



**1 District. 1 Mission.**

**2019-2020**

**Buffalo Independent School District  
Faculty & Staff Handbook**

## Table of Contents

<b>General</b>	7
District Information	7
Administrative Organization	7
Board of Trustees	8
District Administration	8
District Contacts	8
Employment	9
Contracts & Job Descriptions	10
Compensation & Benefits	11
Due Process	17
Emergency Closings	18
FERPA	18
Grievances Policy	20
Harassment of Students	26
Sexual Harassment	27
Personnel File-Required Documentation	29
Personnel Policies	30
Buses and Other School Vehicles	30
 <b>Professional Responsibilities</b>	 31
Employee Conduct & Welfare	31
Standards of Conduct	31
Fraud & Financial Impropriety	35
Conflict of Interest	36
Gifts & Favors	36
Associations & Political Activities	36
Safety	37
Alcohol and Drug Testing	38
Tobacco Use	38
Certification	38
Classroom Websites	38
Code of Ethics	38
Computer Use and Data Management	41
Copyrighted Materials	41
Correlates for Effective Schools	41
Cumulative Record Folders	43
Dress Code - Teacher and Staff	43
Duties of Teachers	44
Early Release Days - Teacher Responsibilities	44
Faculty Ethics	44

Leaves of Absence	45
Possession of Firearms and Weapons	49
Punctuality	49
Reporting Suspected Child Abuse	50
Electronic Media, Communications Systems, and Technology Resources	50
Staff Development	54
Working Day	55
AM/PM Duties	55
<b>Daily Operations and Procedures</b>	<b>55</b>
Extracurricular Activities, Clubs and Organizations	53
Activity Sponsors	53
Announcements	54
Pledges of Allegiance and a Minute of Silence	54
Assemblies	54
Bell Schedules	54
Campus Calendar	55
Campus Grading Guidelines	55
Correction Policy: K-12	55
Instructional Exemption	56
General Grading Policy	56
Failing Grades	56
Goal Setting	57
TEKS - Documentation	57
Grade Distribution	57
Suspended Students and Grades	58
Homework	58
Incomplete Work	58
Make-Up Work	59
Instructional Modifications	59
Campus Supervision	59
Email	60
Emergency Procedures	60
Fire Exit Procedures	61
Faculty Meetings	61
Field Trips	61
Foods of Minimal Nutritional Value	61
Fund Raising	62
Hall Passes	62
Mailboxes	62
Maintenance Request Procedures	62
Money Collection	62
Office Assistants	62

Personal Phone Usage	62
Travel Expense Reimbursement	63
Purchasing Procedures	63
Returning Phone Calls	63
Special Activities	64
Student Attendance Accounting	64
Student Dress Code	66
Technology Repair Request Procedures	66
Textbook and Technology Accounting	65
Transportation Request Procedures	66
Travel Request Procedures	66
Visitors in the Workplace	66
<b>Teaching Practices &amp; Classroom/Discipline Management</b>	66
ARD's/RTI/Title I/504 Records	66
Students with Physical or Mental Impairments Protected under Section 504	67
Accommodations for Children of Military Families	67
Students in Foster Care	67
Classroom Management	68
Classroom Personality	68
Communication with Parents	69
Conduct Grades	69
Conferences	69
Daily Instruction	69
Daily Planning	70
Examinations	71
Excessive Sitting	71
Hall Supervision	71
ISS/DAEP - Procedures for Providing Instructional Materials	71
STAAR/EOC Assessments	71
Library Policy	72
No Pass No Play	72
Participating in Graduation Activities	73
Parties	73
Preparation	73
Presence in the Classroom	73
Seating Arrangements	74
Removing a Student Temporarily from the Classroom	74
Removing a Student from Class for Tutoring or Test Preparation Purposes	74
Specific Disciplinary Devices	74
Spelling	75
Student Discipline	75

General Conduct Violations	76
Discipline Management Techniques	77
Removal from the School Bus	77
Misconduct Identified in State Law	77
Appeals	77
Teacher Aides	78
Tutorials	78
Medicine at School	78
<b>Appendix</b>	79
Athletics Addendum	79
Field Trip Addendum	80
New Activities/Events/Clubs/Organizations	80
Travel Expense Reimbursement Schedule	81
School Calendar	82
Faculty & Staff Handbook Receipt	83
Electronic Media /Texting Communication with Students	87
Acceptable Use Policy Receipt	

*\*\*\*The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Superintendent. This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. Policy manuals are located on the Buffalo ISD Web Site and in the Superintendent's Office and are available for employee review during normal working hours.*

**GENERAL****District Information****Administrative Organization**

The Board of Education shall consist of seven members elected by the qualified voters of Buffalo Independent School District as provided by law. The members serve three years or until their successor is qualified, elected, and appointed. The Board is self-organizing and the organization is made annually at which time a president, vice-president, secretary, and an alternate officer are elected. The Board holds regular meetings monthly and special meetings as needed to carry on its business.

The Superintendent of Schools is elected by the Board of Education as the chief executive officer of the Board and the educational leader of the community. His qualifications and his term of office shall be set by the Board of Education.

The principal shall be the educational leader of the school and shall assume responsibility for all educational activities of that school, both curricular and extracurricular. The principal is immediately responsible to the superintendent concerning all problems pertaining to the school.

**Board of Trustees**

*Policies BA, BAA, BBA, BBB, BE, BEC, BED, BEF*

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 law and State Board of Education rules.

The board of trustees is elected by the citizens of the district to ensure a strong educational program for the district's children. Trustees are elected in May of each year and serve three-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

**Board of Trustees:**

Jack Helmcamp- President  
 John Rodell- Vice President  
 Bobby Fishbeck- Secretary  
 Tim Ezell- Alternate  
 Randy Ayres  
 Cole McVeay  
 Bradley Ezell

Trustees usually meet the third Monday of each month at 6:00 p.m. in the Buffalo High School library. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Buffalo ISD Administrative Offices located at 708 Cedar Creek Road, Buffalo, Texas at least 72 hours before the scheduled meeting time. The written notice shows 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. Under the following circumstances, Texas law permits the board to go into a closed session to discuss any of the following: prospective gifts or donations, property acquisition, personnel issues including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys.

### **District Administration**

Lacy Freeman, Superintendent  
 Dr. Georgeanna Adams- Molina, Assistant Superintendent  
 Terri Frazee, Director of Technology  
 Courtney Rodell, Business Manager  
 Corey Hickerson, Principal- High School  
 Sabrina McLain, Asst. Principal- High School  
 Greg Kennedy, Principal- Junior High School (Upper)  
 Kelli Moore, Principal- Junior High School (Lower)  
 Tina Rayborn, Principal- Elementary

### **District Contacts**

From time to time, employees have questions or concerns. If those questions or concerns can't be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below:

**Business Office:** 903-322-2473 Ext. 1001  
 708 Cedar Creek Road  
 Buffalo, TX 75831  
 Courtney Rodell, Business Mgr.

**Technology:** 903-322-2473 Ext. 2505  
 1724 N. Buffalo Avenue  
 Buffalo, TX 75831  
 Terri Frazee, Technology Director

**Human Resources:** 903-322-2473 Ext. 1003  
 708 Cedar Creek Road  
 Buffalo, TX 75831  
 Becky Poole, HR/Payroll

 **Tax Office**  
 Leon Co: Robin Shafer 903-536-2543  
 Freestone Co: Lisa Foree 903-389-2336

**Superintendent's Office:** 903-322-2473 Ext. 1001  
 903-322-2473  
 708 Cedar Creek Road  
 Buffalo, TX 75831

**Curriculum/Assessment:**  
 708 Cedar Creek Road  
 Buffalo, TX 75831

Cindy Jones, Supt's. Secretary/Acct's payable  
**Employment**

Dr. Georgeanna Adams-Molina

### **Equal Employment Opportunity**

*Policy DAA*

The Buffalo Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities. Employees with questions or concerns relating to discrimination on any of the basis listed above should contact the superintendent.

