the parent’s assistance and leave the way open for further conferences if needed.

LESSON PLANS
Lesson plans are essential to the planning and instructional process and are to be prepared in accordance with regulations. Such plans also prove to be of great benefit to substitute teachers. Principals will designate the specific guidelines.

UNAUTHORIZED INSTRUCTION
No teacher shall give instruction during school hours on any subject not embraced in the course of study or approved by the Superintendent or a designee. Students shall not be required to attend any such instruction before or after school hours.

RELIGIOUS ACTIVITIES IN THE CLASSROOM
Federal law prohibits teachers and other professionals from advancing or promoting a particular religious belief or viewpoint while on duty in the classroom.

ADMINISTERING MEDICATION TO STUDENTS
Policy FFAC
Only designated employees may administer prescription medication, non-prescription 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**  
**Policy 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**  
**Policy FN and FO series**  
Students are expected to follow the campus rules, classroom rules and rules listed in the Student Code of Conduct and Student Handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management procedures 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.

**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 office of the Administrative Officer can provide parents and students with information on filing a complaint. Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with the principal’s response.

**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**  
All employees are required to report student complaints of bullying to the campus principal or designee. The District’s policy includes definitions and procedures for reporting and investigating bullying of students and is outlined in Policy FFI (local). (see Appendix)

**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.
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* Please make copies of forms as needed
GRIEVANCE PROCEDURE UNDER EQUAL OPPORTUNITY POLICIES

A complaint involving a discriminatory act carried out by employees, other students or third parties under employee and student School Board policies, state law regarding same (Section 21051, Texas Labor Code), Equal Opportunity Act, Title VI and VII of the Civil Rights Act of 1964, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act and/or Title IX of the Education Amendments of 1972 Rules and Regulations will be handled according to the following procedures, if it cannot be resolved at the campus level.

The Superintendent of Schools is hereby designated as the responsible employee to coordinate overall efforts to comply with and carry out the responsibilities under these policies including any investigation of any complaint alleging non-compliance. This designation does not preclude the delegation of certain details to other personnel.

A person alleging such a complaint shall submit in writing to the Superintendent a description of the alleged violation including the date, time, place and circumstances, together with the name of the person being complained about. Upon receipt of the complaint, the Superintendent of Schools will provide a copy of the complaint procedures to the complaining party.

The process shall begin with the immediate supervisor of the person complained about. The supervisor shall schedule a conference to be held between the immediate supervisor of the person complained of and the complaining party within ten (10) school days from the date the Superintendent of Schools received the complaint. This conference will include only those as appropriate to protect the dignity of the parties involved. The complaining party may present witnesses and other evidence. Following the conference, the immediate supervisor shall render a written decision within ten (10) school days.

In the event the aggrieved person is not satisfied with the disposition of his/her grievance after review with the immediate supervisor of the person complained about, he/she may request a hearing before the administrative officer responsible for the campus or department within ten (10) school days following receipt of the immediate supervisor’s decision. Following the hearing, the administrative officer will render a written decision within ten (10) school days.

In the event the aggrieved person is not satisfied with the disposition of his/her grievance after review with the Administrative Officer, he/she may request a hearing before the Superintendent of Schools, Mesquite Independent School District, 405 East Davis, Mesquite, Texas 75149 within ten (10) school days following receipt of the Administrative Officer’s decision. The Associate Superintendent or Assistant Superintendent may serve as the Superintendent’s designee. Within ten (10) school days, the Superintendent or designee shall render a written decision.

In the event the aggrieved person is not satisfied with the disposition of his/her grievance at the Superintendent level, he/she may request the Superintendent to schedule a hearing from the Mesquite Independent School District Board of Trustees at its next regular meeting. The request shall be in writing and must be filed within ten 10) school days following receipt of the written response from the Superintendent’s level.

The superintendent/designee shall inform the aggrieved person of the date, time and place of the meeting.

The Superintendent/designee shall provide the Board with copies of the aggrieved person’s original grievance, all responses and any written documentation previously submitted by the employee and the administration. The Board is not required to consider documentation not previously submitted or issues not previously presented.

The presiding officer may set reasonable time limits. The Board shall hear the grievance and may request a response from the administration. The District shall make an audiotape record of the proceeding of the Board.
The Board shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. These grievance procedures should not extend beyond sixty (60) school days from the date the letter of complaint was received by the Superintendent. To receive consideration, the complaint must be filed within ninety (90) days from the date of the alleged violation.

If the aggrieved person is not satisfied with the decision of the Board, he/she may appeal the Board’s ruling to the Commissioner of Education of the State of Texas.

The District designates the following employee to coordinate its efforts in accordance with Sexual Harassment Policy FB/DH/DIA to comply with Title IX of the Education Amendments of 1972, as amended:

Position: Assistant Superintendent (Senior Director – Personnel) – Planning & Improvement Services
Address: 405 E. Davis, Mesquite, TX  75149
Telephone: (972) 288-6411

The District designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973 as amended:

Position: Administrative Officer – Instruction
Address: 405 E. Davis, Mesquite, TX  75149
Telephone: (972) 288-6411

The District designates the following employee to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973:

Position: Risk Manager
Address: 405 E. Davis, Mesquite, TX  75149
Telephone: (972) 288-6411

The District designates the following employee to coordinate its efforts to comply with the Individuals with Disabilities Education Improvement Act of 2004 as regulated:

Position: Administrative Officer – Special Education Services
Address: 405 E. Davis, Mesquite, TX  75149
Telephone: (972) 288-6411

Complaints regarding Title VI and Title VII should be directed to the Superintendent of Schools, 405 E. Davis, Mesquite, TX  75149, whose office number is 972-288-6411.

If the complaint is substantiated at any level, the District will take steps to prevent recurrence of any discrimination and to correct the discriminatory effects on the complainant and others, as appropriate.
HIRING PROCEDURES

(Appointment of Employees – DC)

The following guidelines are used in MISP hiring procedures for teachers:

1. Applicants must initially make formal online or written application with the office of the designated Director-Personnel.
2. When a principal has a vacancy in his/her building, he/she is to notify the Director-Personnel immediately and request a replacement. A completed form (in Handbook) or a written letter of resignation/retirement of a position must be on file before a replacement may be interviewed and considered.
3. Generally, principals will not be asked to interview anyone unless a vacancy which needs to be filled exists on his/her campus. General screening of applicants will be done by the Directors-Personnel except when the principal is called upon to help with the building of the “pool” of applicants.
4. When vacancies involve athletics, band, orchestra, choral music, art and theater, the appropriate Administrative Officer or director may be involved in initial screening in coordination with the Directors-Personnel and building principal.
5. Prior to arranging their own interviews, principals should consult with the Personnel Office to ensure that the applicant is eligible for consideration. Candidates for hire are those who:

   - have a completed application on file
   - have at least two acceptable references submitted
   - have the appropriate certification for the position (or in some cases, meets permit requirements) and meet the definition of highly qualified under NCLB if applicable
   - have completed the Teacher Insight (or is scheduled to take the interview)

6. When an agreement is reached, the principal will make an employment recommendation to the appropriate Director-Personnel who in turn will be responsible for officially offering the applicant a position and recommending the applicant to the Superintendent of Schools for hiring. The Assistant Superintendent and the Directors of Personnel are the only administrators who have the authority to officially offer a teaching position.
7. Teachers requesting transfer and those returning from approved leave must be considered prior to filling vacancies.
PROCEDURES RELATING TO CRIMINAL HISTORY RECORDS
(Criminal History Background Checks – DB/DBAA)

The following procedures will be adhered to when conducting a criminal record check on persons the District intends to employ, student teachers (interns/residents), volunteers with the District, or current employees:

- A Criminal History Record Investigation Form authorizing the District to conduct such an investigation must be completed and filed with the Personnel Office or appropriate department. (i.e., Food Service, Facilities Management, Operations, HVAC, Transportation, etc.)
- The form will be submitted and the background investigation will be conducted by the Texas Department of Public Safety or through an outside agency. All certified and non-certified employees (including substitute teachers) will also be subject to national and/or state criminal history background checks (including fingerprinting requirements for new and existing employees) as mandated by TEA/SBEC.
- For confidentiality purposes, only specific individuals as designated by the Superintendent may review or have access to criminal record reports. Such reports will be filed and maintained in a secure area in the Personnel Department.
- All returned reports showing an offense of any kind will be reviewed by the Director- Personnel who, after consultation with the Assistant Superintendent-Personnel Services, will determine the individual’s employment, student teaching or volunteer status. An additional investigation including a personal conference with the individual may be required to make such determination.
- A written report will be filed with SBEC by a Personnel administrator within seven (7) calendar days of learning of the reported criminal history. Separate reporting for criminal history generated through the SB9 fingerprinting process is not necessary.

All employment candidates and prospective volunteers must undergo a criminal record investigation prior to being hired or approved respectively and may be subject to a routine check on a periodic basis as deemed necessary. Such periodic checks may also apply to current/existing employees.
PROCEDURES RELATING TO CRIMINAL HISTORY RECORDS
(Criminal History Background Checks – DB/DBAA)

The following state regulations pertaining to criminal history records of employees will be adhered to:

- A national criminal history background check (fingerprint) for all certified public school employees will be required by September 1, 2011.

- Current non-certified employees are required to submit to a statewide criminal review, while non-certified employees hired on or after January 1, 2008 will be required to submit to a national criminal history background check (fingerprint).

- A national criminal history background check (fingerprint) for all substitute teachers will be required by September 1, 2011.

- Individuals from the above identified categories will be prohibited from employment if convicted of either a Title 5 felony offense or a sex offense, if the victim of the crime was a child or a primary or secondary school student.

- Contractors who have direct contact with students will be required to submit to a national criminal history background check, and student teachers and volunteers will be required to submit to a statewide criminal review.

- A clearinghouse will be maintained by the Department of Public Safety for national criminal history information. Updates will be as new information is reported. Such information will be shared with TEA, SBEC and school districts, so that when an employee transfers to another employer, costs associated with background checks will be reduced and the information will be readily available. (TEA may collect a fee to cover the cost of the criminal history review.)

- SBEC will:
  - provide immediate notice of alleged misconduct on an educator’s certification record if the misconduct presents a risk to a student or minor,
  - specify that certain criminal offenses are considered to be related to the education profession,
  - provide that educator certification exam results are not subject to disclosure under the Public Information Act, unless the educator has failed an exam more than five times.
TEMPORARY CLASSROOM ASSIGNMENT PERMITS (TCAP)

Status Regarding Permits/Temporary Credentials – DB/DBA)

A teacher may teach up to four (4) sections of a subject for one year only if he/she has six (6) semester hours in that subject without the requirement of an emergency permit. (secondary level)

Before assigning a teacher(s) to teach a subject for which he/she does not meet certification requirements - thereby requiring a TCAP, the principal must consult personally with the appropriate Director-Personnel Services. Such permits are discouraged and should only be used in situations where there is a definite need.

According to State Board for Educator Certification guidelines, individuals working under a TCAP, must provide verification of registration for the next administration of the appropriate exam. In order to teach the subject for which the individual is TCAPed in the subsequent year, the teacher must pass the exam and have the subject area added to his/her certificate.

All required forms must be completed prior to the beginning of school or before that teacher begins teaching the class for which the TCAP is to apply.
PARENT NOTIFICATION – TEACHER WHO IS NOT HIGHLY QUALIFIED
(Notification of Parents Regarding Qualifications – DK/DB/DBA)

In accordance with the No Child Left Behind Act of 2001, timely notice shall be provided to the parent if a child has been assigned, or has been taught for four (4) or more consecutive weeks, by a teacher who is not highly qualified.

TEACHERS IN CORE ACADEMIC SUBJECTS
As part of the state plan described at 20 U.S.C. 6311, TEA shall develop a plan to ensure that all teachers teaching in core academic subjects within the state are highly qualified not later than the end of the 2005-06 school year.

“CORE ACADEMIC SUBJECTS” DEFINED
The term "core academic subjects" means English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography.

TEACHERS IN TITLE I PROGRAMS
Beginning with the first day of school of 2002-03, each district receiving assistance under Title I, Part A of the ESEA (20 U.S.C. 6301 et seq.) shall ensure that all teachers hired after that day and teaching in a program supported with such federal funds are highly qualified.

“HIGHLY QUALIFIED”

GENERAL CERTIFICATION REQUIREMENT
The term "highly qualified":

1. When used with respect to any public elementary school or secondary school teacher, means the teacher:
   a. Has obtained full state certification as a teacher (including alternative certification); and
   b. Has not had certification or licensure requirements waived on an emergency, temporary or provisional basis.

SUBJECT COMPETENCY

NEW ELEMENTARY TEACHER
2. When used with respect to an elementary school teacher who is new to the profession, means the teacher:
   a. Holds at least a bachelor's degree; and
   b. Has demonstrated, by passing a rigorous state test, subject knowledge and teaching skills in reading, writing, mathematics and other areas of the basic elementary school curriculum.
NEW MIDDLE OR SECONDARY TEACHER

3. When used with respect to a middle or secondary school teacher who is new to the profession, means the teacher:
   
   a. Holds at least a bachelor's degree; and
   
   b. Has demonstrated a high level of competency in each of the academic subjects in which the teacher teaches by:
      1. Passing a rigorous state academic subject test in each of the academic subjects in which the teacher teaches; or
      2. Successful completion, in each of the academic subjects in which the teacher teaches, of an academic major, a graduate degree, coursework equivalent to an undergraduate academic major or advanced certification or credentialing.

EXISTING TEACHER

4. When used with respect to an elementary, middle, or secondary school teacher who is not new to the profession, means the teacher holds at least a bachelor's degree and:
   
   a. Has met the applicable standard as detailed above for new teachers; or
   b. Demonstrates competence in all academic subjects in which the teacher teaches based on a high objective uniform state standard of evaluation.