### **Job vacancy announcements**

*Policy DC*

Announcements of job vacancies by position and location are posted on the district's Website.

### **Employment after Retirement**

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in certain positions on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Service retirees who retire before 1/1/2011 may return to work in a Texas public school without a reduction in benefits. Retirees who retire after 1/1/2011 may work in the following capacities without a loss of monthly annuity after one full calendar month after retirement:

Substitute (taking the place of a current employee)

Half-time or less (Half-time is 4 hrs. or less)

Full-time (greater than ½ time) **after 12 consecutive month break in service**

Half (or less than half) the number of work days in a month if combining substitute and half-time employment

Retirement may be revoked if a retiree works for a public education entity in any capacity during the first full calendar month after retirement.

Other restrictions apply when a person has retired because of a disability. Individuals retiring because of a disability should contact TRS for details about employment restrictions.

Retiring employees should consult TRS officials about conditions and restrictions on employment after retirement.

Employees can contact TRS for additional information by calling 800-223-8778 or

512-542-6400. TRS information is also available on the Web ([www.trs.state.tx.us](http://www.trs.state.tx.us)).

### **Contracts & Job Descriptions**

Contracts and job descriptions shall be issued to all instructional personnel employed by the Board of Trustees of the Buffalo ISD **annually**. The contract and job descriptions shall be in writing and, exempting those specifically designated by the Board, shall be for one year or the remainder of a year, and shall be considered for renewal annually at the regular March Board meeting. Contracts and job descriptions shall be returned by the teacher, either signed or unsigned, within the stated deadline.

The Board of Trustees reserves the right to terminate the contract of any professional or auxiliary staff member for incompetent service, unbecoming conduct, insubordination, failure to comply with the laws of Texas, the policies of the Board, or rules and regulations of Buffalo ISD.

### **Contract and Non-contract Employment**

*Policies DC, DCA, DCB, DCC, DCD, DCE*

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

### **Probationary Contracts**

Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after at least a two-year lapse in district employment also may be employed by probationary contract.

Probationary contracts are one-year contracts. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the district may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term or continuing contract should be given.

### **Term Contracts**

Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period.

### **Paraprofessional & Auxiliary Employees**

All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract.

Employment is not for any specified term and may be terminated at any time by either the employee

or the district.

## **Compensation & Benefits**

### **Salaries, Wages, and Stipends**

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

Classroom teachers, full-time librarians, full-time nurses, and fulltime counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule. Employees should contact the human resources manager for more information about the district's pay schedules or their own pay.

### **Paychecks**

The District shall pay all salaried employees over 12 months, regardless of the number of months employed during the school year. A salaried employee shall receive his or her salary in equal monthly payments, beginning with the first pay period of the school year. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

Buffalo ISD pays on the 15th of the month unless the 15th falls on a weekend or holiday and then the pay date will be prior to the holiday or weekend.

### **Automatic Payroll Deposit**

Employees can have their paychecks electronically deposited into a designated account. A notification period of two weeks is necessary to activate this service. With automatic deposit, an employee's pay is immediately available on the pay date. Contact the human resources manager for more information about the automatic payroll deposit service.

### **Payroll Deductions**

#### *Policy CFEA*

Automatic payroll deductions for the Teacher Retirement System of Texas (TRS) and federal income

tax are required for all full-time employees. Medicare tax deductions also are required for all employees hired after March 31, 1986. Temporary employees who are not eligible for TRS membership must have their Social Security contributions deducted.

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

Employees also may request payroll deduction for payment of membership dues. Salary deductions are automatically made for unauthorized or unpaid leave.

## **Overtime Compensation**

### *Policy DEA*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are not eligible for overtime compensation. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at 12:00 p.m. on Saturday. Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay.

The following applies to all nonexempt employees:

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

## **Health, Dental, and Life Insurance**

### *Policy CRD*

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

Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are contributing TRS members and who regularly work at least 10 hours per week TRS retirees and employees who are not contributing TRS members that are regularly scheduled to work less than 15 hours per week are not eligible to participate in TRS Active Care.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each August. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the human resources manager for more information.

### **Supplemental Insurance Benefits & 403(b) Benefits**

#### *Policy CRG*

At their own expense, employees may enroll in supplemental insurance programs, including approved 403 (b) providers. Premiums for these programs can be paid by payroll deduction.

### **Cafeteria Plan Benefits (Section 125)**

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

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

### **Workers' Compensation Insurance**

#### *Policy CRE*

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the campus principal or supervisor. Employees who are unable to work because of a work-related injury will be notified of

their rights and responsibilities under the Texas Labor Code.

### **Unemployment Compensation Insurance**

#### *Policy CRF*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act.

Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the human resources manager.

### **Teacher Retirement**

#### *Policy DEG*

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

Information on the application procedures for TRS benefits are available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web ([www.trs.state.tx.us](http://www.trs.state.tx.us)).

### **First aid and CPR Certification**

#### *Policy DBA*

Head marching band directors, head coaches, or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or University Interscholastic League (UIL) must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification.

### **Reassignments and Transfers**

#### *Policy DK*

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a

change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

### **Professional Employees**

Professional and administrative employees are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including required days of service and scheduled holidays will be distributed each school year.

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

### **Paraprofessional and Auxiliary Employees**

Support employees are employed at will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

### **Notification of Parents Regarding Qualifications**

*Policy DK, EHBD*

In schools receiving Title I funds, the district is required by the No Child Left Behind Act (NCLB) 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 include individuals serving with an emergency permit (including individuals waiting to take the EXCET exam) or individuals who do not hold any certificate or permit. 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.

Employees who have questions about their certification status can call the Superintendent.

## **Outside Employment and Tutoring**

*Policy DBF*

Employees who wish to accept outside employment or engage in other activities for profit must submit a written request to their supervisor. Approval for outside employment will be determined by the superintendent and based on whether outside employment interferes with the duties of the regular assignment. Teachers are not allowed to privately tutor their students for pay, except during the summer months.

## **Performance Evaluation**

*Policy DN, DNA, DNB*

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

## **Employee Involvement**

*Policy BQA, BQB*

At both the campus and district levels, Buffalo ISD offers opportunities for input in matters that affect employees. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office and at the office of the superintendent.

## **Resignations**

A written notice of resignation shall be filed with the Superintendent at least 30 days prior to the effective date of resignation. Under extenuating circumstances, the Superintendent may waive such notice. In order to release a person from their contract, the Superintendent must be able to find a qualified applicant for the job to be vacated.

**Contract Employees.** Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the principal or superintendent. Contract employees may resign at any other time only with the approval of the board of trustees. Resignation without the consent of the board may result in disciplinary action by the State Board for Educator Certification (SBEC). The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in Reports to the State Board for Educator Certification.

**Non-contract Employees.** Non-contract employees may resign their positions at any time. A

written notice of resignation should be submitted to the principal or superintendent at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

### **Dismissal or non-renewal of contract employees**

*Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF*

Employees on probationary, term, and continuing contracts can be dismissed during the school year or non-renewed at the end of the year according to the procedures outlined in district policies. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or in the policy manuals located on the BISD website, <http://www.buffaloisd.net>.

### **Reports to State Board for Educator Certification**

*Policy DF*

The dismissal or resignation of a certified employee will be reported to the SBEC when the superintendent first learns about an alleged incident of conduct that involves the following:

- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school-sponsored event
- 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

### **Dismissal of non-contract employees**

*Policy DCD*

Non-contract employees are employed at will and may be dismissed without notice, a description of

the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance.

### **Due Process**

In controversies with staff involving original administrative or trustee action, the aggrieved parties shall be entitled to due process under law, and shall be afforded a hearing. Steps in due process shall be as follows:

1. The principal shall arrange a conference with the aggrieved party and shall attempt to settle the complaint at the campus level.
2. In the event of failure to resolve the complaint by the principal, the aggrieved party may file an appeal with the Superintendent. At this level, further investigation of the facts and further efforts shall be made to resolve the differences.
3. If a matter cannot be resolved by the administrative action at the district level, then the line of appeal shall run from the superintendent to the Board of Education; from the Board to the Commissioner of Education; from the Commissioner to the State Board of Education; and from the State Board to a court of competent jurisdiction as provided by law.

### **Emergency Closings**

This plan goes into effect upon occurrence of any emergency or condition when the schools are not in session and which emergency prevents the normal operation of the school. Severe weather is usually, but not always, the reason for school closing. Most weather closing will be determined overnight. Transportation, maintenance and security personnel will travel key roads around the district to determine their drivability. The Transportation Director will contact the Superintendent before 5:00 a.m., and the Superintendent will determine whether to delay school-starting time, cancel school for that day, or to proceed as usual.

#### ***Announcement of Closed School:***

The decision to close the schools based on the existing emergency conditions will be made by 5:00 a.m. by the District Superintendent or his designee. The Superintendent or his designee will activate the District's Emergency Chain of Notification.

Students, teachers, classroom aides, nurses, and cafeteria workers are not expected to report to school. Principals/Administrators may ask clerical workers to report. All other employees (administrative, custodial, and maintenance) are expected to report as soon as possible unless notified.

“School Messenger” will be used for the dissemination of automated phone messages in the event of an emergency school closing. School closings will be announced by these TV and radio stations:

- Waco      KWTX      Channel 10
- Waco      KXXV      Channel 25
- Bryan     KBTX      Channel 3

- Temple      KCEN      Channel 6
- Tyler        KLTN      Channel 7
- KYYK        98.3 FM    Palestine
- KNET        1450 AM    Palestine
- KNES        92.1 FM    Fairfield
- KIVY        92.7 FM    Crockett

### **FERPA (Policy FL)**

For the purposes of this policy, the term “education records” means those records, files, documents, and other materials that contain information directly related to a student and are maintained by an education agency or institution or by a person acting for such agency or institution.

**No employee may divulge any educational records without parental consent.**

### **Student Records**

#### *Policy FL*

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

- Parents of a minor or of a student who is a dependent for tax purposes
- The student (if 18 or older or attending an institution of postsecondary education)
- School officials with legitimate educational interests

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

### **Parent and Student Complaints**

#### *Policy FNG*

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

Parents are encouraged to discuss problems or complaints with the 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 a principal’s response.

### **Administering Medication to Students**

#### *Policy FFAC*

Only designated employees can administer medication to students. A student who must take prescription medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering.

## **Psychotropic Drugs**

### *Policy FFAC*

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 Discipline**

### *Policies in the FN series and FO series*

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

## **Student Attendance**

### *Policy FDD*

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require 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.

## **Investigation of Report**

To the extent possible, the district will respect the privacy of the student however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will promptly be investigated.

If law enforcement or other regulatory agency notifies the district that it is investigating the matter and request that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG (LOCAL).

## **Grievances Policy**

### **Complaints and grievances**

#### *Policy DGBA*

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

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

### **Buffalo ISD 145901**

PERSONNEL-MANAGEMENT RELATIONS:  
EMPLOYEE COMPLAINTS/GRIEVANCES

**DGBA  
(LOCAL)**

#### **GUIDING PRINCIPLES**

**INFORMAL PROCESS**      The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

**FORMAL**      If an informal conference regarding a complaint fails to reach the

PROCESS	<p>outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form.</p> <p>Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.</p> <p>The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "minitrial" at any level.</p>
FREEDOM FROM RETALIATION	<p>Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.</p>
NOTICE TO EMPLOYEES	<p>The principal of each campus and other supervisory personnel shall inform employees of this policy.</p>
SPECIFIC COMPLAINTS	<p>For more information on how to proceed with complaints regarding:</p> <ol style="list-style-type: none"> <li data-bbox="558 1010 1330 1073">1. Alleged discrimination, including violations of Title IX or Section 504, see DAA.</li> <li data-bbox="558 1125 1005 1146">2. Instructional materials, see EFA.</li> <li data-bbox="558 1199 1321 1262">3. A commissioned peace officer who is an employee of the District, see CKE.</li> </ol>
OTHER REVIEW PROCESSES	<p>Complaints alleging certain forms of harassment shall be processed in accordance with DIA.</p> <p>Complaints arising from any of the following must be addressed through the local and statutory processes indicated below:</p> <ol style="list-style-type: none"> <li data-bbox="558 1535 1162 1650">1. The proposed non-renewal of a term contract issued under Chapter 21 of the Texas Education Code, in accordance with DFBB.</li> <li data-bbox="558 1692 1206 1881">2. The proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Texas Education Code during the contract term, in accordance with DFAA, DFBA, or</li> </ol>

DFCA, respectively.

DEFINITIONS  
COMPLAINT /  
GRIEVANCE

This policy shall apply to all other employee complaints.

For purposes of this policy, terms are defined as follows:

The terms "complaint" and "grievance" shall have the same meaning. A complaint under this policy may include:

1. Grievances concerning an employee's wages, hours, or conditions of work;
2. Specific allegations of unlawful discrimination in employment based on the employee's sex, race, religion, national origin, age, or disability;
3. Specific allegations of unlawful discrimination or retaliation based on the employee's exercise of legally protected rights; or
4. Specific allegations of adverse personnel action based on the employee's good faith report to an appropriate law enforcement authority of a violation of a law by the

District or a District employee, i.e., "whistleblower complaints."  
[See DG]

5. Complaints arising from the dismissal or termination of an at-will employee. [See DCD]

6. Complaints arising from the termination at end of year of the probationary contract of a professional employee. [See DFAA]

FILING

Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

RESPONSE

At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the

employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on the deadline and received by the employee or designated representative no more than three days after the response deadline.

#### DAYS

"Days" shall mean District business days. In calculating time lines under this policy, the day a document is filed is "day zero," and all deadlines shall be determined by counting the

#### REPRESENTATIVE

"Representative" means any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process. The employee may designate a representative through written notice to the District at any level of this process. If the employee designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel.

#### WHISTLEBLOWER COMPLAINTS

Whistleblower complaints shall be filed within the time specified by law. Such complaints shall first be filed in accordance with LEVEL TWO, below. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 days of the initiation of the complaint. [See DG]

#### GENERAL PROVISIONS

Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.

#### UNTIMELY FILINGS

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days, starting at the level at which the complaint was dismissed. Such appeal shall

be limited to the issue of timeliness.

**COSTS INCURRED** Each party shall pay its own costs incurred in the course of the complaint.

**COMPLAINT FORM** Complaints under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted unless the employee did not know the documents existed before the Level One conference.

A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the requested information if the refile is within the designated time for filing a complaint.

#### LEVEL ONE

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note

the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall hold a conference with the employee within ten days after receipt of the written complaint.

The administrator shall have ten days following the conference to provide the employee a written response.

## LEVEL TWO

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days after receipt of a response or, if no response was received, within ten days of the response deadline at Level One.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. At the conference, the Superintendent or designee shall consider only the issues and documents presented at Level One and identified in the Level Two appeal notice. The Superintendent or designee shall have ten days following the conference to provide the employee a written response.