HIGHLY QUALIFIED SPECIAL EDUCATION TEACHERS

GENERAL REQUIREMENTS

Effective July 1, 2005, the term "highly qualified," when used with respect to a special education teacher, means the teacher meets the above requirements, as applicable, and:

1. Has obtained full state certification as a special education teacher (including alternative certification);

2. Has not had special education certification or licensure requirements waived on an emergency, temporary or provisional basis; and

3. Holds at least a bachelor's degree.

Special education teachers who teach alternative achievement standards or who teach two or more core academic subjects exclusively to children with disabilities must also demonstrate subject matter competence as set forth below.
TEACHING ALTERNATIVE ACHIEVEMENT STANDARDS

1. New and existing special education teachers who teach core academic subjects exclusively to children who are assessed against alternate achievement standards may:
   a. Meet the applicable requirements for any new or existing elementary, middle or secondary teacher; or
   b. In the case of instruction above the elementary level, demonstrate subject matter knowledge appropriate to the level of instruction being provided, as determined by the state, needed to effectively teach to those standards.

TEACHING TWO OR MORE CORE ACADEMIC SUBJECTS

2. A special education teacher who teaches two or more core academic subjects exclusively to children with disabilities may either:
   a. Meet the applicable requirements for any new or existing elementary, middle or secondary school teacher;
   b. In the case of an existing teacher, demonstrate competence in all core academic subjects in which the teacher teaches in the same manner as is required for any other existing elementary, middle or secondary school teacher. This may include a single, high objective uniform state standard of evaluation covering multiple subjects; or
   c. In the case of a new special education teacher who teaches multiple subjects and who is highly qualified in mathematics, language arts, or science, the teacher may demonstrate competence in the other core academic subjects in which the teacher teaches in the same manner as is required for an existing elementary, middle or secondary school teacher. This may include a single, high objective uniform state standard of evaluation covering multiple subjects. The teacher must demonstrate competence under this section not later than two years after the date of employment.

20 U.S.C. 1401(10)

The Personnel Office will work with the principal in devising and sending the parental notification and as required.

For elementary students, the letter may be either mailed directly to parents or they may be distributed to students for them to take home.

For secondary students, the letters should be mailed directly to the parents.

Teachers who are affected should be made aware and should be provided with a copy of the letter prior to mailing.

It should be noted that the parent notification is also triggered if the regular highly qualified teacher is out for more than four consecutive weeks on an extended leave (maternity, FMLA, medical, etc.) during the year unless the string of consecutive days is broken by a highly qualified substitute teacher at some point(s) during the leave. Principals will be responsible making the Personnel office aware in such instances.
JOB DESCRIPTIONS
(Job Descriptions/Duties – DC)

The following procedural guidelines have been developed in regard to job descriptions:

- A description specific to the position should be given to the individual for review at the time of employment.

- A signature should be secured and a copy should be given to the employee. The original is to be placed in the employee’s personnel file and is to be maintained in the Personnel Office or in the appropriate department.

- Job descriptions should be continually revised and updated as roles and functions change. This should be done cooperatively between the supervisors and those who perform the actual duties in consultation with the Personnel Department. A general review of all job descriptions will be conducted on a periodic basis.

- A job description should be developed as a new position is created (prior to filling the position if at all possible). Departments should consult with Personnel Services in regard to format of such a description.

These documents will be utilized for originating job postings, accompanying insurance and EEOC/ADA claims, and issuing contracts as applicable.
MESQUITE INDEPENDENT SCHOOL DISTRICT'S EXPECTATIONS FOR TEACHERS

As a MESQUITE ISD TEACHER, I understand that I am to **EDUCATE** by:

- Possessing great content **knowledge**.
- Teaching the **district curriculum**.
- **Communicating** effectively.
- Exhibiting **professionalism** and following all policies.
- Using data to **individualize** instruction.
- Presenting **relevant, engaging, and rigorous lessons**.
- Exhibiting effective **classroom management**.

As a MESQUITE ISD TEACHER, I understand that I am to **EMPOWER** by:

- Having **high expectations**.
- Building individual **relationships** with students.
- Possessing a **supportive** attitude.
- Modeling **integrity** and high morals.
- **Reinforcing** desired behaviors.
- Creating a **safe learning environment**.
- **Motivating** students to be independent and responsible.
- **Appreciating** and meeting the unique needs of all students.

As a MESQUITE ISD TEACHER, I understand that I am to **EXPAND** by:

- Integrating technology as a tool for **creativity and problem-solving**.
- **Promoting** post-secondary options.
- Demonstrating an appreciation for **diversity**.
- Building relationships with **parents**.
- Promoting **higher-order-thinking** skills.
- **Collaborating** and working as a team.
- Setting **goals** for students and self.
- Continuously **learning and growing**.

**INITIAL**

**INITIAL**

**INITIAL**

**INITIAL**

EMPLOYEE SIGNATURE: ___________________________       DATE OF COMMITMENT: ___________________________
EXTRA-DUTY PAY FOR SPONSORS
(Job Descriptions/Duties – DC)

The following is clarification of the guidelines for extra-duty pay for sponsors:

Teachers already receiving extra pay for sponsoring or working with a club, activity or organization are not eligible for this additional extra pay.

Being on an extended contract does not in itself constitute extra-duty pay. Therefore, C&T teachers sponsoring the clubs associated with their field may be eligible for extra pay under the same conditions as academic teachers.

Extra pay will be paid only for non-school day activities attended during the regular school year unless prior specific approval has been granted by the Superintendent.

An extra day’s pay shall consist of a pre-determined amount or the individual’s daily teaching rate plus mileage. If the time spent is less than eight (8) hours, the extra pay shall be paid on a prorated basis. The amount paid shall be the prevailing pre-determined/daily rate, or a portion thereof, plus mileage expenses for each non-school day. No more than one day of extra pay plus mileage may be claimed for any one date. A teacher attending a Friday night-Saturday meeting may only qualify for one day’s extra pay at most; however, being gone on Saturday and Sunday could qualify the teacher for part or all of two day’s extra pay.

C&T teachers, who usually receive their travel expenses from the state, shall not receive less than the District would pay an academic teacher under the same circumstances.

Conditions for Eligibility for Non-School Day Extra Duty Pay

Teachers may be eligible for non-school day extra duty pay if the following three (3) conditions are met:

1. The activity attended shall have the prior approval of the building principal or the Superintendent with the understanding that extra pay will be claimed under statements two and three below.

2. The teacher(s) must take and/or be responsible for students from MISD.

3. One of the following must apply:
   - The activity attended must be one that is required by the District, or
   - The activity attended must be of some type of competition where students compete against other students, or
   - The activity attended must be an approved meeting beyond the school district level.

Any requests for extra pay shall be submitted within one (l) week of the completion of the activity.
EXTRA CLASS – COMPENSATION  
(Job Description/Duties – DC)

When a secondary teacher is assigned or assumes an additional class beyond the regular workload, he/she should receive a prorated portion of their base teaching salary according to the following:

- **Block Schedule – Six (6) period assignment**
  
  1/6 (16.66%) – Extra class that does not encompass a duty period/assignment (conference time only)
  
  1/8 (12.5%) -Extra class that encompasses a duty period/assignment (duty time or combination duty/conference)

- **Seven (7) Period Schedule – Six (6) Period Assignment**
  
  1/6 (16.66%) – Extra class that does not encompass a duty assignment and/or teaming period (conference time only)
  
  1/8 (12.5%) - Extra class that encompasses a duty assignment and/or teaming period (duty time, duty/conference combo, or teaming period)

- **C&T teachers who work the equivalent of an extra period (time wise) due to the nature of the class but assume no additional students (and resulting workload) are to receive a flat rate of $2,000. ($1,000 for a semester class)**

  Example:

  $43,000 x 1/6 = $7,164
  
  $43,000 x 1/8 = $5,375
HEALTH SAFETY TRAINING  
(DB/DMA)

CPR, First Aid and AED Certification procedures for required personnel:

Elementary School  
Nurses and physical education teachers must obtain and maintain current CPR, First Aid and AED certification. New and uncertified nurses and physical education teachers will receive training from the MISD nursing staff or a qualified consultant at the beginning of employment. Nurses/physical education teachers with current CPR/AED cards will have their certification updated at the beginning of each school year by the MISD nursing staff or qualified consultant. A copy of the certification will be on file in the office of the Director of Health Services.

Middle School  
Nurses, physical education teachers, coaches and cheerleader sponsors must obtain and maintain current CPR, First Aid and AED Certification. New and uncertified nurses, physical education teachers, coaches and sponsors will receive training from the MISD nursing staff (or qualified consultant) at the beginning of employment. Nurses, physical education teachers, coaches and sponsors with current CPR/AED cards will have their certification updated at the beginning of each school year by the MISD nursing staff (or qualified consultant). A copy of the certification will be on file in the athletic office and/or Director of Health Services.

High School  
Nurses, physical education teachers, coaches and cheerleader/drill sponsors must obtain and maintain current CPR, First Aid and AED Certification. New and uncertified nurses, physical education teachers, coaches and sponsors will receive training from the campus athletic trainer, MISD nursing staff or qualified consultant at the beginning of employment. Nurses, physical education teachers, coaches and with current CPR/AED cards will have their certification updated at the beginning of each school year by the campus athletic trainer, MISD nursing staff or qualified consultant. A copy of the certification will be on file in the athletic office and/or Director of Health Services.

CPR, First Aid, and AED Certification procedures for marching band directors:

Middle and High School  
All marching band directors must obtain and maintain current CPR, First Aid and AED Certification. New and uncertified directors will receive training from a qualified consultant or MISD nursing staff at the beginning of employment. Directors with current CPR/AED cards will have their certification updated at the beginning of each school year by a qualified consultant or MISD nursing staff. A copy of the certification will be on file in the office of the Director-Fine Arts and/or Director of Health Services.

Safety procedures in responding to cardio-arrest will be outlined by each campus/facility for emergency care. The placement of an automated external defibrillator (AED) at each campus will be determined by the campus principal and must be readily available at UIL athletic competitions on campus.

Cardiac Emergency Care Plan & Procedures  
In case a cardiac emergency occurs, the following procedures should be followed to ensure proper care is given to the individual and safety is maintained.

If you are CPR/AED trained and someone is not breathing and has no pulse:

1. Send someone to call 911, give the 911 operator the situation and location and stay on the telephone until the 911 operator ends the call.
2. Send someone to retrieve the AED.
3. Send someone to contact the AED response team.
4. Begin CPR and continue until the AED arrives.
5. Place AED on the individual and follow the prompts from the AED to either administer shocks or continue CPR.
6. Continue until relieved by response team member or paramedics arrive.
7. Contact designated campus and central office administrators.
CONDUCTING EXIT INTERVIEWS
(Exit Interviews – DC/CY)

An Exit Interview Conference should be conducted or an Exit Interview Form completed on all employees upon separation of employment if at all possible according to the following:

- Conference should be held by the appropriate administrator or his/her designee of the school or department. If a designee is appointed, it must be someone in a supervisory role other than the employee’s immediate supervisor.

- It shall be the responsibility of the principal or immediate supervisor to contact both parties (Administrative Officer or Director and employee) in order to schedule and make arrangements for the Exit Interview.

- The Exit Interview form (available in the Employee Handbook or may be obtained from the Personnel Office) should be completed by the administrator conducting the interview and a copy should be forwarded to the Personnel Office or the appropriate department.

- The departing employee should complete the corresponding Employee Questionnaire form which should be forwarded directly to the Personnel Office or appropriate department (mailed or e-mailed if a conference is not conducted).

- All District keys, books, property, equipment, etc. should be secured at this time.

- Eligible employees should be referred to the Benefits Office for information regarding COBRA and other insurance programs.

- The departing employee should be informed that the final paycheck will be mailed (not direct deposited) and any outstanding balance pertaining to the Computer Buy Program, etc. will be deducted.

- A “status change” form should be completed and forwarding address and phone number should be obtained.
APPRAISAL PROCESS – PDAS
(DN/DNA/DNB)

APPRAISAL CALENDAR

An appraisal calendar will be established by the District. The appraisal period must include all of the days of a teacher’s contract. The calendar shall exclude the first two weeks of instruction and prohibit observations on the last day of instruction before any official school holiday or any other day deemed inappropriate by the Board. Also, summative annual conferences will end no later than fifteen (15) working days before the last day of instruction for students. Other documentation and time frames will follow the adopted commissioner’s rules for teacher appraisals as they exist or may hereafter be amended. [19 TAC 150.1003]

APPRAISALS

The commissioner’s recommended teacher appraisal system, the Professional Development and Appraisal System (PDAS), is the primary method of appraising teachers. The criteria to be used in the evaluation of teacher performance shall be: Unsatisfactory, Below Expectations, Proficient and Exceeds Expectations. The criteria must be based on observable, job-related behavior that includes the teacher’s implementation of discipline management procedures and the performance of the teacher’s students. Included in the evaluation of teacher performance are efforts to enhance academic performance, efforts to enhance student attendance and efforts to identify and assist students in at-risk situations. A document evaluating the performance of a teacher is confidential.

The appraisal must be done at least once during each school year. The appraisal will consist of at least one classroom observation of a minimum of forty-five (45) minutes. By mutual consent of the teacher and appraiser, the required minimum of forty-five (45) minutes may be conducted in shorter time segments, so long as those time segments aggregate to at least forty-five (45) minutes. Additional walk-throughs and observations may be conducted at the discretion of the appraiser. The teacher’s supervisor may continually evaluate and document performance specifically related to the performance as identified in PDAS.

A written summary of each observation shall be given to the teacher within ten (10) working days after completion of the observation, with a pre- and post- observation conference conducted at the request of the teacher or appraiser. The appraiser is responsible for documentation of the cumulative data. Any third-party information from a source other than the teacher’s supervisor that the appraiser wishes to include as cumulative data shall be verified and documented by the appraiser. Any documentation that will influence the teacher’s summative annual appraisal report shall be shared in writing with the teacher within ten (10) working days of the appraiser’s knowledge of the occurrence.