## LEVEL THREE

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days after receipt of a response or, if no response was received, within ten days of the response deadline at Level Two.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board with copies of the complaint form, all responses, all appeal notices, and



all written documentation previously submitted by the employee or the administration. The Board shall consider only those issues and documents presented at the preceding levels and identified in the appeal notice.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

## **Harassment of students**

*Policies DH, FFG, FFH*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. 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 or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting suspected child abuse, page for additional information. The district's policy that includes definitions and

procedures for reporting and investigating harassment of students is reprinted below:

Buffalo ISD 145901

STUDENT WELFARE: FREEDOM FROM HARASSMENT (FFH LOCAL)

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, or religion. Employees shall not tolerate harassment of students and shall make reports as required at REPORTING PROCEDURES, below.

### **SEXUAL HARASSMENT**

#### *BY AN EMPLOYEE*

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when: 1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or 2. The conduct is so severe, persistent, or pervasive that it: a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or b. Creates an intimidating, threatening, hostile, or abusive educational environment. Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

#### *BY OTHERS*

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

#### *EXAMPLES*

Examples of sexual harassment of a student may include, but are not limited to, sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact. Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed asexual in nature is

not sexual harassment.

### *OTHER PROHIBITED HARASSMENT*

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

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

### *REPORTING PROCEDURES*

Any student who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. Any District employee who receives notice that a student has or may have experienced prohibited harassment is required to immediately report the alleged acts to an appropriate person designated below. Any other person who knows or believes that a student has experienced prohibited harassment should immediately report the alleged acts to the appropriate person designated below. Reports of known or suspected child abuse or neglect shall be made as required by law. [See FFG]

### *TIMELY REPORTING DISTRICT OFFICIALS*

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District's ability to investigate and address the harassment. Oral or written reports of prohibited harassment shall normally be made to the campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to the Superintendent.

### *NOTIFICATION OF REPORT/NOTICE TO PARENTS*

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

### *CONFIDENTIALITY*

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

conduct a thorough investigation and comply with applicable law.

#### *INVESTIGATION OF THE REPORT*

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form. Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the District official shall immediately authorize or undertake an investigation.

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

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations. The District's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

#### *CONCLUDING THE INVESTIGATION*

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

#### *DISTRICT ACTION*

If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment. The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

#### *APPEAL*

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

#### *RETALIATION PROHIBITED*

Retaliation against a student alleged to have experienced harassment, a witness, or another person

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

### *RECORDS RETENTION*

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

### *ACCESS TO POLICY*

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

### **Personnel File – Required Documentation**

Each professional teacher and administrator shall have on file with the Superintendent of schools the following records:

1. Official copy of Texas teaching certificates.
2. Teacher retirement membership information.
3. Discharge papers, if veteran.
4. Oath of Office.
5. Official transcript with college seal and the date the degree was conferred.
6. Original service record.
7. Form W-4
8. Signed contract and job description

### **Personnel Policies**

Teacher's contracts are approved by the Board of Education upon the recommendation of the superintendent at the school board meeting. The principals shall make teacher recommendations to the Superintendent prior to the school board meeting. A school district must give notice of contract nonrenewal no later than 45 days before.

The Board recognizes that all students are entitled to enjoy the basic rights of citizenship which are protected by the laws of the country and state. Each student is obligated to respect the rights of classmates, teachers, and other school personnel. The Board requires all district personnel to recognize and respect the rights of students, just as it requires all students to exercise their rights responsibly with due regard for the equal rights of others and in compliance with the rules and regulations established for the orderly conduct of the educational mission of the district.

## **Buses and Other School Vehicles**

**The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students.**

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school and on the district's website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact (903) 322-4899.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

## **PROFESSIONAL RESPONSIBILITIES**

Staff members are expected to adhere to the Code of Ethics and Standard Practices for Texas Educators. The common goal for our professional practice is to offer the students of the district the most comprehensive educational opportunities possible. Teachers are urged to join and participate in a professional organization at all levels. Staff members are encouraged to offer input regarding the overall operation of the school district to the appropriate personnel.

### **Employee Conduct and Welfare**

#### **Standards of conduct**

##### *Policy DH*

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

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines 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 the superintendent first learns of the incident. See *Reports to the State Board for Educator Certification*.

#### *VIOLATIONS OF STANDARDS OF CONDUCT*

Employees shall comply with the standards of conduct set out in this policy and with any other

policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as District employees. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

### *SAFETY REQUIREMENTS*

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. Employees shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees, as defined at DIA.
2. Students, as defined at FFH. [See FFG regarding child abuse and neglect] While acting in the course of their employment, employees shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

### *HARASSMENT OR ABUSE*

Employees shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees, as defined at DIA.
2. Students, as defined at FFH. [See FFG regarding child abuse and neglect] While acting in the course of their employment, employees shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

### *RELATIONSHIPS WITH STUDENTS*

Employees shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

### *TOBACCO USE AND ALCOHOL USE*

Employees shall not use tobacco products on District premises, in District vehicles, or at school or school-related activities. [See also GKA] Employees shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of normal working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs An

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

### *EXCEPTIONS*

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

### *NOTICE*

Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI (EXHIBIT)] A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

### *ARRESTS & CONVICTIONS*

An employee who is arrested for any felony or any offense involving moral turpitude shall report the arrest to the principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense shall also report that event to the principal or immediate supervisor within three calendar days of the event.

### *MORAL TURPITUDE*

Moral turpitude includes but is not limited to:

1. Dishonesty; fraud; deceit; theft; misrepresentation;
2. Deliberate violence;
3. Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
4. Felony possession, transfer, sale, distribution, or conspiracy to possess, transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
5. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct, if any two or more acts are committed within any 12-month period; or
6. Acts constituting abuse under the Texas Family Code.

### *DRESS & GROOMING*

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

*EMPLOYEE WELFARE DRUG-FREE WORKPLACE REQUIREMENTS*

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

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

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

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

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

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

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

The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs, and the penalties that may

be imposed upon employees for drug abuse violations. 41 U.S.C. 702(a)(1)(B); 28 TAC 169.2

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

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

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

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

## **Fraud and Financial Impropriety**

### *Policy DG, CAA*

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district

- 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 or any other dishonest act regarding the finances of the district

## **Conflict of Interest**

*Policy BBFA, DBD*

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

- A personal financial interest
- A business interest
- Any other obligation or relationship

An employee with a substantial interest in a business entity or interest in real property must disclose the interest to the district prior to the award of a contract or authorization of payment. This is done by filing an affidavit with BISD business manager. An employee is also considered to have substantial interest if a close family member (e.g., spouse, parent, child, or spouse's parent or child) has a substantial interest.

## **Gifts and Favors**

*Policy DBD*

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

## **Associations and Political Activities**

*Policy DGA*

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization. An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

## **Safety**

### *Policy CK*

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

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

Employees with questions or concerns relating to safety programs and issues can contact the Superintendent.

## **Alcohol and Drug Testing**

### *Policy DBBA*

The purpose of alcohol and drug testing is to ensure safety and prevent accidents and injuries resulting from the misuse of alcohol and drugs by drivers of commercial motor vehicles. Any employee who is required to have a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when they are driving.

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

All employees subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Personnel department.

### **Tobacco Use**

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

### **Certification**

Teacher certifications must be kept current and valid. If additional certification tests are taken, i.e. ESL Supplemental, the teacher is responsible for adding the certification to the teaching certificate. The Human Resources office in the Administration building should be notified when any changes are made to a teaching certificate.

### **Classroom Websites**

Classroom teachers and/or grade levels are encouraged to keep a website of their classes activities as well as homework assignments, announcements, project due dates, etc. Websites should be maintained frequently and kept current. Do not identify students in pictures by name.

### **Code of Ethics**

All employees, as public servants, must follow the Code of Ethics and Standard Practices for Texas Educators, which is reprinted below:

*Code of Ethics and Standard Practices for Texas Educators*

The Texas educator should strive to create an atmosphere that will nurture to fulfillment the potential of each student. The educator is responsible for standard practices and ethical conduct toward students, professional colleagues, parents, and the community. The Code is intended to govern the profession, and interpretations of the Code shall be determined by the Professional Practices Commission.

The educator who conducts his affairs with conscientious concern will exemplify the highest standards of professional commitment.

*PRINCIPLE I: Professional Ethical Conduct*

The Texas educator should endeavor to maintain the dignity of the profession by respecting and obeying the law, demonstrating personal integrity, and exemplifying honesty.

The educator shall not intentionally misrepresent official policies of the school district or educational institution and shall clearly distinguish those views from personal attitudes and opinions.

The educator shall honestly account for all funds committed to his charge and shall conduct his financial business with integrity.

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

The educator shall accept no gratuities, gifts, or favors that impair or appear to impair professional judgment.

The educator shall not offer any favor, service, or thing of value to obtain special advantage. The educator shall not falsify records, or direct or coerce others to do so.

*PRINCIPLE II: Professional Practices and Performance*

The Texas educator, after qualifying in a manner established by law or regulation, shall assume responsibility for professional teaching practices and professional performance and shall continually strive to demonstrate competence.

The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications and shall adhere to the terms of a contract or appointment.

The educator shall possess mental health, physical stamina, and social prudence necessary to perform the duties of his professional assignment.

The educator shall organize instruction that seeks to accomplish objectives related to learning. The educator shall continue professional growth.

The educator shall comply with written local school board policies, Texas Education Agency regulations, and applicable state laws.

*PRINCIPLE III: Ethical Conduct toward Professional Colleagues*

The Texas educator, in exemplifying ethical relations with colleagues, shall accord just and equitable treatment to all members of the profession.

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

The educator shall not willfully make false statements about a colleague or the school system.

The educator shall adhere to written local school board policies and legal statutes regarding dismissal, evaluation, and employment practices.

The educator shall not interfere with a colleague's exercise of political and citizenship rights and responsibilities.

The educator shall not discriminate against, coerce, or harass a colleague on the basis of race, color, creed, national origin, age, sex, handicap, or marital status.

The educator shall not intentionally deny or impede a colleague in the exercise or enjoyment of any professional right or privilege.

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

The educator shall have the academic freedom to teach as a professional privilege, and no educator shall interfere with such privilege except as required by state and/or federal law.

*PRINCIPLE IV: Ethical Conduct toward Students*

The Texas educator, in accepting a position of public trust, should measure success by the progress of each student toward realization of his potential as an effective citizen.

The educator shall deal considerately and justly with each student and shall seek to resolve problems including discipline according to law and school board policy.

The educator shall not intentionally expose the student to disparagement.

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

The educator shall make reasonable effort to protect the student from conditions detrimental to

learning, physical health, mental health, or safety.

The educator shall endeavor to present facts without distortion.

The educator shall not unfairly 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, sex, handicap, national origin, or marital status.

The educator shall not unreasonably restrain the student from independent action in the pursuit of learning or deny the student access to varying points of view.

*PRINCIPLE V: Ethical Conduct toward Parents and Community*

The Texas educator, in fulfilling citizenship responsibilities in the community, should cooperate with parents and others to improve the public schools of the community.

The educator shall make reasonable effort to communicate information which should be revealed in the interest of the student.

The educator shall endeavor to understand community cultures, and relate the home environment of students to the school. The educator shall manifest a positive role in school public relations.

### **Computer Use and Data Management**

The district's electronic communications systems, including its network access to the Internet, are to be used for administrative and instructional purposes only. Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Employees and students who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management may contact the district's system administrator and/or access the district's Acceptable Use Policy at [www.buffaloid.net](http://www.buffaloid.net).

### **Copyrighted Materials**

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Rented recordings are to be used in the classroom for educational purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

### **Correlates for Effective Schools**

The correlates of effective schools are characteristics that researchers have found to be present in schools that are successful in teaching all groups of students. The TEA uses the concepts of effective schools research in its accreditation process. All educators should be knowledgeable

about the correlates and as a faculty we must strive to utilize this information to continue improving our school program.

### *Instructional Leadership*

The school leadership effectively defines the school's mission, frames the goals and communicates these to the staff, parents, students, and community. School leaders' work to ensure that the other effective school characteristics are present, promoted, and improved upon as necessary.

### *School Climate*

There is an orderly purposeful atmosphere that is free from the threat of physical harm. The atmosphere is not oppressive and is conducive to teaching and learning. Physical facilities are kept clean and attractive with repairs made quickly.

All adults in the school assume responsibility for enforcing school rules. Spirit of collegiality, cooperation exists. It doesn't matter if a window is broken, but how long it takes to get it fixed.

### *High Expectations*

Teachers behave as if they believe all students can learn, enthusiastically accepting the challenge to teach them. These high expectations are conveyed to students and parents. Grading scales and mastery standards are set to promote excellence.

All students can learn.

Teachers believe they are responsible for teaching students basic skills.

Teachers provide equal opportunity for all students to participate in class.

Teachers treat students in ways that emphasize success and potential.

Teachers use high levels of engaged time and student-teacher interaction major instructional methods.

### *Instructional Focus*

Instructional focus represents the school's purpose/goal and is shared as well as understood by teachers, students, and parents. The curriculum serves as a blueprint for teaching and learning and includes goals and objectives that present a clear picture of what students are expected to learn and how teachers can help them learn it. Instruction is the basis on which all major decisions made by the school administrators and staff is grounded.

What is the school about? Teaching and learning.

All school personnel, students, and parents are aware of the school mission, goals. A collaborative planning process is in place.

Teachers plan and make assignments with the expectation that students will be highly successful during activities which follow direct instruction.

Measurement

Regular assessment and evaluation of students, programs, and staff informs schools regarding how well they are meeting their goals and whether they need revision. The school believes evaluation of the school's effectiveness should be based on student outcomes. Testing results are used to improve individual student performance and to improve the instructional program.

Students benefit quickly from assessment results.

Achievement and classroom test data are used to change and improve curriculum and instruction on a regular basis.

Re-teaching and specific skill recommendations are important parts of the teaching process.

Parents and Community Support

Parents and other members of the larger community understand, support, and are involved in the basic mission of the school, and are provided with avenues or significant roles in achieving this mission.

Parent-teacher conferences result in specific plans for home/school cooperation to improve student classroom achievement.

Communication with parents occurs frequently.

Parents and community are involved as partners with the school.

**Cumulative Record Folders**

The cumulative record folder, which is maintained on each student, can be a source of much useful information. Teachers should use the records for professional purposes, keeping them strictly confidential. The folders are kept in the school office and are not to leave the office for any reason. The cumulative record folder may include the following items: prior report cards, results of standardized tests, state assessment results, and transcripts in progress.

**Dress Code – Teachers and Staff**

Staff dress should follow the student dress code with some exceptions. Staff dress should coincide with their job description. Absolutely no shorts will be worn by a staff member in an academic classroom or office setting. Male teachers will not wear a hat or cap while in the building, which includes the gym. Blue jeans shall not be worn unless permission is granted by the principal for special days, i.e. spirit days or as an acceptable part of the job description, i.e. shop teachers.