A teacher who is evaluated as unsatisfactory in one or more domains or a teacher who is evaluated as below expectations in two or more domains will be designated as a teacher in need of assistance. A teacher designated as a teacher in need of assistance must have an Intervention Plan developed by the appraiser in consultation with the teacher. In the case the appraiser is not the teacher’s principal, the principal shall be involved in the development and evaluation of the plan. [Texas Education Code 21.351, 19 TAC 150.1002 150.1005 (a) (b) (c) (d) (e) (f) (g)]

A written copy of the evaluation will be kept on file with the District. After receiving the evaluation, the teacher is entitled to submit a written rebuttal to the evaluation to be attached to the evaluation in the teacher’s personnel file. The evaluation and any rebuttal may be given to another school district at which the teacher has applied for employment at the request of the district. Additional criteria and time frames will follow the adopted commissioner’s rules for teacher appraisals. [10 TAC 150.1003]

APPRAISER CONFERENCE

Unless waived in writing by the teacher, a summative conference shall be held within a time frame specified on the School District calendar and no later than fifteen (15) working days before the last day of instruction for students. The summative conference shall focus on the written summative report and related data sources. When the appraiser is not an administrator on the teacher’s campus, the principal, assistant principal or another supervisory staff member designated as an administrator on the campus will participate in the summative annual conference. The appraisal process shall guarantee a conference between the teacher and appraiser. The conference will be diagnostic and prescriptive with regard to remediation needed in overall performance. The purposes of the teacher-appraiser conference are to help maintain open lines of communication, create better understanding with the regard to expectations, teaching techniques and personal feelings; develop professional attitudes; improve the quality of instruction. In order to be effective, this conference must be undertaken with an attitude of mutual growth. [Texas Education Code 21.351, 19 TAC 150.1003]
Appraisal Process
(DN/DNA/DNB)

MISD Local Rules Adopted for PDAS

PDAS Rule 150.1003 (c)...A teacher may be given advance notice of the date or time of an observation, but advance notice is not required.

MISD Local Policy for 150.1003 (c)...MISD teachers will be given a two-week window of advance notice for their observation. The supervisor will visit the classroom for the 45 minute observation during this two-week period. Additional walk-throughs and observations may be conducted at the discretion of the appraiser.

PDAS Rule 150.1003 (d)...Each school district shall establish a calendar for the appraisal of teachers. The appraisal period shall prohibit observations on the last day of instruction before any official school holiday or any other day deemed inappropriate by the school district board of trustees.

MISD Calendar for 150.1003 (d)... calendar attached with dates exempt for appraisals.

PDAS Rule 150.1005 (e)...A teacher may be given advance notice of the date and time of a second appraisal, but advance notice is not required.

MISD Local Policy for 150.1003 (e)...A teacher requesting a second appraisal will be given a two-week window of advance notice for the second appraisal.

PDAS Rule 150.1005 (g)...Each school district shall adopt written procedures for a teacher to present grievances and receive written comments in response to the written annual report. Each district shall also adopt written procedures for determining the selection of the second appraisers. These procedures shall be disseminated to each teacher at the time of employment and updated as needed.

MISD Local Policy 150.1005 (g)...A Teacher presenting a grievance will follow Policy DGBA. Upon a teacher request for a second appraisal, the superintendent or designee shall select a second appraiser from the Board approved list of trained appraisers. The procedures to be followed on second appraisals are attached.
Appraisal Process  
(DN/DNA/DNB)  

Mesquite ISD  
Second Appraisal

• A teacher may request a second appraisal after receiving a written observation summary or written summative annual appraisal report with which the teacher disagrees.

• The second appraisal must be requested within 10 working days of receiving the written report.

• Upon the teacher's request for a second appraisal, the Superintendent or designee shall select a second appraiser from the Board approved list of trained appraisers. Observations for second appraisals shall be scheduled within a two-week time frame. Domain scores from the first appraiser will be combined with the second appraiser's score. The supervisor score will count 60% of the total appraisal score while the second appraiser's score will count 40%.

• The teacher must be appraised for 45 minutes minimum with walk-throughs and observations conducted at the discretion of the appraiser.

• The required minimum of 45 minutes of observation may be conducted in shorter time segments if mutually agreed by teacher and appraiser. The time segments must aggregate to at least 45 minutes.

• The second appraiser shall appraise the teacher in all domains. The second appraiser shall make observations and walk-throughs as necessary to evaluate Domains 1 through V.

• The second appraiser shall use the Teacher Self-Report Form and cumulative data from the first appraisal to evaluate Domains VI through VIII. In the event documentation or cumulative data is not available to score criteria in Domains VI through VIII, the second appraiser will use the scores of the first appraiser in order to complete each domain.

• A written summary of each observation shall be given to teachers within 10 working days after completion of the observation with a pre- and post-observation conference conducted at the request of the teacher or appraiser.

• The appraiser is responsible for documentation of the cumulative data. Any third-party information from a source other than the teacher's supervisor that the appraiser wishes to include as cumulative data shall be verified and documented by the appraiser. Any documentation that will influence the teacher's summative annual appraisal report shall be shared in writing with the teacher within 10 working days of the appraiser's knowledge of the occurrence.

• After the appraiser and second appraiser have completed the final scoring of the PDAS instrument, each appraiser will have a summary conference with the teacher. The appraiser and second appraiser will provide copies of both summative reports to the Superintendent's designee. The designee will compute the final score based on the 60% and 40% formula. The designee will then arrange a time to provide the final document to the teacher. Both teacher and designee will sign and date the document.

• Scores on this document will reflect the final performance rating for the school year and will be kept on file with the District along with the two summative reports.
• A teacher who is evaluated as unsatisfactory in one or more domains or a teacher who is evaluated as below expectations in two or more domains will be designated as a "teacher in need of assistance."

• A teacher designated as a teacher in need of assistance must have an Intervention Plan developed by the appraiser in consultation with the teacher. In the case the appraiser is not the teacher's principal, the principal shall be involved in the development and evaluation of the plan.

• An intervention plan may be developed at any time at the discretion of the appraiser when the appraiser has documentation that would potentially produce an evaluation rating of "below expectations" or "unsatisfactory".

[Texas Education Code 21.351,19 TAC 150.1005 (g)]
GRADUATE STUDIES AND RESEARCH
(Professional Growth/Advanced Degree Requirement – DC/DMA/DMD)

The following are administrative guidelines regarding graduate studies and research:

1. Studies for master and doctoral level studies will be given careful consideration. Doctoral studies will have preference over master study surveys.

2. Requests from District personnel regarding studies will be given preference, as will those from TAMU-Commerce.

3. Participation will be strictly voluntary at the campus level.

4. Approval will be based upon such factors as value of study to District planning and improvement, amount of time required for District personnel to complete survey form(s) and District, state, and federal requirements regarding release of information requested.

5. Requests for approval should be sent to the office of Associate Superintendent/Instructional Services.

6. The district will be entitled to a copy of the results of the study upon request.
Classroom teachers may be required to prepare written reports including, but not limited to:

1. Reports concerning the health, safety or welfare of a student.
2. Reports of students’ grades and/or progress on particular assignments/examinations.
3. Reports of students’ grades at the end of each grade reporting period.
4. Reports of students’ academic progress in a class or course.
5. Textbook reports.
6. Unit or weekly lesson plan reports that outline, in a brief and general manner, the information to be presented during each period at the secondary level or in each subject or topic at the elementary level.
7. Attendance reports.
8. Reports required for accreditation review.
9. Information required by the District that relates to a complaint, grievance or actual or potential litigation and that requires the classroom teacher’s involvement.
11. Any other report or paperwork specifically required by law, rule or regulation.

Classroom teachers may participate in the collection of research related information on a voluntary basis. This participation shall be entirely at the discretion of the teacher and the decision not to participate shall in no way be held against the teacher.
TENURE RATE SCHEDULE
(Tenure Leave – DEC)

The following amounts will apply to the indicated categories of employees:

$30 per day  Auxiliary employees including food service, custodians/operations, transportation, facilities management, HVAC, security guards, etc.

$40 per day  Secretaries, office/instructional assistants, interpreters, print shop, technical services, EMS/KEOM – non professionals

$75 per day  Teachers, counselors, librarians, nurses, diagnosticians, facilitators, administrative others (i.e., non-certified professionals, data processing, etc.)

$115 per day  Administrators on the Professional Salary Schedule- Professional Levels 1-10
Medical Information Confidentiality Policy

The Mesquite ISD MEHC (Mesquite Employee Health Clinic) strives to protect the privacy of its employees’ medical information to the greatest possible extent. To accomplish this, MISD and the MEHC providers, managers and employees are required to follow these guidelines regarding the confidentiality of medical information:

1. All medical information concerning employees and their dependents will be maintained in separate, confidential medical files that are stored apart from any other regular and personnel records. Only authorized employees will have access to such files, and access will be provided solely on a need-to-know basis. Furthermore, such access shall be granted only in accordance with applicable law, which includes (but is not limited to) the Americans with Disabilities Act, The Occupational Safety and Health Act, the Family and Medical Leave Act, The Federal Rehabilitation Act, state workers’ compensation law and state privacy laws.

2. Employees are hereby notified that medical information concerning employees and their dependents is absolutely confidential under state and federal laws and may not be discussed at any time with any person under any circumstances. Exceptions are if an employee needs to do so in order to carry out his or her job duties or if the person discussing the information is talking with the subject of the information at that person’s invitation. If an employee is concerned about a co-worker’s possible medical condition, the employee should direct these concerns only to the district’s designated Privacy Officer, the Assistant Superintendent – Personnel Services.

3. Any employee who is found to have discussed medical information about another employee in violation of this policy, or who is found to have released such information without authorization, will be subject to disciplinary action, up to and including immediate termination from employment. In addition, employees who violate medical information confidentiality may be subject to civil and criminal liability under state and federal laws.

4. All access to medical records must be approved through the MEHC physician in charge and clinic Oversight Committee chairperson (the MISD Assistant Superintendent – Personnel Services). If an employee believes that this medical information confidentiality policy has been violated, he or she should contact the Privacy Officer as mentioned above.

5. Medical records will not be provided to outsiders, except when the company is properly served with a valid subpoena. When possible, the company will notify the employee of the proper service of a subpoena upon it.

The Mesquite ISD will review this policy periodically to ensure compliance with state and federal laws.
INSTRUCTIONS FOR LEAVE OF ABSENCE – TEMPORARY DISABILITY – MATERNITY
(Temporary Disability – Maternity Leave – DEC)

The request for a Leave for Temporary Disability-Maternity must be made prior to the birth of the infant unless complications occur during pregnancy which would be disabling in nature and would qualify the individual for a leave of absence.

Maternity leaves generally are granted up to a maximum of six (6) calendar weeks unless there are complications or extenuating circumstances (eight (8) weeks cesarean). Days granted beyond that time (up to 180) are classified as unpaid administrative leave.

The following information is important when considering a Leave of Absence-Temporary Disability-Maternity:

1. Sick days, personal days and vacation days (auxiliary personnel) may be used before leave would go into effect.
2. Tenure days may be used only when all sick days and personal days have been exhausted.
3. Tenure days are for personal employee illness or employee disability only.
4. FMLA of 1993 would go into effect with the beginning of tenure days and run concurrently.
5. Temporary Disability-Medical leave, unpaid, may be used instead of using sick days, personal days or tenure days
6. Leave should not be requested if the employee wishes to use only sick days and personal days and not get into tenure days.

To request a Temporary Disability-Maternity Leave, a Request Form (located on Eduphoria, Docushare and in the respective administrative offices) must be submitted to the appropriate Administrator or Director of the following departments:

- Personnel
- Auxiliary Personnel (Food Service, Maintenance, Operations, Transportation)

Important information:

1. Beginning and ending dates of requested leave (estimate).
2. Statement as to whether accumulated sick days, personal days and/or, tenure days are to be used.
3. Doctor’s statement verifying the pregnancy and indicating the expected date of delivery.
4. Statement from the doctor after the date of delivery verifying that date.

The maximum length of a Leave of Absence-Temporary Disability-Maternity is 180 days.
INSTRUCTIONS FOR LEAVE OF ABSENCE – TEMPORARY DISABILITY – MEDICAL  
(Temporary Disability Leave/Medical – DEC)

The following information is important when considering a Leave of Absence-Temporary Disability-Medical:

1. Sick days, personal days and vacation days (auxiliary personnel) may be used before leave would go into effect.
2. Tenure days may be used only when all sick and personal days have been exhausted.
3. Tenure days are for employee illness or employee disability only.
4. FMLA would go into effect with the beginning of tenure days and run concurrently.
5. Temporary Disability-Medical leave unpaid may be used instead of using sick days, personal days or tenure days.

To request a Temporary Disability-Medical leave, a Request Form (located on Eduphoria, Docushare and in the respective administrative offices) must be submitted to the appropriate Administrator or Director of the following departments:

- Personnel
- Auxiliary Personnel (Food Service, Maintenance, Operations, Transportation)

Important information:

1. Last teaching/work day.
2. Number of accumulated sick days and/or personal business days, if any, that will be used before the leave is to begin.
3. Exact date the leave is requested to begin.
4. Enclosure of a doctor’s statement verifying the employee’s inability to work and indicating the probable date of return.

The maximum length of a Leave of Absence-Temporary Disability-Medical is 180 calendar days.
INSTRUCTIONS FOR LEAVE OF ABSENCE – FAMILY MEDICAL LEAVE ACT OF 1993
(Family and Medical Leave Act – DECA)

The request for a Leave of Absence under the FMLA should meet the following criteria:

a. Birth, adoption or foster placement of a child.
b. Care for a spouse, child or parent who has a serious illness.
c. Employee’s own serious health condition.
d. Military entitlements.

The following information is important when considering a Leave of Absence- FMLA:

1. Sick days, personal days and vacation days (auxiliary personnel) may be used before leave would go into effect.
2. FMLA, unpaid leave, may be used instead of using sick days, personal days or tenure days.
3. Tenure days are for personal employee illness or employee disability only. Tenure days run concurrently with FMLA.
4. Leave should not be requested if the employee wishes to use only sick days and personal days.

To request FMLA, a Request Form (located on Eduphoria, Docushare and in the respective administrative offices) must be submitted to the appropriate Administrator or Director of the following departments:

- Personnel
- Auxiliary Personnel (Food Service, Maintenance, Operations, Transportation)

Important information:

1. Employee must have been employed for at least one (1) year.
2. Employee must work at least 1250 hours per year.
3. Indicate whether accumulated sick days and/or personal days are to be used.
4. Include a doctor’s statement verifying the illness.