The following are considered non-acceptable for school:

1. Tattoos
  - a. Tattoos that contain the following elements and must be covered:
    - i. Skulls, images or acts of violence
    - ii. Provocative (text or image)
    - iii. Profanity (in any language)
    - iv. Located on the face or neck (above the collar bone)
    - v. Full sleeve tattoos

- vi. Images or text which are offensive to others
- vii. Drugs/illegal activities

## 2. Piercings

- a. Other than pierced earrings worn by ladies, body piercings (i.e. facial, oral, and/or eyebrow) are prohibited
- b. All ear gauges and bars are prohibited

All District Employees: Name badges shall be worn and appropriately displayed.

### **Duties of Teachers**

1. Each teacher is under the general direction of the Superintendent and immediately responsible to the principal for carrying out the policies of the Board.
2. Specific duties of the teaching staff are:
  - a. To direct learning experiences and administer curricular and extracurricular activities.
  - b. To supervise the marking system or other measures of evaluating pupil achievement and progress that may be developed for the school, and report to parents the progress of the students as directed by district policy.
  - c. To keep all required records.
  - d. To provide guidance to the students.
  - e. To accept assignments from the principal such as duties and other school activities and functions.
  - f. To be on duty the entire school day.
  - g. To maintain close contact with parents.
  - h. To participate in the activities of the faculty.
  - i. To take part in in-service training programs provided by the school district. j. To provide for the care and protection of school property.
  - k. To supervise the classroom program.
  - l. To maintain cordial and workable relationships with all colleagues.
  - m. To assist the administration in formulating certain educational policies in order to improve the school program.
  - n. To follow a dress code as set by the principal that will be conducive to professionalism.

### **Early Release Days – Teacher Responsibilities**

On scheduled early release days and emergency closing days, teachers will be dismissed at the discretion of the campus principal. No faculty member will leave campus before ALL students leave without specific permission from the campus principal.

### **Faculty Ethics**

#### Complaints

If you find that you have a justifiable complaint, take it to the person involved at once. If it is in the area for which that person is responsible, it will be given every consideration. When presenting

your complaint, consider the following questions:

- Can you suggest a remedy or a better way?
- Is the cause that is the basis for your complaint a necessary evil or can it be corrected?

**The manner in which a complaint or suggestion is made has much bearing on its effectiveness.**

### Confidential Information

All information concerning a student's record is considered confidential and should be treated as such. **Never** discuss a student's performance, attitude, or problems unless there is a professional purpose for such discussion. **Under no circumstances should any student be discussed with persons not his parents and not on our faculty/staff. This is both a legal and moral obligation.**

### **Leaves and Absences**

#### *Policy DEC*

The Board of Trustees will grant a certified, full-time professional employee a leave of absence for temporary disability at any time the employee's condition interferes with the performance of regular duties. The board shall not terminate the employment during leave of absence for temporary disability. Temporary disability includes pregnancy. The employee must submit to the Superintendent a request for a leave of absence. The request must be accompanied by a physician's statement confirming the inability to work, the date upon which the employee has requested that leave begin, and the probable date of employee's return to work.

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should call the Superintendent for counseling about leave options, continuation of benefits, and communicating with the district.

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the district as they were when they were working. Otherwise, the district does not make benefit contributions for employees who are not on active payroll status.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form.

Personal and local sick leave is earned on a yearly basis. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

**Personal Leave**

State law entitles all employees to five days of paid personal leave per year. A day of earned personal leave is equivalent to an assigned workday. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts and is generally transferable to education service centers. There are two types of personal leave: non discretionary and discretionary.

**Nondiscretionary.** Leave that is taken for personal or family illness, emergency, a death in the family, or active military service is considered non discretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.

**Discretionary.** Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request 3 days in advance of the anticipated absence to his or her principal or supervisor.

Discretionary personal leave will be granted on a first-come, first-served basis and will be subject to the following limitations:

- Discretionary leave may not last more than 3 consecutive work days, except with special approval for extenuating circumstances.
- Discretionary leave may not be taken on the following key days: the last day before the semester ends, the day before a scheduled holiday, the day after a scheduled holiday, days scheduled for end-of-semester exams, days scheduled for state-mandated assessments, or professional or staff development days.

**State Sick Leave**

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck.

Sick leave may be used for the following reasons only:

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

**Local Leave**

Local leave is provided by Buffalo ISD to qualified employees for a total of up to 2 (two) days of paid leave per year. Local leave is earned at a rate of one-half day for each eighteen days of employment. A day of earned local leave is equivalent to an assigned workday. There is a 10 (ten) day accumulation limit of local leave and it cannot be transferred to other Texas school districts.

Local leave provide by Buffalo ISD may be used only for:

1. Illness of the employee
2. Illness of a member of employee's immediate family
3. Family emergency (limited to natural disasters and life-threatening situations).
4. Death in the immediate family.
5. Active military service.

### **Temporary Disability**

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

Employees must request approval for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. If disability leave is not approved, the employee must return to work or be subject to termination procedures.

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

When an employee is ready to return to work, Buffalo ISD should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to do the job. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

### **Family and Medical Leave**

Employees who have been employed by the district for at least 12 months and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year between August and July for the following reasons:

- The birth, adoption, or foster placement of a child
- To care for a spouse, parent, or child with a serious health condition
- An employee's serious health condition

A husband and wife who are both employed by the district are subject to limits in the amount of

leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child.

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and 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 runs concurrently with accrued sick and personal leave, temporary disability leave, and absences due to a work-related illness or injury. The district will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

- An employee is needed to care for a seriously ill spouse, child, or parent
- An employee requires medical treatment for a serious illness
- An employee is seriously ill and unable to work
- An employee becomes a parent or has a foster child placed in his or her home

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 human resources manager 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
- Second or third medical opinions and periodic recertification of the need for leave
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work

Employees requiring family and medical leave should contact the human resources manager for details on eligibility, requirements, and limitations.

### **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 sick leave or any other paid leave benefits. While an employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

**Assault Leave**

Assault leave provides extended job income and benefits protection to an employee who is injured as a result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

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

**Jury Duty**

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service.

**Other Court Appearances**

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

**Military Leave**

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, or reserve component of the armed forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days per year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

**Reemployment after military leave.** Employees who leave the district to enter into the United States uniformed services or ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still qualified to perform the required duties.

**Continuation of health insurance.** Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the human resources manager for details on eligibility, requirements, and limitations.

### **Possession of Firearms and Weapons**

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors or call the Administrative Office at 903-322-3765 immediately.

### **Punctuality**

For effective school operation, staff members should report to the respective assignment before class begins in the morning. Teachers and aides are expected to be in their places of assignment from 7:40 a.m. until 3:40 p.m. unless on special assigned duty. Teachers and aides should be in positions to supervise at all times, and are asked to *be in doorways or in the hall during class changes* and at duty posts promptly. *Teachers should be in classrooms at all times the students are in the room.* Should an emergency arise that takes you away from your assignment, try to avoid leaving the pupils unsupervised. Notify the principal immediately.

### **Reporting Suspected Child Abuse**

All employees are required by state law to immediately report any suspected child abuse or neglect to Child Protective Services. Teachers and other professional staff are required to file a report within 48 hours of the event that led to the suspicion. 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. Employees who suspect that a student has been or may be abused or neglected should report their concerns to the campus principal.

### **Electronic Media, Communications Systems, and Technology Resources Acceptable Use Guidelines (See Appendix VII for Signature Page)**

#### **Overview**

The District understands the value of social media and the benefits offered by digital communication devices for providing quick and easy interaction among peers, students and families. These guidelines are intended to support staff by ensuring that all staff members clearly understand the many factors and possible ramifications to consider and use communication tools in a district-approved manner within district-approved platforms or spaces. These guidelines are in addition to, and complement, existing and future Board of Education policies.