The maximum length of a FMLA is 12 weeks/60 work days.
INSTRUCTIONS FOR LEAVE OF ABSENCE – SABBATICAL/DEVELOPMENTAL  
(Sabbatical/Developmental Leave – DEC)

The following information is important when considering a Leave of Absence Sabbatical/Developmental:

1. Request should be made by March 1 for the fall semester and October 1 for the spring semester.
2. Is for all certified professional personnel employed for five (5) or more consecutive years.
3. Must be on a term or continuing contract.
4. 50% of last contract salary will be paid while on a two semester leave and 25% of last contract salary while on a one semester leave.
5. Is not connected with FMLA of 1993.
6. Must be for study with an accredited institution of higher learning.
7. The duration must be of definite length:
   a. one semester
   b. two consecutive semesters
8. Nine (9) semester hours must be taken each semester of the sabbatical.

To request a Sabbatical/Developmental Leave, a Sabbatical/Developmental Leave form (in Appendix/Forms) must be submitted to the appropriate Director of the following department:

• Personnel

The maximum length of a Sabbatical/Developmental Leave is 365 days.

SABBATICAL/DEVELOPMENTAL LEAVE

1. Sabbatical/Developmental leave will be granted to applicants for their study in an accredited institution of higher learning.
2. All certified professional personnel employed in the Mesquite Independent School District are eligible for sabbatical/developmental leave.
3. To be eligible for sabbatical/developmental leave, an applicant must have been employed in the Mesquite Independent School District for a minimum period of five (5) consecutive years. Substitute work will not be recognized.
4. The applicant must be on a term or continuing or administrative term contract and must be in good standing including satisfactory ratings on the most recent performance appraisal.
5. No more than one-half of one percent of the professional staff may be granted sabbatical/developmental leave during any semester. If the number requesting sabbatical/developmental leave exceeds the number of such leaves available, the criteria selection shall be based on the needs of the applicant and the benefits to the District.
6. Sabbatical/developmental leave will be granted for a definite period of time - for one (1) semester, or two (2) consecutive semesters.
7. Any person granted a sabbatical/developmental leave must return to service in the Mesquite Independent School District immediately upon termination of such leave and must continue in service for a period of three (3) years, or refund the payment received while on sabbatical/developmental leave in the amount of one-third (1/3) for each year not served.
8. Any employee on sabbatical/developmental leave will be paid as compensation during the period of absence from regular duties as follows: Fifty percent (50%) of last contract salary while on a two (2) semester leave and 25% of last contract salary while on a one (1) semester leave.
9. Selection of applicants for sabbatical/developmental leave will be made by the Assistant Superintendent-Personnel Services with the approval of the Superintendent.
10. All applications for sabbatical/developmental leave must be submitted on a form obtained from the Personnel Office and must contain a statement of the purpose for which the leave is being requested. Applications should be filed with the designated Director-Personnel by March 1 for the fall semester and October 1 for the spring semester.
11. At the expiration of a sabbatical/developmental leave, the applicant will be reassigned to a position of equal or higher rank from which they left.
INSTRUCTIONS FOR LEAVE OF ABSENCE – ADOPTION  
(Adoption Leave – DEC)

The following information is important when considering a Leave of Absence-Adoption:

1. For all employees eligible for benefits.
2. State sick days cannot be used.
3. Employee may request use of Tenure days for Adoption (up to 15 days).
4. Employee will be reinstated in a position of equal or greater status.

To request an Adoption Leave, a Request Form (located on Eduphoria, Docushare and in the respective administrative offices) must be submitted to the appropriate Administrator or Director of the following departments:

- Personnel
- Auxiliary Personnel (Food Service, Maintenance, Operations, Transportation)

Important information:

1. Beginning and ending dates of the leave must be indicated.
2. Teaching and/or school assignment.
3. Statement from the adoption agency verifying adoptive eligibility must be included with the request form.

The length of an Adoption Leave is up to 12 weeks (60 days) which corresponds with the Family and Medical Leave Act of 1993.
INSTRUCTIONS FOR LEAVE OF ABSENCE – ADMINISTRATIVE
(Administrative Leave – DEC)

The following information is important when considering a Leave of Absence-Administrative:

1. Is for all employees eligible for benefits and can be granted for purposes of professional study or for situations as deemed appropriate by the Superintendent.
2. Is not connected with FMLA.
3. An employee is not paid salary while on approved Administrative Leave.
4. Leave is without benefit of experience increments for the period of absence.

To request an Administrative Leave, a Request Form (located on Eduphoria, Docushare and in the respective administrative offices) must be submitted to the appropriate Administrator or Director of the following departments:

- Personnel
- Auxiliary Personnel (Food Service, Maintenance, Operations, Transportation)

Important information:

1. Request must be made prior to the first semester which the employee wishes to be gone.
2. Beginning and ending dates of the leave.
3. Teaching and/or school assignment.
4. Provide written notice of intent to return to work at least three (3) months before date of return.

The maximum length of an Administrative Leave is 365 calendar days.
INSTRUCTIONS FOR LEAVE OF ABSENCE – ASSAULT
(Assault Leave – DEC)

Procedure for reporting Assault Leave:

1. Any employee who believes that he/she has been physically assaulted shall submit his/her complaint in writing to the principal or supervisor.
   a. It should be submitted immediately after the assault occurs, but no later than the next business day following the incident.
   b. The complaint must describe in detail how the incident occurred, the name(s) of individual(s) involved, the name(s) of anyone who might have witnessed the incident and the injury suffered from the incident. (see Assault Reporting Form) This completed form should be returned to the appropriate Director-Personnel Services.
   c. The principal or supervisor should notify the assigned Administrative Officer-Instruction, Director-Personnel Services and the Risk Manager of the alleged incident.

2. The principal shall have the school nurse examine all people involved to offer immediate attention if needed. The nurse should document the findings in a brief written report to the principal or supervisor.

3. The principal or supervisor shall conduct a thorough investigation of the incident and document the findings in a written report to the appropriate Director-Personnel Services.

4. The employee should submit to the Director-Personnel a copy of the report by a medical doctor pertaining to the incident. The employee may be required to submit to a physical examination conducted by the school district’s physician.

5. All reports will be reviewed by the Leave Review Committee and to make a determination on whether assault leave will be approved. The Leave Review Committee will be comprised of the principal or supervisor, the assigned Administrative Officer for Instruction, the designated Director- Personnel Services and the District Risk Manager.

6. The employee will be notified by the Personnel Office of the determination of the Committee. If the assault leave is granted, the days of leave will not be deducted from the employee’s accrued personal leave. An assault leave may not extend more than two years beyond the date of the assault. The employee shall provide an updated report by a medical doctor to Personnel at least every 90 days. If assault is not granted, the days of absence will be deducted from the employee’s accrued personal leave or against the pay if the accrued days are insufficient.

7. Filing an assault report does not eliminate the need for the employee to file a worker’s compensation injury report.
REPORTING/INVESTIGATING SEXUAL HARASSMENT
(Sexual Harassment – DH/DIA)

All suspected cases of sexual harassment should be reported to the Title IX administrator (student) or to the Senior Director-Personnel (employee) immediately upon gaining knowledge of the allegations and absolutely no later than the following work day.

Once reported, all subsequent investigations will be conducted by or under the direction of the Title IX administrator/Senior Director-Personnel who will work closely with the Assistant Superintendent-Personnel Services.

Specific procedures are outlined as follows:
Cooperating Employer Site to Practicum Student Sexual Harassment

Sexual Harassment Reported at Work Site

Student Notifies Appropriate Work Site Personnel

Work Site Investigation

Automatic Hold Placed on All Written & Electronic Records

Copies of All Records Sent in Original Format to Title IX Coordinator

Student Notifies Career Prep Teacher

Notify CPS within 48 hours, if Warranted

Title IX Coordinator Contacts Cooperating Employer

CTE Coordinator Contacts Title IX Coordinator

CTE Teacher informs work site that the student will NOT return to work pending investigation outcome

CTE Teacher Contacts: Student's Parents, CTE Counselor for Student Follow-up

CTE Teacher Assists in Finding a New Job Assignment for Student

Findings & Action, if Warranted

Cooperating Employer Contacts Title IX Coordinator

CTE Coordinator notifies CTE Teachers of any new workplaces that are not allowed for MUSD Practicum Students

CTE Coordinator notifies AO Curriculum

Revised August 2012
DRUG & ALCOHOL TESTING PROGRAM FOR DISTRICT CDL DRIVERS
(Use of Illicit Drugs/Alcohol – DH/DHE/DI)

The following guidelines have been established to allow Mesquite ISD to be compliant with the Federal Department of Transportation (DOT) regulations regarding alcohol and drug testing for District CDL drivers. The District may conduct alcohol/drug tests without a warrant and without individualized suspicion (i.e., random testing); when the test serves special governmental needs that outweigh the individual’s privacy expectation. *Skinner v. Railway Labor Executives Ass’n, 489 U.S. 602, 109 S.Ct. 1402 (1989)*; *National Treasury Employees Union v. Von Raab, 489 U.S. 656. 109 S.Ct. 1384 (1989)*

Random alcohol and drug testing of employees in “safety-sensitive” positions may be permissible when the intrusiveness of the search is minimal and the Board is able to demonstrate that the drug-testing program furthers its interest in ensuring the physical safety of students. “Safety-sensitive” positions include those that involve the handling of potentially dangerous equipment or hazardous substances in an environment including a large number of children. *Aubrey v. School Board of LaFayette Parish, 148 F.3d 559 (5th Cir. 1998)*

The District has established an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of commercial motor vehicles, including school buses. The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions.

The Administrative Officer of Transportation shall have the responsibility for managing the District’s compliance with the DOT drug/alcohol testing program. However, the administrator of any department affected by DOT regulations as further discussed below must document compliance within their respective departments.

A commercial motor vehicle is defined as a motor vehicle used to transport passengers or property that:

1. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
2. Has a gross vehicle weight rating of 26,001 or more pounds; or
3. Is designed to transport 16 or more passengers, including the driver. *49 CFR 382.107*

The District shall conduct testing, in accordance with federal regulations, of commercial motor vehicle operators for use of alcohol or a controlled substance that violates law or federal regulation. *49 U.S.C. 2717; 49 CFR Part 382*. The District shall ensure that all alcohol or controlled substances testing conducted under 49 CFR Part 382 complies with the procedures set forth in 49 CFR Part 40. *49 CFR 382.105*

Required testing includes pre-employment, post-accident, random, reasonable suspicion, return-to-duty and follow-up testing. No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substances test or a return-to-duty or follow-up alcohol or controlled substances test. The District shall not permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions. *49 CFR 382.211, 382.309*
The following conduct constitutes violation of District policy:

1. Refusing to submit to a required test for alcohol or controlled substances.
2. Testing positive for alcohol, at a concentration of 0.04 or above, in a post-accident test.
3. Testing positive for controlled substances in a post-accident test. The following table depicts the circumstances under which the District is required to perform a post-accident alcohol or controlled substances test, in accordance with 49 CFR 382.303 (a).
4. Testing positive for alcohol, at a concentration of 0.04 or above, in a random test.
5. Testing positive for controlled substances in a random test.
6. Testing positive for alcohol, at a concentration of 0.04 or above, in a required follow-up test.
7. Testing positive for controlled substances in a required follow-up test.
8. Testing positive for alcohol, at a concentration of 0.04 or above, in a reasonable suspicion test.

<table>
<thead>
<tr>
<th>Type of Accident Affected</th>
<th>Citation Issued?</th>
<th>Test must be Performed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human fatality</td>
<td>YES</td>
<td>YES</td>
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<tr>
<td></td>
<td>NO</td>
<td>YES</td>
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<tr>
<td>Bodily injury with immediate medical treatment away from the scene</td>
<td>YES</td>
<td>YES</td>
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<td></td>
<td>NO</td>
<td>NO</td>
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<tr>
<td>Disabling damage to any motor vehicle requiring towing away</td>
<td>YES</td>
<td>YES</td>
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<td></td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

The District shall provide educational materials that explain the federal requirements and the District’s policies and procedures with respect to meeting these requirements and shall ensure that a copy of these materials is distributed to each driver prior to the start of alcohol and controlled substances testing under this policy and to each driver subsequently hired or transferred into a position that requires driving a commercial motor vehicle. Written notice to representatives of employee organizations of the availability of this information shall also be provided. The materials to be made available to drivers shall include detailed discussion of at least the following:

1. The identity of the person designated by the District to answer driver questions about the materials.
2. The categories of drivers who are subject to the provisions of 49 CFR Part 382.
3. Sufficient information about the safety-sensitive functions performed by those drivers to make clear what period of the workday the driver is required to be in compliance with 49 CFR Part 382.
4. Specific information concerning driver conduct that is prohibited by 49 CFR Part 382.
5. The circumstances under which a driver will be tested for alcohol and/or controlled substances under 49 CFR Part 382.
6. The procedures that will be used to test for the presence of alcohol and controlled substances, protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver.
7. The requirement that a driver submit to alcohol and controlled substances tests administered in accordance with 49 CFR Part 382.
1. An explanation of what constitutes a refusal to submit to an alcohol or controlled substances test and the attendant consequences.

2. The consequences for drivers found to have violated 49 CFR Part 382 including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures under 49 CFR Part 40, Subpart O.

3. The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04.

4. Information concerning the effects of alcohol and controlled substances use on an individual’s health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver’s or a coworker’s); and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program, and/or referral to management.

The District may contract with outside consultants and contractors to secure the testing services, educational materials, and other components needed for this DOT program. Under such contract, the District shall be responsible for implementing, directing, administering, and managing the alcohol and controlled substances program within the DOT guidelines. The District shall serve as the principal contact with the laboratory and for collection activities in assuring the effective operation of the testing portion of the program.

Only supervisors specifically trained in accordance with federal regulations may, based upon reasonable suspicion, remove a driver from a safety-sensitive position and require testing for alcohol and/or controlled substances. The determination of reasonable suspicion shall be based on specific observations of the appearance, behavior, speech, or body odors of the driver whose motor ability, emotional equilibrium, or mental acuity seems to be impaired. Such observations must take place just preceding, during, or just after, the period of the workday that the driver is on duty. The observations may include indication of the chronic and withdrawal effects of controlled substances. Within 24 hours of the observed behavior, the supervisor shall provide a signed, written record documenting the observations leading to a controlled substance reasonable suspicion test.

In addition to the consequences established by federal law, a District employee confirmed to have violated the District’s policy pertaining to alcohol or controlled substances shall be subject to District-imposed discipline, as determined by his or her supervisor(s) and the Superintendent. Such discipline may include any appropriate action from suspension without pay during the period of removal from safety-sensitive functions, up to and including termination of employment. In cases where a driver is also employed in a non-driving capacity by the District, disciplinary action imposed for violation of alcohol and controlled substances policies shall apply to the employee’s functions and duties that involve driving. Additionally, upon recommendation of the employee’s supervisor, disciplinary measures up to and including termination of employment with the District may be considered.

A driver tested under this policy and found to have an alcohol concentration of 0.02 or greater, but less than 0.04, shall be suspended without pay from driving duties for 24 hours. Subsequent violation may subject the driver to termination in accordance with Board policy.

**Bus Drivers Only** - Separate from the drug testing program outlined above, under the Texas Administrative Code, Title 37 Part 1 Chapter 14 Subchapter B Rule §14.12 *Medical Qualifications*, annual physical examinations must be completed for each school bus driver. The results of the examination shall be noted on the Texas Department of Public Safety form—*Medical Examination Report for School Bus Drivers*—dated for the current school year, which lists those physical and mental conditions for which the examining physician is directed to disqualify an applicant according to Figure 1: §14.1(1) of this Title.

**All Other District CDL Drivers** – Separate from the drug testing program outlined above, under 49 CFR 391.41 *Physical Qualification for Drivers*, and as expounded upon by the Federal Motor Carrier Safety Regulations, all CDL drivers must successfully complete a Driver Fitness Medical Examination. A Medical Examination Report [649-F (6045)] is completed along with a Medical Examiner’s Certificate [as stated in 49 CFR 391.43(h)]. Under current regulations, the certificate is valid for two (2) years, unless the driver has a medical condition that does not prohibit driving, but does require more frequent monitoring. In such situations, the medical certificate will be issued for a shorter period of time. The Certificate is to be carried at all times by the driver when operating a commercial vehicle.
Employee AUP

Mesquite Independent School District
COMPUTER RESOURCES AND NETWORK SERVICES
ACCEPTABLE USE GUIDELINES
(Electronic Communications Use – CQ/DH)

Access to computer resources and network services is a privilege available to employees and other designated individuals of the Mesquite Independent School District (MISD). These services are a vital asset for accessing vast, diverse and unique resources. Our goal in providing these resources is to promote educational excellence in MISD by facilitating communications for resource sharing, collaborative work and innovation.

MISD has taken precautions to restrict access to controversial information with the use of filtering software. However, it is impossible to control all materials and an industrious user may discover inappropriate resources. The District believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may discover material that is not consistent with the educational goals of the District.

The terms and conditions listed below are provided so that users are aware of the privileges and the responsibilities related to network use. Efficient, ethical and legal utilization of the network resources is expected. The District, in its sole discretion, has the right to determine who is, or is not, given access to the MISD communication systems.

Rules of Acceptable Use

A. General Use

- The use of an account must be in support of education and research and be consistent with the educational objectives of the Mesquite Independent School District.
- Personal use of the Internet and E-mail system must be limited during the school or work day.
- Accessing inappropriate or blocked Internet sites could result in loss of Internet privileges.
- Personal websites/social networking and professional web teaching tools must be kept completely separate and never linked.
- System users shall keep their passwords confidential.
- System users may not use another person’s system account or E-mail account.
- Attempts to log into any computer network beyond the user’s authorized level of access may result in immediate cancellation of user privileges or other disciplinary action.
- Employees may not allow students to access the network through an employee account.
- Employees are required to take all necessary measures to protect district maintained data. This data is protected by SBEC guidelines and Federal privacy law (FERPA).
- Employees should not utilize district E-mail for a “primary” contact for personal online matters (i.e., bank statements, billing, online purchase tracking).
- MISD encourages teachers to move their teaching and learning into the 21st Century by using Web 2.0 tools. Teachers may utilize either commercially available web tools or internally hosted tools. Regardless of the tool set (MISD or other), Mesquite ISD’s Web Teaching and Learning Guidelines must be followed: Visit MISD Technology Resources http://sites.google.com/a/mesquiteisd.org/technology-resources/home/technology-expectations/web-based-teaching-and-learning/web-teaching-and-learning/step-1-web-expectations-for-teachers) for additional information.
- When an employee sends a personal E-mail, especially if the content of the E-mail could be interpreted as an official agency statement, the employee should use a disclaimer such as the following at the end of the message: “This E-mail contains the thoughts and opinions of (employee name) and does not represent official Mesquite ISD policy.”
B. Internet/Electronic Communications Use

- Electronic media and communications such as files, Internet use and E-mail are not private. Network administrators may review electronic communications and logs of Internet sites visited to verify appropriate use. In addition, E-mail and electronic files are subject to provisions of the Texas Public Information Act.
- Teachers who create Web learning environments must monitor their students’ activities to ensure compliance with the student Acceptable Use Policy (AUP) as published in the Code of conduct.
- Do not reveal personal information of others.
- All communications and information accessible via the network should be assumed to be private property subject to copyright regulations.
- If a user identifies or has knowledge of a security problem on the network, the user must notify the building principal immediately. The security problem should not be shown or demonstrated to other users.
- Photos of students are permitted; publicly accessible wiki, blog, discussion forum or web pages must not include any student identifying information: i.e., location, names, phone numbers, photos with names or location in their Web publications or posts.

C. Computer Ethics

- Transmission of any material in violation of any U.S. or state law is prohibited. This includes, but is not limited to copyrighted material, harassing, threatening or obscene material or material protected by trade secret. Illegal activities and messages in support of illegal activities are strictly prohibited.
- Use for commercial activities is not acceptable. MISD E-mail accounts should not be utilized to sell personal property.
- Use for product advertisement or political lobbying is also prohibited.
- Do not use the network in such a way that would disrupt the use of the network by other users (e.g., uploading and/or downloading huge files using prime time; subscribing to commercial E-mail services for personal use; sending frivolous mass E-mails such as chain letters, annoying other users electronically).
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, the MISD network or other networks that are connected to the MISD services. This includes, but is not limited to the uploading or creation of computer viruses.
- Violation of the AUP could result in disciplinary action including denied access to MISD network services, change in employment status or possible termination.
- All Web pages created for a MISD Web site must be submitted to the campus principal or designee for approval and can be posted only on the campus Web Master.
- When communicating electronically (web, texting, email, etc.), be aware that typed words can be misinterpreted and taken out of context. Professional language must be maintained at all times.

Disclaimer of Liability

The MISD offers no warranties of any kind, whether expressed or implied, for the services provided. The District will not be responsible for damages suffered, such as loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by the District’s or user’s errors or omissions. Use of any information obtained via the MISD network is at user’s own risk. MISD has no claim for the accuracy or quality of information obtained through network services.

Mesquite Independent School District

Campus _________________________________________________________
Employee _______________________________________________________  

I have received a copy of the Revised Employee Acceptable Use Policy.

Signature _______________________________________________________
Date ____________________________________________________________
1. Introduction

This program implements the school district’s policy in accordance with the Public Employer Community Right to Know Act and the Texas Hazard Communication Act.

All employees shall have the right to know what hazardous chemicals they are exposed to at work and what measures they can take to mitigate the harmful effects of such exposures.

2. References

The Texas Public Employer Community Right to Know Act (PCRA), Texas Hazard Communication Act Revised 1993, Chapter 506 of the Texas Health and Safety Code and the Superfund Amendments and Reauthorization Act (SARA) Title III.

3. Definitions

A hazardous chemical is any chemical acquired or purchased by the school district that is designated as such by State or Federal rules and regulations and is required to have a Material Safety Data Sheet (MSDS). This definition includes chemicals purchased locally or procured through the Purchasing/Warehouse Department.

4. Applicability

This implementation plan applies to every employee who is exposed to hazardous chemicals as a result of their work assignments and by those departments and schools who handle, store or use hazardous chemicals.

5. Responsibilities

a. The Risk Management Department (Administrative Officer-Operations/Risk Management, Risk Management/Operations Manager and Safety Officer) has been appointed to administer the HAZCOM program for MISD.

b. Other individuals responsible for carrying out the District’s hazard communication program include, but are not limited, to the following:

   Administrative Officer - Risk Management/Operations
   Administrative Officer - Facilities Management
   Administrative Officer - Purchasing/Food & Nutrition Services
   Administrative Officer - Transportation
   Director - Food & Nutrition Services
   Coordinator - Science and Health Curriculum
   Campus Principals and District-wide Department Heads

c. The Risk Management Department shall be responsible for:

1) coordinating the Hazard Communication Program overall
2) supplying the proper employee postings throughout the District
3) providing guidance and coordination for implementing the program
4) maintaining a master copy of all Material Safety Data Sheets (MSDSs)
5) compiling and submitting the annual Tier Two report as appropriate
6) coordinating HAZCOM training to both new employees and current employees requiring additional training
7) assisting in chemical accident investigations as appropriate
8) assisting in the coordination of chemical disposal as appropriate
9) facilitating the inventory of chemicals at each campus and support department
10) facilitating the acquisition and distribution of MSDS Program Manuals to each campus and support department
11) reporting to the Assistant Superintendent-Business Services on activities related to the Hazard Communication Program as appropriate.

d. The Administrative Officer for Facilities Management shall be responsible for:
   1) coordinating chemical waste disposal generated by Facilities Management, with appropriate transporting contractor.
   2) ensuring department employees are attending HAZCOM training as appropriate
   3) ensuring that all chemical products received or stored at various locations under this jurisdiction are properly labeled and stored
   4) ensuring that the District’s asbestos program and training is being maintained according to appropriate regulations
   5) conducting an annual inventory of stored chemicals in all departments under their authority
   6) reporting to the Assistant Superintendent-Business Services on activities related to the Hazard Communication Program as appropriate

e. The Administrative Officer for Facilities Management shall be responsible for:
   1) requiring MSDSs on each purchase order for chemical products and with each chemical product purchased
   2) obtaining the MSDSs for each chemical purchased for the master MSDS file
   3) routing the MSDSs to the Risk Management Department upon receipt

f. The Administrative Officer for Risk Management/Operations shall be responsible for:
   1) ensuring department employees are attending HAZCOM training as appropriate
   2) ensuring that all chemical products received or stored at the Warehouse are properly labeled and stored
   3) conducting an annual inventory of stored chemicals in all areas under their authority

g. The Administrative Officer for Transportation shall be responsible for:
   1) coordinating chemical waste disposal assignment with the appropriate contractor
   2) ensuring department employees are attending HAZCOM training as appropriate
   3) ensuring that all chemical products received or stored at this location are properly labeled and stored
   4) conducting an annual inventory of stored chemicals in all areas under their authority

h. The Director of Food and Nutrition Services shall be responsible for:
   1) ensuring department employees are attending HAZCOM training as appropriate
   2) ensuring that all chemical products received or stored at each cafeteria location are properly labeled and stored
   3) conducting an annual inventory of chemicals in all cafeteria areas
   4) updating cafeteria MSDS notebooks on an annual basis (adding and deleting pages as appropriate)

i. The Coordinator of Science and Health Curriculum shall be responsible for:
   1) coordinating classroom/laboratory chemical waste disposal assignments with appropriate transporting contractor

j. The Campus Principals and District-wide Department Heads shall be responsible for:
   1) coordinating chemical waste disposal assignments with the Facilities Management or Rick Management Department as appropriate
   2) ensuring campus/department staff are attending HAZCOM training as appropriate
   3) ensuring that all chemical products received or stored at various locations under each jurisdiction are properly labeled and stored and that proper employee postings are visible WITHOUT OBSTRUCTION in appropriate work areas
4) conducting an annual inventory of chemicals at all locations and reporting findings to the Risk Management Department
5) obtaining and maintaining an MSDS notebook and keeping it updated as directed and appropriate
6) reporting all chemical incidents/accidents to the Risk Management Department
7) investigating all chemical incidents/accidents at the work site that involved hazardous chemicals

6. Reporting Requirements

a. By a deadline established by Risk Management, each department or school campus that handles, stores or uses hazardous chemicals shall forward a chemical inventory list to the Risk Management Department.
b. The Risk Management Department is responsible for preparing and sending the District’s annual Tier Two Report to the Texas Department of Health by their published deadline. The Risk Management Department shall forward copies of the Tier Two Report to the Mesquite Fire Chief, the Dallas County Fire Marshall and the Local City Emergency Planning Committee.
c. Accidents involving chemical exposures must be reported to the Risk Management Department, who shall:
   1) Notify the Texas Department of Health within 48 hours if the accident involves asphyxiation, or results in a fatality to one or more employees, or results in the hospitalization of five or more employees.
   2) Report to the Texas Department of Health the circumstances of the accident, the number of fatalities and the extent of any injuries.
d. Copies of Chemical Lists shall be made available to the public, representatives of the Texas Department of Health, local fire departments and others, upon request.

7. Training Requirements

The Risk Management Department shall develop Hazard Communication training materials.

a. These materials shall be appropriate for each campus and support department based on number and type of chemicals or chemical categories used and the duration and frequency of use.
b. Annually, the Risk Management Department shall facilitate the appointment of individuals at each campus and support department who shall be responsible for scheduling and conducting training sessions at their appropriate work sites.
c. The major instructional elements of all training programs shall include:
   1) purpose and applicability of the Texas Hazard Communications Act
   2) an employee’s right to know about the hazardous materials under the Public Employer Right-to-Know Act
   3) how to read a Material Safety Data Sheet (MSDS)
   4) the location of the MSDS binder assigned to the work site
   5) how to read hazardous chemical labels
   6) how to handle hazardous chemicals
   7) how to respond to a hazardous chemical incident
d. Training shall be presented to all new employees prior to any exposure to chemicals in their work place.
e. Refresher training for current employees shall be conducted as appropriate or prior to the use of a new hazardous chemical product.
f. Copies of all training log sheets shall be sent to the Risk Management Department and retained for five (5) years. Information on these rosters shall include:
   1) dates training was conducted
   2) signature list of employees attending
   3) name of instructor(s)
8. Chemical Waste Disposal:

Hazardous chemicals shall be disposed only by certified and trained individuals. The Risk Management Department shall assist in the coordination of chemical disposal as appropriate.