The District expects the prudent exercise of good judgment by administration, support staff, and teachers while using the District's technology resources, including the Internet and associated email, as tools in the day-today administration of their employment with the Buffalo ISD and in the classroom environment.

The District's technology resources, including its networks, computer systems, e-mail accounts, devices connected to its networks, and all District-owned devices used on or off school property are primarily for administrative and instructional purposes.

Limited personal use of the resources is permitted with the exception of cell phones, which are for business use only, if the use:

- Imposes no tangible cost to the District;
- Does not unduly burden the District's technology resources; and
- Has no adverse effect on job performance or a student's academic performance.

## **Electronic Media**

The following terms used in this section are defined as follows:

- Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), Web logs (blogs), wikis, electronic forums (chat rooms), video sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Instagram, 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, below.

## **Email**

Email is a District service provided by public funds. Email is for instructional and administrative use. Sending jokes, chain letters, unsolicited junk mail, etc. via email is considered an inappropriate use of District equipment. Electronic mail transmissions and other use of the electronic communications system by employees shall not be considered confidential and are archived as records for an indefinite period of time. Email may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include activity logging, virus scanning, and content scanning.

## **No Expectation of Privacy**

The District retains control, custody, and supervision of all school information technology owned, leased or paid for by it. The District reserves the right to monitor all computers, Internet, email and telephone activity by employees and other system users. Employees have no expectation of privacy in their use of school information technology, including email messages and stored files, regardless of whether such use is for school purposes or incidental personal use.

## **Use of Electronic/ Social Media with Students**

A district has substantial reason to regulate employees' use of electronic media with students. Districts have legal responsibilities to the students in their charge. The District realizes that part of

21st century learning is adapting to the changing methods of communication. The importance of teachers, students, and parents engaging, collaborating, learning, and sharing in these digital environments is part of 21st century learning. In an effort to maximize the effectiveness of these tools, while at the same time maintaining a high level of professional expectations, BISD has set forth the following procedures for employee usage of online social media:

- An *Electronic Media /Texting Communication with Students Acceptable Use Policy* form must be on file and approved by the campus administrator before use with students; (See Appendix VII)
- Personal online social media may not be associated with professional online social media. 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;

### **Text Messaging with Students**

The employee may not use text messaging to communicate with students unless the employee is a teacher, trainer, bus driver or extracurricular sponsors. The District employee does not have a right to privacy with respect to communication with students and parents. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records (see Policies CPC and FL), prohibiting against soliciting or engaging in sexual conduct or a romantic relationship with a student, copyright laws (see Policy CP), open records requests, etc.

All communication must comply with the following rules:

- Prior to the first communication in a school year, the parent must grant written permission for each staff member the parent will allow communicating via text message with his/her child. A parent must agree that he/she can be copied on all text messages;
- All consent forms must be kept at the campus for future reference;
- Be professional and appropriate;
- Be limited to matters within the scope of the employee’s professional responsibilities;
- At least one of the student’s parents or guardians should be included as a recipient on each text message to the student so that the student and parent receive the same message;
- Be limited to the hours of 6:00 a.m. – 9:00 p.m. unless addressing a matter of immediate concern;
- These rules do not apply to the extent an employee has a social or family relationship with a student.

- Communications with students should be limited 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)

Upon written request from a parent or student, the employee shall discontinue communicating with a student by email, text messaging, instant messaging, or any other form of one-to-one communication. In addition, upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently enrolled students.

### **Personal Use of Electronic and Social Media**

Employees in a public school system are responsible for modeling and teaching high standards of decency and civic values. District employees must model the character they are expected to teach, both on and off the worksite. This applies to material which is posted on personal websites and other Internet sites, such as Twitter, Instagram, or Facebook. As role models for the District's students, employees are responsible for their public conduct, even when they are not acting as District employees.

If an employee posts messages or pictures which diminish the employee's professionalism or discredits the employee's capacity to maintain the respect of students and parents, the employee's ability to effectively perform his or her job will be impaired. This type of material includes, but is not limited to, text or pictures involving hate speech, nudity, obscenity, vulgarity, conduct illegal for a minor, or sexually explicit content.

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.

When using personal social media sites, if you identify yourself as an employee of the Buffalo Independent School District you must remember that you have associated yourself with the district, your colleagues and your school community; therefore, you must ensure that any associated content is consistent with the mission and work of the district.

- Staff who have identified themselves as associated with the district should use the following disclaimer on personal social media sites, including blogs, "The views on this site are my own and do not necessarily represent the views, opinions, vision or strategies of the Buffalo Independent School District."
- Even with the most stringent privacy settings, when posting online comments that are related to school, students, families or the district, even in a personal capacity, staff should act as if all comments/postings are in the public domain.
- Employees who maintain their own personal electronic media or social networking sites for their private use will not share their personal networking sites with students or include

students as members, friends, or links or other associations on the site except as may be specifically allowed by Board Policy or these guidelines.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee shall limit the use of personal electronic communication devices to check social media, send or receive calls, text messages, pictures and videos to before and after scheduled work hours and/or duty free lunch, unless there is an emergency or the use is authorized by a supervisor to conduct District business;
- If an employee posts messages or picture on social media sites or other web resources which diminish the employee's professionalism or discredit the employee's capacity to maintain the respect of students and parents, it will impair the employee's ability to effectively perform their job. This type of material includes, but is not limited to, text or pictures involving hate speech, nudity, obscenity, vulgarity, and conduct illegal for minor or sexually explicit content. **Such conduct may be grounds for termination or other disciplinary action.**
- 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 purposes of communicating with students;
- The employee may not post student names, photographs, or videos in which students appear on personal online social media;
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus.

**Think before you post.**

## **Staff Development**

### General Provisions

All certified professional personnel should model the philosophy of lifelong learning. Therefore, participation in professional development activities is expected of all educators. Activities must focus on the needs of each educator to continually update his or her knowledge of current content, best practices, research, and technology. The activities must also be relevant to his or her individual role as an educator, the needs of his or her campus or department plan, and the requirements and priorities of the District. All staff development should receive administrative approval before enrolling.

All certified professional personnel shall complete 40 clock hours of continuing professional education (CPE) annually. These clock hours may include CPE activities completed as a part of

the District or campus professional development days as well as CPE activities completed during other working days or outside of the employee's normal work time.

All CPE activities must be approved by the employee's supervisor and completion of the required CPE hours is a part of the employee's annual performance appraisal.

#### Record keeping

All documentation of CPE activities provided by the district is entered into the employee's record on the district staff development database by the supervisor or department head providing that activity without any additional effort by the employee.

If the employee completes CPE hours outside of the district (with or without prior approval of the supervisor), he/she must provide acceptable documentation to the supervisor before it can be approved and entered into the record. Copies of the teacher's training certificate should be sent to the academic coordinator in the central administration office.

Teachers are encouraged to keep accurate records of their CPE hours for certification renewal purposes.

### **Working Day/Work Hours**

#### Regular Work Hours

Faculty	7:40 a.m. to 3:40 p.n
Office Personnel	7:40 a.m. to 3:40 p.n

#### Absences

If it is necessary to leave school during the school day, the principal's secretary, assistant principal and/or principal should be informed and arrangements made for a substitute.

If it is necessary to be absent from duty on a regular working day, please complete the absence from duty request form, get approval from an administrator, and give the request to the school secretary in advance in order to procure a substitute teacher. The teacher should have plans, assignments, instructions, and attendance rolls printed for the substitute.

#### **AM/PM Duties**

Duty rosters should be followed as assigned. Morning duty begins at 7:30 a.m. and afternoon duty ends when the last child is picked up.

If it is necessary to be absent from duty for a working day, ***the designated substitute locator should be notified well in advance*** so that a substitute can be called.