9. Additional Comments:

a. Failure to comply with the Texas Hazard Communications Act and the Public Employer Right-to-Know Act may result in both criminal and civil penalties.

b. Questions concerning hazardous chemical handling procedures or training should be directed to the Risk Manager or the Safety Officer.

c. It is recommended that all chemicals should be obtained through formal purchasing channels. All hazardous chemicals brought from home or purchased from other sources must be approved by the building administrator. The chemical must have a copy of the MSDS, be properly labeled and reported to the Risk Management Department.
PROFESSIONAL CONSULTATION AGREEMENT

Parties To This Agreement
The Board of Education of the Mesquite Independent School District (hereinafter referred to as the Board) and members of the Mesquite Education Association (hereinafter referred to as the Association) recognize that teaching is a profession and believe that the educational opportunities for the children of the District are enhanced and of a higher quality when channels of communication are open and when harmonious working relations exist between the Board, the administration and the teaching staff.

In order to effectuate the provisions of Senate Bill 72, Chapter 270, Acts Regular Session Sixtieth Legislature, this Professional Consultation Agreement has been prepared cooperatively by the Association, the Superintendent and the Board for adoption by each and the execution of this instrument evidences the agreement of each such party to the procedures and principles herein set forth.

Purpose
The purpose of this agreement is to set forth a recognized procedure whereby the Association, the Superintendent and the Board shall work together jointly in developing educational policies and communication procedures.

It is mutually agreed that:
- The Board of Education, under law, has the final responsibility for establishing policies for the District.
- The Superintendent and the administrative staff have the responsibility for carrying out the policies established. The staff includes the associate superintendent, assistant superintendents, administrative officers, principals, assistant principals, directors, coordinators, facilitators, supervisors, counselors and registrars.
- The professional teaching staff has the direct responsibility for providing the best possible education in the classroom through initiation and development of educational policy in cooperation with the administrative staff and the Board. The professional teaching staff is the classroom teacher.

Recognition
The Board recognizes the Association as the representative of the teaching and administrative staff as long as the Association can validate a membership roll of a majority of the total staff.

The recognized Association may not discriminate in its membership on the basis of race, creed, sex, marital status, grade level or subject field.

Procedures
Association requests for consultation with the Board shall be made by the president of the Association at the direction of the executive committee through the Superintendent. Board requests for consultation shall be made by the president of the Board or a majority of the Board through the Superintendent to the president of the Association. The Superintendent’s requests for consultation shall be made to the president of the Association and/or to the Board. All requests shall be made in writing stating the reasons for the requests and suggested date for meeting.

The Board and Superintendent agree to furnish the Association, upon request, information needed in making recommendations for the improvement of the educational program.

The Association agrees to furnish, upon request to the Board and Superintendent information gathered by the Association for the improvement of the educational program. A mutually agreed upon length of time shall be given for the gathering of the requested information.

The Board and the Association shall agree to the appointment of an ad hoc study committee to research, study and make recommendations. This committee shall be composed of five persons mutually agreed upon by the Board and Association.
The areas for consultation include curriculum, personnel policies, staff development, salaries, contracts, dismissal procedures and leaves of absence. Other areas shall be included by mutual agreement only.

**Impasse**

If an agreement is not reached during consultation between the Superintendent and the Association, and members of the Board have not participated directly in the deliberation, the Association and/or the Superintendent may request the Board to authorize the appointment of panel; the Board shall authorize such action. The panel will be composed of two members named by the Association, two members named by the Superintendent with approval of the Board and a fifth member mutually agreed upon, who shall serve as coordinating chairman. After the advisory panel has compiled its report, it may be presented to the Board jointly by the Association and the Superintendent or by either party. Any party in disagreement shall have the right to present separate reports to the Board.

The advisory panel shall report within a time specified and agreed upon by all parties concerned. The panel’s report shall be made available to all parties.

All parties concerned recognize that this consultation agreement shall not become a part of an employment contract and/or personal file of any personnel of Mesquite Independent School District. The stated areas of consultation set forth in this agreement shall in no way vary, alter, add to or diminish the rights of the parties to any employment contract with Mesquite Independent School District and its employees.

All parties concerned recognize that under Texas law the Board shall have and exercise the exclusive control of the Mesquite Independent School District. This procedure in no way attempts to alter or diminish such statutory authority. Final decisions are made by the Board.

**Articles:**

Agreements reached as hereinabove provided will be attached as Articles.

**Duration:**

The provisions of each Article attached hereto shall be effective as of the date affixed to each Article and shall continue in full force until revised. Either party desiring changes in this agreement shall notify the other party in writing at least third (30) days prior to April 1 of any year. Changes may be made at any time by mutual consent.

**ATTEST:**

SUPERINTENDENT OF SCHOOLS
MESQUITE INDEPENDENT SCHOOL DISTRICT

(s) Ralph H. Poteet
Date June 23, 1970

MESQUITE EDUCATION ASSOCIATION

(s) Joan Wise
(s) Calvin M. Morgan
(s) Lois Willingham
(s) Kenneth Price
(s) John D. Horn
(s) Rita Crump
(s) Sheila Jackson (s) W. T. Ponder

[Education Code 11.151, 21.408]
STUDENT WELFARE - BULLYING
Policy FFI (Local)

Note: This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

BULLYING PROHIBITED
The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DEFINITION
Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or

2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and

2. Interferes with a student's education or substantially disrupts the operation of a school.

EXAMPLES
Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

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

EXAMPLES
Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

FALSE CLAIM
A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
<table>
<thead>
<tr>
<th><strong>TIMELY REPORTING</strong></th>
<th>Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REPORTING PROCEDURES</strong></td>
<td>To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.</td>
</tr>
<tr>
<td><strong>STUDENT REPORT</strong></td>
<td>Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.</td>
</tr>
<tr>
<td><strong>EMPLOYEE REPORT</strong></td>
<td>A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.</td>
</tr>
<tr>
<td><strong>REPORT FORMAT</strong></td>
<td>The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.</td>
</tr>
<tr>
<td><strong>PROHIBITED CONDUCT</strong></td>
<td>The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.</td>
</tr>
<tr>
<td><strong>INVESTIGATION OF REPORT</strong></td>
<td>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.</td>
</tr>
<tr>
<td><strong>CONCLUDING THE INVESTIGATION</strong></td>
<td>The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.</td>
</tr>
<tr>
<td><strong>NOTICE TO PARENTS</strong></td>
<td>If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.</td>
</tr>
<tr>
<td><strong>DISTRICT ACTION BULLYING</strong></td>
<td>If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.</td>
</tr>
</tbody>
</table>
DISCIPLINE
A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

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

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

TRANSFERS COUNSELING
The principal or designee shall refer to FDB for transfer provisions. The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

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

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

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

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

ACCESS TO POLICY AND PROCEDURES
This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.
FORMS
Periodically, information concerning District employees is requested by the public. The Public Information Act requires the District to release information regarding name, salary, dates of employment, title, etc. to the public. Employees may choose to keep their address, phone numbers, Social Security number and information that reveals whether they have family members private.

This choice must be made within 14 days of hire or the information is subject to public access. Employees may choose to open or close access to this information at any time by submitting a written statement to the Administrative Officer – Personnel.

Employee Information:

Name __________________________________________ Employee ID#: _____________________

Home Address ______________________________________________________________________

Home Phone Number __________________________________________________________________

Election to Close or Open Public Access:

__________ I elect to close public access to my home address, telephone number, Social Security number and information on family members.

__________ I elect to open public access to my home address, telephone number, Social Security number and information on family members.

Signature __________________________

Date ______________________________
Mesquite Independent School District
Professional Staff Request for Transfer

Name: ___________________________ Campus: ___________ Date: ___________

Beginning date of employment: ___________________ Empl# _____________________

Present Assignment

Circle grade level(s) and complete current assignment:

Elementary: Pre-K K 1 2 3 4 5 6
Other (art, music, etc.): ______________________________

Secondary: 6 7 8 9 10 11 12
Subject(s): _______________________________________

All Level Assignment (K-12): __________________________
Area of Specialization: ________________________________

Transfer Position Requested

Elementary: Grade Level(s) or area _______________________
Secondary: Subject area(s) ______________________________
Campus preference: ________________________________
Certification: List all certifications _______________________

________________________________________________________________________

Additional Information: ______________________________________

________________________________________________________________________

I have read and understand the procedures for requesting a transfer. I understand that a voluntary transfer will not affect my district tenure but will affect my building tenure.

Employee’s Signature __________________________ Date ____________
Principal’s Signature ___________________________ Date ____________

Note: Due to Personnel Office by March 1.

Return original copy to Personnel Office
Yellow copy-Retain for your files
Mesquite Independent School District
Paraprofessional Transfer Request

Name _____________________________________        Campus ________________________

Beginning Date of Employment _________________ Employee # _______________________

(Circle)
          Elementary                      Middle School                      High School

Area(s) of responsibility (ex. special education-CMC; overload aide-third grade; etc.):

______________________________________________________________________________

______________________________________________________________________________

(Circle)
          Elementary                      Middle School                      High School

Campus Preference: _____________________________________________________________

Assignment Preference: __________________________________________________________

Employee’s Signature: __________________________________________________________

Principal’s Signature: __________________________________________________________

Date: _________________________________________________________________________

Due to Personnel Office by March 1.

Return original copy to Personnel Office

Yellow copy – Retain for your files
RESIGNATION FROM EMPLOYMENT
Mesquite Independent School District

To: Director – Personnel Services

From: _________________________ Date: _________________________
(Print or type employee name)

Employee Mailing Address:

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

Employee ID#: _________________________

I hereby resign employment with Mesquite ISD:

EFFECTIVE DATE: _________________________

TITLE OR POSITION: _________________________

GRADE OR SUBJECT: _________________________

SCHOOL/LOCATION: _________________________

Please check the reason for resigning from Mesquite ISD. If your reason is different from those listed, please explain in the space below checklist:

_____ Took a job/position in _________________________
_____ Moving out of state
_____ Retiring
_____ Spouse has been relocated
_____ Resigned from leave
_____ Master’s degree requirement
_____ Failure to meet certification requirements
_____ Job dissatisfaction
_____ Leaving the profession
_____ Pursue other opportunities
_____ Other: ______________________________________

Please mail my teaching credentials to: ______________________________________

________________________________________________

Employee’s Signature

Yellow copy – Employee
White copy – Personnel
Fax: 972-882-7584
MESQUITE INDEPENDENT SCHOOL DISTRICT
Exit Interview

Name__________________________________ Dates employed______________________

Position________________________________ Department/campus______________________

Forwarding Address______________________________________________________________
                                                                                      
Phone ____________________________________________

Check appropriate type of termination:

☐ Dismissal ☐ Retirement
☐ Non renewal ☐ Reduction in force
☐ Resignation ☐ Extended disability
 ______ with notice ☐ Other ________________________________
 ______ without notice

Check all reasons for leaving (to be completed for all voluntary resignations):

☐ Moving from District ☐ Family circumstances ☐ Took a new position
☐ Returning to school ☐ Dissatisfied with type of work
☐ Other: ____________________________________________________________

Comments: ________________________________________________________________
                                                                                      
                                                                                      
                                                                                      
Checkout procedures (where applicable, review and discuss the following items):

☐ Health insurance ☐ District property
☐ Group life insurance ☐ Keys ☐ Other
☐ Disability insurance __ Books __ Equipment
☐ Unemployment insurance
☐ Authorization for release of employment information

Comments ________________________________________________________________
                                                                                      
                                                                                      
                                                                                      

120
Employee questionnaire (to be completed by the employee):

<table>
<thead>
<tr>
<th>Please rate your experience with the supervisor</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working relationships with your supervisor</td>
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<tr>
<td>Cooperation within department</td>
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<tr>
<td>Cooperation with other departments</td>
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<tr>
<td>Adequacy of orientation and training</td>
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<td>Workload</td>
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<tr>
<td>Physical working conditions</td>
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<td>Availability of materials and equipment</td>
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<td>Evaluation procedures</td>
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<td>Recognition on the job</td>
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<td>Employee benefits</td>
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<td>Communication within the District</td>
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<td>Central administration support</td>
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<tr>
<td>Community support for District</td>
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<tr>
<td>Overall experience</td>
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<td>Additional comments:</td>
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</tbody>
</table>

What did you like about your experience as a District employee?
________________________________________________________________________
________________________________________________________________________

What did you dislike about your experience as a District employee?
________________________________________________________________________
________________________________________________________________________

Do you have any comments or suggestions to improve the District?
________________________________________________________________________
________________________________________________________________________

Would you recommend the District to others as a place to work?

☐ Yes  ☐ Yes, with reservations  ☐ No

Why?
________________________________________________________________________
Memorandum
Mesquite Independent School District
Mesquite, Texas

To: Professional Personnel

Re: Master's Pay Program
Lump Sum Payment

In 1990, a committee appointed by MEA made a recommendation to the administration in regard to payment for the master's degree. Because of limited funds, the district could not implement the program until the 1992-93 school year. The Master's Pay Program will continue this year. The conditions which could make you eligible for the $6,500 (Masters) or $3,500 (if Master's degree received prior to September 1, 1985), or completion of 24 or 12 hours toward Masters degree are:

1. Completion of the master's since last year.
   Lump sum payment for master's degree is paid in September. If an employee has completed his/her master's, a Master's Degree Pay Program Application Form should be completed and returned to the Personnel Office by the date stated on the application form. This form may be obtained from the school secretary or by contacting the Personnel Office. The master's payment will be subject to appropriate deductions made on the employee's September payroll check. The amount paid will be less any tuition reimbursement that the employee has previously received. (Example: Beginning balance $6,500 minus $3800 received from tuition reimbursement equals $2,700 ending balance. Remember this ending balance of $2,700 will be subject to appropriate deductions). Before payment will be made, an official transcript indicating the degree and date degree was conferred must be sent to the Personnel Office.

2. Completion of 12 or 24 hours toward the master's since last year.
   If you have completed 12 or 24 hours, you may chose to receive a lump sum payment in September. However, this amount is also subject to the appropriate deductions. (Remember, you can only be paid once for the same hours. Therefore, if master's; they must be hours accumulated for which you have not been previously compensated).

   A Form should be completed and returned to the Personnel Office by the date stated on the application form. This form can be obtained from the school secretary or by contacting the Personnel Office. This payment is paid over a period of three years in equal payments totaling $6,500.
   (Example: If the new employee has not received any payment from their $6,500 master’s money, for three years the employee would receive $2,167 subject to appropriate deductions.
   The employee can elect the type of payment. Payment can be made in one lump sum on September payroll check or it can be divided over 12 months). It is the employee’s responsibility to complete the appropriate application form each year until the total master’s payment of $6,500 has been paid to the employee.

OR

If the employee does not want payment over a three-year period, the employee may elect to receive the total stipend of $6,500 subject to appropriate
deductions in one payment. However, if the employee chooses this option, this payment will not be made until the employee’s third year of service with Mesquite ISD.

(4) Being a new employee of MISD with a master’s degree with the master’s completed prior to September 1, 1985.

A Master’s Degree Pay Program Application Form should be completed and returned to the Personnel office by the date stated on the form. This form can be obtained from the school secretary or by contacting the Personnel office. This payment is paid over a period of three years in equal payments totaling $3,500. (Example: If the new employee has not received any payment from their $3,500 master’s money, for three years the employee would receive $1,167 subject to appropriate deductions. The employee can elect the type of payment. Payment can be made in one lump sum on the September payroll check or it can be divided over 12 months). It is the employee’s responsibility to complete the appropriate application form each year until the total master’s payment of $3,500 has been paid to the employee.

OR

If the employee does not want payment over a three-year period, the employee may elect to receive the total stipend of $3,500 subject to appropriate deductions in one payment. However, if the employee chooses this option, this payment will not be made until the employee’s third year of service with Mesquite ISD.

(5) Those hired after May 2006 who received the master’s stipend must commit to employment with the district for two (2) years beyond the completion of the degree or refund the amount received at the rate of one-half (1/2) for each year not served.

In addition, employees in this category who are granted masters tuition reimbursement but fail to complete the degree, will be expected to refund the amount received upon separation if the length of employment is less than five years.

If you believe you qualify for this program, please get a copy of the application from your principal and return to the secretary in the office of the Assistant Superintendent – Personnel located in the Curriculum Building by August 14.

Master’s degree guidelines:

* An official transcript must be on file to receive any payment. If you are receiving lump sum payment, the transcript must have the degree conferred and the date stamped on the transcript.
* The maximum amount of the Master’s Pay Program is $6,500 including tuition reimbursement.
* For new employees who received their master’s degree after September 1, 1985, three years of service in MISD must be completed to receive the $6,500 total.
* For new employees who received their master’s degree prior to September 1, 1985, three years of service must be completed in MISD to receive $3,500.
* You may receive the master’s payment in a lump sum in the September check or you may have the payment spread over 12 months.
Application for Tuition Reimbursement for College Course Toward Master's Degree
Questions regarding Tuition Reimbursement can be referred to:
Secretary-Asst. Supt. Personnel (972) 882-7347 Fax (972) 882-7301

Name

School Campus

Home Address

Employee ID# University Attending

City, State and Zip Code

Reimbursement Guidelines
1. The college hours must be toward master's degree to meet the district's ten-year requirement.
2. A receipt from the university for the hours you are taking must be attached to this form. If the receipt does not indicate the courses and the term for which you are registered, please attach the registration sheet as well. (However, if you are registered by the TRAX system, you will not have a receipt. If this is the case, please indicate on this form what course number and course you have registered for so there will not be a delay in processing your request.)
3. Grade reports or a copy of your transcript must be submitted to verify the completion of the course work. An official transcript with the date masters conferred indicated on the transcript must be submitted to our office when you have completed your degree. This transcript will become part of your personnel file.
4. The request for reimbursement must be made before the end of the semester in which the course work has been taken (fall, spring, mini-may, summer). Remember, if you preregister for classes, in most instances you will receive your reimbursement before payment is due to the university. However, this is not the case in the fall, but as soon as the business office can begin the next school year's budget (usually this is the first week in September), the checks will be issued; therefore, it is to your advantage to have the paperwork submitted.
5. The reimbursement is $180.00 per semester hour beginning September, 2007. Please allow two weeks after submitting your tuition reimbursement form to receive your check. Checks will be mailed during the summer months and sent via inner school mail during the school year.
6. The reimbursement applies toward the $6,500 total allocated for a master's degree, the Master's Pay Program.
7. If you receive payment for any summer courses and you do not return to MISD the following fall, any monies advanced to you for summer courses must be reimbursed to the district; those monies will be deducted from your August paycheck.
8. Those hired after May 2006 who received the master's stipend must commit to employment with the district for two (2) years beyond the completion of the degree or refund the amount received at the rate of one-half (1/2) for each year not served. (Refer to Policy 529). In addition, employees in this category who are granted master's tuition reimbursement but fail to complete the degree, will be expected to refund the amount received upon separation if the length of employment is less than (5) five years.

Mesquite ISD in cooperation with the Elementary Education and Secondary/Higher Education Departments at TAMU-Commerce have developed processes for approval of Mesquite ISD staff development for college credit. Because two reimbursement programs are offered by Mesquite ISD, Pay for Knowledge and Tuition Reimbursement for Master's Degree, participants must declare one method of reimbursement. You may not receive Pay for Knowledge and Master's Pay for the same course.

I understand that I must declare one method of reimbursement and that I may not claim from both reimbursement programs

CIRCLE ONE:

Number of Hours for Reimbursement

SEMESTER: Fall/Spring/Mini May/Summer 1 or 11/August Mini

(*Refer to Guideline #7 for Summer Sessions)

Course/Section Numbers

I have read and understand the guidelines for the Tuition Reimbursement Program.

Signature Date

Revised-August 2012
MASTER'S DEGREE PAY PROGRAM
Application Form

This form should be used when requesting payment for completion of 12 or 24 hours, master's
completed and requesting remaining balance of account, or teachers new to MISD with a master's
degree who qualify for the Master's Pay Program.

NAME: __________________________________________

Employee ID: __________________________ CAMPUS: __________________________

Please check the appropriate:

☐ Master's completed and requesting remaining balance of account. ($6,500
minus any tuition reimbursements received). We must have an official
transcript with date masters conferred indicated on the transcript before
payment can be made.

☐ Being a new employee of MISD with a master's degree conferred after
September 1, 1985. If requirements are met, this payment is paid over a period
of three years in equal payments of $2,167. It is the employee's responsibility to
complete the application form each year until the total sum of $6,500 has been
paid to the employee. This form can be obtained from the school secretary or
by contacting the Personnel Office at 972-882-7347.

☐ Being a new employee of MISD with a master's degree conferred prior to
September 1, 1985. If requirements are met, this payment is paid over a period
of three years in equal payments of $1,167. It is the employee's responsibility to
complete the application form each year until the total sum of $3,500 has been
paid to the employee. This form can be obtained from the school secretary or
by contacting the Personnel Office at 972-882-7347.

☐ 24 hours — $2,500

☐ 12 hours — $1,500

Please indicate your preference: Payment for any method indicated above will be made in the
September check.

☐ Lump Sum ☐ Spread out over 12 months

Signature: __________________________

(Remember, all monies disbursed will be subject to appropriate deductions - i.e., federal
income tax, teacher retirement, and/or Medicare, etc.)

This form should be returned to the Secretary – Assistant Superintendent - Personnel.

August 2012
Participant Contract for
Doctoral Tuition Reimbursement Program

MISD Commitment:

1. To partner with the university for the most relevant program of advanced study.
2. To sponsor a GRE prep course at no cost to the participant.
3. To offer a tuition reimbursement program for up to sixty (60) hours at approximately $180.00 per semester. Total reimbursement will not exceed $10,800.

Participants Commitment:

1. Apply and receive acceptance into the Graduate School & doctoral program.
2. Enroll in doctoral level courses as prescribed by an approved degree plan.
3. To complete the doctoral degree within a ten (10) year period.*
4. To commit employment with Mesquite ISD for three (3) years beyond the completion of the degree. **

University Commitment:

1. To provide the most relevant program of study for doctoral study.
2. To provide counsel and advisement for student success.
3. To maximize staff for appropriate student/staff ratio.
4. To work collaboratively to meet the professional development needs of MISD.
5. To make program adjustments as necessary to meet student needs.

* If a participant accepts tuition reimbursement and does not complete the degree within the ten year time limit, the employee must reimburse the tuition or provide documentation of alternative plan as accepted by university & MISD.

** If a participant drops out of the program without completing the degree and remains employed with MISD for at least three (3) years, tuition reimbursement will not be required.

Signatures:

Participant ___________________________ School District Official ___________________________

Date ___________________________ University Official ___________________________
Application for Tuition Reimbursement for College Course Toward Doctoral Degree

Questions regarding Tuition Reimbursement can be referred to:
Secretary – Asst. Supt. Personnel (972) 882-7347 Fax: 972-882-7301

Name

Address Employee

City, State, ZIP

School Campus

ID Number

University Attending

Hours

REIMBURSEMENT GUIDELINES:

1. Applicant must be an accepted candidate to a Doctoral Program. College hours must be toward a doctorate degree plan as filed with the university.

2. A receipt from the university for the hours you are taking must be attached to this form. If the receipt does not indicate the courses and the term for which you are registered, please attach the registration sheet as well. (However, if you registered by the TRAX system you will not have a receipt. If this is the case, please indicate on this form what course number and course you have registered for so there will not be a delay in processing your request.)

3. Grade reports or a copy of your transcript must be submitted to verify the completion of the course work. An official transcript with the date doctorate degree conferred indicated on the transcript must be submitted to our office when you have completed your degree. This transcript will become part of your personnel file.

4. The request for reimbursement must be made before the end of the semester in which the course work has been taken (fall, spring, mini-may, summer). Remember, if you preregister for classes, in most instances you will receive your reimbursement before payment is due to the university. However, this is not the case in the fall, but as soon as the business office can begin the next school year’s budget (usually this is the first week in September), the checks will be issued; therefore, it is to your advantage to have the paperwork submitted.

5. The reimbursement is $180.00 per semester hour. Please allow two weeks after submitting your tuition reimbursement form to receive your check. Checks will be mailed during the summer months and sent via inner school mail during the school year.

6. The reimbursement applies toward the $10,800 total allocated for a doctoral degree, for the Doctorate Pay Program.

7. As agreed upon in the doctoral contract, the participant must commit to employment with Mesquite ISD for three (3) years beyond the completion of the doctorate degree or is liable to reimburse the district for monies allocated for this degree. If a participant accepts tuition reimbursement and does not complete the degree within the ten-year time limit, the employee must reimburse the tuition or provide documentation of alternative plan as accepted by university & MISD. If a participant drops out of the program without completing the degree and remains employed with MISD for a least three (3) years, tuition reimbursement will not be required.

I have read and understand the guidelines for the Tuition Reimbursement Program toward the Doctorate Degree.

____________________  ______________________
Signature  Date

Revised August 2012
MESQUITE INDEPENDENT SCHOOL DISTRICT
Employee Absentee Report

Name ____________________________ Location ________________________

Employee No. ______________________ Number of Days _________________

Date(s) Absent ______________________ Job Title _______________________

Please check one of the following:

☐ (1) Personal illness (Five or more days may require physician’s statement)

☐ (2) Family illness (Days will be charged against accumulated sick leave and personal days)

☐ (3) Death in Family (Circle one: Spouse, Child, Mother, Father, Brother, Sister, Grandparent, Grandchildren, or other person residing in employee’s household).

☐ (4) Personal business day (Five or more consecutive days please check with supervisor)

☐ (5) School business approved by Superintendent or designee. Attach documentation allowing this absence. (Meetings, conferences, extracurricular, etc.)

☐ (6) Staff development day (District approved - workshops, seminars, etc.)

☐ (7) Jury duty/Subpoenas (Attach copy of Summons and/or Court Order)

☐ (8) Workers’ compensation (Attach approval from Risk Manager)

☐ (9) Other ____________________________ (Please specify)

☐ (10) Leaves: (Prior approval must be granted by Personnel) Circle One: Medical - Maternity - Adoption - Assault - FMLA - Military (attach orders) - Administrative - Other ____________________________

I hereby certify that the foregoing statement is true and correct.

Date ____________________________ Employee Signature ______________________

Substitute Teacher Information

Name ____________________________ Administrator Supervisor Signature ______________________

Sub ID# __________________________

Address __________________________ Phone No. __________________

128
## Mesquite ISD Workers' Compensation Program

### Employer's First Report of Injury or Illness

<table>
<thead>
<tr>
<th>A. <strong>Employee's Job Title</strong> (position):</th>
<th><strong>Employee's Department and Facility</strong> (campus):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>1a. <strong>Employee's Last Name:</strong></th>
<th>1b. <strong>First Name:</strong></th>
<th>1c. <strong>Mi:</strong></th>
<th>2. <strong>Sex:</strong> Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. <strong>Employee's SS# &amp; ID #:</strong></td>
<td>4. <strong>Phone + Area Code:</strong></td>
<td>5. <strong>Date of Birth:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SS:</td>
<td>Hm:</td>
<td>Alt:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6a. Does Employee <strong>Speak English?</strong></th>
<th>6b. If No, what <strong>Language</strong> is <strong>Spoken?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. <strong>Race:</strong> (select only one)</th>
<th>8. <strong>Ethnicity:</strong> (select only one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>Black</td>
</tr>
<tr>
<td>Asian</td>
<td>Hispanic</td>
</tr>
<tr>
<td>Native American</td>
<td>Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. <strong>Employee's Mailing Address:</strong> (street or PO Box)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>City:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. <strong>Employee's Marital Status:</strong> (select only one)</th>
<th>11. <strong>Number of Dependent Children:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Married</td>
<td>Widow</td>
</tr>
</tbody>
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<tr>
<th>12. <strong>Spouse's Name:</strong> (if applicable)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>13. <strong>Name of Treating Doctor for This Injury:</strong></th>
<th>14. <strong>Doctor's Phone + Area Code:</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>15. <strong>Date of Injury:</strong></th>
<th>16. <strong>Time of Injury:</strong> AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>17. <strong>Date Lost Time Began:</strong></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>18. <strong>Kind / Type of Injury:</strong></th>
<th>19. <strong>Body Part(s) Injured or Exposed:</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>20. Explain <strong>How</strong> and <strong>Why</strong> Injury or Illness Occurred:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>21. <strong>Was Employee Doing His/Her Job?</strong></th>
<th>22. <strong>Worksite, Location of Injury:</strong> (i.e. stairs, dock, kitchen, hallway, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>NO</td>
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</table>

<table>
<thead>
<tr>
<th>23. <strong>Name and Address Where Injury or Exposure Occurred:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bldg:</strong></td>
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<tr>
<th>24. <strong>Cause of Injury:</strong> (i.e. fall, tool, machine, tripped &amp; fell, etc.)</th>
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<tr>
<th>25. <strong>List Witnesses:</strong> (first and last name of each)</th>
</tr>
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</table>

<table>
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<tr>
<th>26. <strong>Return to Work Date:</strong></th>
<th>27. <strong>Did Employee Die?</strong> NO</th>
<th>YES</th>
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<tr>
<th>28. <strong>Supervisor's Name:</strong></th>
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<tr>
<th>29. <strong>Date Reported</strong> (to supervisor):</th>
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<tr>
<th><strong>B. Please Mark Where Applicable:</strong></th>
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<tr>
<th><strong>First Aid Only</strong></th>
<th><strong>Medical</strong></th>
<th><strong>Lost Work Time</strong> (only by order of doctor)</th>
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<tr>
<th><strong>C. Supervisor's Signature:</strong></th>
<th><strong>Date:</strong></th>
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<tr>
<th><strong>D. Employee's Signature:</strong></th>
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<tr>
<th>**<strong>Risk Mgmt Use Only</strong> **</th>
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<tr>
<th>30. <strong>DOH:</strong></th>
<th>31.</th>
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<tbody>
<tr>
<td>12/33, Mov.</td>
<td>Pct.</td>
</tr>
<tr>
<td>Yes</td>
<td>Code</td>
</tr>
<tr>
<td>35. <strong>Job:</strong></td>
<td>36. <strong>Date:</strong></td>
</tr>
<tr>
<td>Days</td>
<td>3rd</td>
</tr>
</tbody>
</table>

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<tr>
<th>37. <strong>Hours:</strong></th>
<th>38. <strong>Date:</strong></th>
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<tbody>
<tr>
<td>39. <strong>Accel.</strong></td>
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| **Revised July 2000** |
*Professionals, Paraprofessionals and those who have access to a computer should complete the form on Eduphoria.

Mesquite Independent School District
405 E. Davis, Mesquite, TX 75149
(972) 882-7780

AUXILIARY LEAVE REQUEST

TO: DIRECTOR/PERSONNEL

FROM: __________________________________________
Full Legal Name

____________________________________
Employee ID Number

____________________________________
School Specific Assignment

I hereby request a leave of absence from my present position beginning on the _______ day of ________, 20____ and ending on the ________ day of ________, 20____.

The type leave I am requesting is: (Circle one)

- Administrative*
- Sabbatical (see additional sabbatical form)
- Temporary Disability Leave (Maternity)
- Temporary Disability Leave (Medical)
- Adoption-Temporary/Extended (Circle one)
- FMLA of 1993

*Request for administrative leave for the subsequent school year must be submitted 45 days prior to the first day of instruction.

A Doctor’s Statement must accompany any Medical Disability or Maternity Leave.

Please check reason for leave:

- Maternity Recovery
- Mentally unable to work
- Stay with newborn child
- Adoption of child
- Illness of spouse, child or parent
- Advanced study
- Medically unable to return to work
- Other __________________________

Indicate Preference Below:

- I wish to use all my sick days/state personal days and local personal days before unpaid leave days begin.
- I do not wish to use my sick days/state personal days and local personal days.
- I wish to apply for unpaid leave for the time period listed above.
- I wish to apply for tenure days.
- I do not wish to apply for tenure days.

Signature of Employee __________________________ Date __________________________

Principal’s Signature __________________________ Date __________________________

This form should be returned to the Auxiliary Personnel office at the Technology Excellence Center at 612 E. Davis. The personnel administrator will respond to this request in writing. If you have questions concerning leave policy, please contact the Director of Personnel (972) 882-7796.
MESQUITE INDEPENDENT SCHOOL DISTRICT
ASSAULT REPORTING FORM

Name of employee filing the report (Please Print):

Employee’s Assignment (School /Department):

Employee’s Position:

Date of Incident: _________________ Time of Incident: _________________

Police Report Made (Please Circle) Yes  No  If yes, Police Report Number:

Has medical attention been received? (Please Circle) Yes  No

If Yes, Where? ______________________

By Whom? ______________________

Witness to incident:

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Assignment</th>
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Name(s) of person who committed the assault:

____________________________

Describe the incident in detail. Describe the location, injuries suffered, what actually happened, how it happened, and include the name(s) of all individuals as you describe their role in the accident:

____________________________

____________________________

____________________________

____________________________

Signature of Employee filing the report: ______________________  Date: _________________

Return this completed form to the Personnel Office
APPLICATION FOR SABBATICAL/DEVELOPMENTAL LEAVE

Name __________________________________ Address ______________________________________

School ____________________________ Assignment ________________________________

I meet the following criteria required for approval.

_______ Employed in Mesquite Schools for five (5) or more consecutive years.

_______ Currently in good standing on a term, continuing contract or administrative term contract.

Purpose of Leave

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Period of Leave

Beginning Date ___________________________ Ending Date ___________________________

I have read the official Sabbatical Leave Policy of Mesquite ISD and the Sabbatical Leave criteria listed on back of this form and agree to abide by all terms specified therein.

______________________________________________  ______________________________________
(Signature of Principal/Supervisor)                (Signature of Applicant)

______________________________________________  ______________________________________
(Date)                                           (Date)

Note: This form should be returned to the Director/Personnel in the Curriculum Building at 405 E. Davis by March 1 for the Fall semester and October 1 for the Spring semester. The personnel administrator will respond to this request in writing. If you have questions concerning leave policy, please contact the appropriate Director-Personnel at 972-882-7368.
Sabbatical/Developmental Leave

1. Sabbatical/Developmental leave will be granted to applicants for their study in an accredited institution of higher learning.

2. All certified professional personnel employed in the Mesquite Independent School District are eligible for sabbatical/developmental leave.

3. To be eligible for sabbatical/developmental leave, an applicant must have been employed in the Mesquite Independent School district for five (5) or more consecutive years. Substitute work will not be recognized.

4. The applicant must be on a term, continuing or an administrative term contract and must be in good standing including satisfactory ratings on the most recent performance appraisal.

5. No more than one-half of one percent of the professional staff may be granted sabbatical/developmental leave during any semester. If the number requesting sabbatical/developmental leave exceeds the number of such leaves available, the criteria selection shall be based on the needs of the applicant and the benefits to the District.

6. Sabbatical/developmental leave will be granted for a definite period of time – for one (1) semester, two (2) consecutive semesters or for two (2) semesters within a two (2) year period.

7. Any person granted a sabbatical/developmental leave must return to service in the Mesquite Independent School District immediately upon termination of such leave and must continue in service for a period of three (3) years, or refund the payment received while on sabbatical leave in the amount of one-third (1/3) for each year not served.

8. Any employee on sabbatical/developmental leave will be paid as compensation during the period of absence from regular duties as follows: Fifty percent (50%) of last contract salary while on a two (2) semester leave and twenty-five percent (25%) of last contract salary while on a one (1) semester leave.

9. Selection of applicants for sabbatical/developmental leave will be made by the Assistant Superintendent/Personnel Services with the approval of the Superintendent.

10. All applications for sabbatical/developmental leave must be submitted on a form obtained from the appropriate Director-Personnel and must contain a statement of the purpose for which the leave is being requested. Applications must be filed with the appropriate Director-Personnel by March 1 for the Fall semester and October 1 for the Spring semester.

11. At the expiration of a sabbatical/developmental leave, the applicant will be reassigned to a position of equal or higher rank, to the one held before the leave, from which they left.
AUTHORIZATION FOR RELEASE OF INFORMATION
(Clinic/Benefits Operations)

Section A: Must be completed for all authorizations

I hereby authorize the use or disclosure of my individually identifiable health information as described below. I understand that this authorization is voluntary. I understand that if the organization authorized to receive the information is not a health plan or health care provider, the released information may no longer be protected by federal privacy regulations.

Patient Name: ___________________________  ID Number: ___________________________

Persons/organizations providing the information: ________________________________________

Persons/organizations receiving the information:

________________________________________

________________________________________

________________________________________

Specific description of information (including date(s)): ________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Section B: Must be completed only if a health plan or a health care provider has requested the authorization

1. The health plan or health care provider must complete the following:
   a. What is the purpose of the use of disclosure? ____________________________________________

   b. Will the health plan or health care provider requesting the authorization receive financial or in-kind compensation in exchange for using or disclosing the health information described above? Yes _____  No _____

2. The patient or the patient’s representative must read and initial the following statements:
   a. I understand that my health care and the payment for my health care will not be affected if I do not sign this form. Initials: ______

   b. I understand that I may see and copy the information described on this form if I ask for it, and that I get a copy of this form after I sign it. Initials: ______

Section C: Must be completed for all authorizations

The patient or the patient’s representative must read and initial the following statements:

1. I understand that this authorization will expire on __/__/____ (DD/MM/YR) Initials: ______

2. I understand that I may revoke this authorization at any time by notifying the providing organization in writing, but if I do it will not have any effect on any actions they took before they received the revocation. Initials: ______

Signature of patient or patient’s representative  Date

(Form MUST be completed before signing)

Printed name of patient’s representative: ____________________________________________

Relationship to the patient: ____________________________________________________________

*YOU MAY REFUSE TO SIGN THIS AUTHORIZATION*

You may not use this form to release information for treatment or payment except when the information to be released is psychotherapy notes or certain research information.
DEATH BENEFIT

EMPLOYMENT AGREEMENT

Should an employee die during the term of employment, Mesquite ISD shall pay to the Employee’s Estate any accrued compensation due by the end of the month in which the death occurred, if death occurs before the 15th of said month, or within 60 days if death occurs after the 15th of said month.

Employee’s Name: _______________________________________ Employee I.D. #:________________

Date of Hire: ___________________________________________ Campus: _____________________

Employee’s Designated Appointment of Estate for Last Paycheck:

Name: ___________________________________________________

Address: ________________________________________________

Telephone: _______________________________________________

Employee’s Signature: ___________________________ Date: ________________

In the event of Employee’s Designated Appointment of Estate’s demise prior to Employee or Change of Mind by Employee Designation, it is the Employee’s responsibility to update the designation.

Important Legal Document: Keep a copy of this in your file of important papers.
Mesquite Education Association
Sick Leave Bank Membership

The Sick Leave Bank is a service to MISD employees that can provide sick leave days to members of the bank in the event of critical illness, medically-necessary (non-elective) surgery, or other injury related temporary disability (excluding maternity) which renders him/her unable to perform the duties of his/her position. Days may be requested from the Sick Leave Bank only after the member has exhausted all accumulated sick leave, personal business, local personal, vacation, and tenure days after being absent 20 consecutive days.

Employees must contribute local personal days in order to be eligible to participate in the Sick Leave Bank. If an employee uses his or her local personal day before the pull date of October 10th then that employee will no longer be eligible for membership. To continue as a member of the Sick Leave Bank, an employee must contribute one additional personal business day after every five years of employment in the district. Employees who used at least 2 Sick Leave Bank days during the last school year need to contribute another personal day to be an eligible member.

Please check only one.

☐ I choose to donate personal days to become a member of the Sick Leave Bank.
   *Number of days donating: __________
   ☐ First time member ☐ Re-donation - 5 years

☐ I ended my employment with the district and have been rehired. I choose to donate personal days to become a member of the Sick Leave Bank.
   *Number of days donating: __________
   ☐ Terminated employment and rehired ☐ Retired / Rehired

☐ I used at least 2 Sick Leave Bank days during the last school year, and I choose to donate another personal business day to continue my membership in the Sick Leave Bank.
   *Number of days donating: __________

☐ I do not wish to join the Sick Leave Bank this year and choose not to donate a personal day. I understand that I will not have another opportunity to join the Sick Leave Bank during the current school year.

PLEASE PRINT:
Employee Name: _____________________________________________________________
   Legal Last Name       Legal First Name

MISD Employee ID #: ______________________

Campus/Facility: ________________________________

Professional ☐         Associate (Para) ☐         Food Service ☐
Custodian ☐            Facilities Management ☐  Transportation ☐

Signature ___________________________ Date __/__/____

Revised 2-29-12
MESQUITE ISD EMPLOYEES’ SICK LEAVE BANK
REQUEST FOR SICK LEAVE BANK DAYS

Legal Name ___________________________ Date ____________________

Phone # ___________________________ Position ___________________________

Campus/Facility ___________________________

Length of time employed by MISD: ____________________

Hire date ___________________________

Have you been absent before payroll pull date at the beginning of the school year? Yes ☐ No ☐

First day to miss work for this absence ___________________________

☐ I have or will have used all of my available sick days, personal business days and tenure days for this year.

Sick leave bank days should begin: ___________ Month ___________ Day ___________ Year ___________

The above requested days are needed for the reason of personal illness or injury as described:

________________________________________

________________________________________

________________________________________

________________________________________

A statement from my physician is attached.

________________________________________

Signature ___________________________ Date ___________________________

Return this form to MEA Only
2133 N. Beltline Mesquite, TX 75150
Phone 972-882-5504 Fax 972-882-5413
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