While effective teaching often requires working well beyond 8 hours per day, the teacher workday is from 7:40 AM – 3:40 PM. Teachers may be required to work at other times as designated and

required by the administration. Teachers are assigned duty to halls, rooms, and other areas, and are expected to be in assigned areas during the appropriate times. The duty roster will be distributed by the campus principal. Descriptions of the duties are listed below.

### Faculty Responsibilities

Morning duty time: 7:30 – 7:55 AM or until the last student leaves

Afternoon duty time: Until the last student leaves

All weeks with student days are counted (whether they have 2 days or 5 days).

### Description of supervision responsibilities

AM Cafeteria – Teacher should establish a centrally located duty station to supervise students during breakfast. No scraps or refuse should be left on the tables. Students should behave appropriately, be in dress code, and should not sit on tables.

AM Parking Lot – Teacher should station outside of back doors and make sure students do not hang out in a parking lot. Students have 1-2 minutes to park appropriately and exit their vehicle. If students take longer, approach them and request they get their belongings and enter the building. Also, students should remain in the building when they enter. Thus, do not allow students to return to their vehicles without receiving permission.

AM Hall – Teacher should station at the doors between the cafeteria and main building and make sure no students take food/drink (except sack lunches and water) into the main building. Students may enter the main building for tutorials and to go to the library.

Lunch Duty – Teacher/Aide should establish a centrally located duty station near the serving line to supervise students during lunch. Ensure only 4 students enter serving line at a time and the students wait for the cashier to pay for their meal. No scraps or refuse should be left on tables. Students should behave appropriately, be in dress code, and should not sit on tables.

Bus Loading – Teacher should report to the bus loading area at the time specified by each campus principal and monitor students as they wait for the bus. Students should be outside waiting for the bus or parents, unless inclement weather requires them to wait inside.

## DAILY OPERATIONS and PROCEDURES

It is the sincere belief that the administration of a district and the administrators of a school exist for the purpose of facilitating the instruction of the student in the classroom. To accomplish this, certain procedures must be established to ensure smooth day to day operation and must be followed by all personnel in the school.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all the rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at <https://www.uil texas.org/athletics/manuals>; a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of the Texas Education Agency at (512) 463-9581 or [curriculum@tea.state.tx.us](mailto:curriculum@tea.state.tx.us).

[See <http://www.uil texas.org> for additional information on all UIL-governed activities.]

Student safety in extracurricular activities is a priority of the district. The equipment used in football is no exception. As a parent, you are entitled to review the district's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

### **Activity Sponsors**

All sponsors of classes, clubs, athletic teams, etc. are responsible for all activities of that group when the groups are together. The sponsors must approve all plans of any group before administrative approval will be given. High standards of student behavior are expected of our students during all school activities.

Sponsors should proceed as follows:

1. Have all activities approved by the designated school administrator.
2. Have transportation and building use requests in to the principal's secretary by the Tuesday morning of the week before the week of the activity.
3. All fund raising activities must be approved before any commitment is made.
4. Attend and supervise all class and club activities.

Communication between students, the sponsor, and school administration is vital.

### **Announcements**

Announcements will be made one time each day. Times will be established by each campus principal. Please submit announcements in writing at least 30 minutes prior to this time.

All efforts will be made to avoid making announcements at other times to avoid interrupting and distracting students during instruction. Only emergency announcements will be made at other times of the day.

### **Pledge of Allegiance and Moment of Silence**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 40.]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

### **Assemblies**

During assemblies, teachers are required to supervise their students by class assignments. Our students are expected to exhibit appropriate respect and behavior, and all teachers are expected to take appropriate action to this end.

### **Bell Schedules**

The bell schedule for the school day will be distributed to faculty and staff as a separate communication. The bell schedule also will be posted prominently around the school and in classrooms.

### **Campus Calendar**

The official school calendar is kept in the office. All school activities must be placed on the official calendar. Permission must be given by the principal or designee for after-school activities and for those activities that will involve any change in the regular daily schedule. It is the responsibility of each coach/sponsor of student activities to communicate the times and locations of such events with the office. Schedules of student activities should be submitted to the person designated on each campus to be placed on the Master Calendar. Such activities may be e-mailed or submitted on paper.

Further, it is the responsibility of each coach/sponsor to communicate the dates and times of student events to parents, students, and staff. Communication should be regular, professional, and offered well in advance of the event. No student activities are to be scheduled during the weeks of standardized testing or the week of semester finals.

### **Campus Grading Guidelines**

### **Report Cards, Progress Reports, and Class Records**

- Pre-Kindergarten and Kindergarten will use a skills based report card to report student progress to parents.
- Teachers will record numerical grades as whole per cents for students in grades 1 through 12. (Follow the campus Grading Guidelines and enter grades utilizing the txGradebook program.)
- Grades must be entered **at least** weekly and should be available through Parent Portal no later than 48 hours after the due date.
- Teachers should assign a minimum of 2 daily grades per week and 3 test grades each grading period.
- If over 55% of the class fails an assignment or test the grade should not be entered into the grade book but should be re-taught.
- Benchmark grades shall be used as the six weeks test grade unless permission is given to be used differently.
- At the end of each six weeks, teachers will sign all online grade sheets provided by the PEIMS secretary after proofing them for accuracy. This will be our official record to be stored by the PEIMS secretary.

**Parents can access grades through the Parent Portal. It is vital that accurate and timely grades be maintained on the txGradebook.**

### **Correction Policy K-12**

A student may redo a failed assignment within two days after it is returned by the teacher, for a grade of no more than 70 if the following conditions are met:

- The original assignment was turned in on time.
- The original assignment is complete when turned in.
- The student attends a tutorial session before, during activity period or after school for re-teach/remediation. (if a tutorial session is not available it is the responsibility of the student to schedule a remediation time with the teacher.)

Six weeks tests/benchmarks may not be corrected or retested because they are cumulative in nature and grading procedures require six weeks averages to be submitted by Friday of the testing week.

### **Instructional Exemption**

If over 55% of the class fails an assignment or test the grade should not be entered into the grade book but should be re-taught.

### **General Grading Policy**

The Buffalo ISD Grading Policy provides students and parents with guidelines that are used by teachers in all subject areas.

Numerical grades will be used in marking papers, tests, or other assignments for all subjects. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. Teachers will use formal and informal assessment methods.

### **Grades Pre-K and Kindergarten**

Pre-K and Kindergarten will use a skills based report card to report student progress to parents. Kindergarten will give 6 weeks numerical grades that correlate with the skills based assessments.

### **Grades 1 - 3**

Numerical grades will be used in marking papers, tests, or other assignments for all core subjects. Daily assignments will be considered 50% of the overall six weeks average and Tests will weigh 50% of the overall six weeks average.

### **Grades 4-12**

Numerical grades will be used in marking papers, tests, or other assignments for language arts (reading, oral and written language), math, science, social studies and electives in grades 4-8.

Daily assignments will be considered 40% of the overall six weeks average. Tests will weigh 60%. (Please see the High School Student Handbook for more information on weighted components in advanced classes.)

An assignment that is not turned in may be completed and turned in the following day for a grade not higher than 70. Ten points will be deducted for each day an assignment is late up to two days late. After two days, the assignment will not be accepted and a grade of zero will be recorded.

### **Failing Grades**

When a student has zeros or very low grades, your objective is to promote a better attitude toward work and to develop a habit of conscientiously attempting every assignment. Your handling of zeros and other failing grades can be a valuable motivational tool.

At each opportunity, counsel with the student, insisting upon the needed changes for the next grading period. Maintain the optimistic view when dealing with students:

“You can make it; You are an important person; Your work in school is valuable; We will succeed together, etc.”

All is lost if the teacher says: “It’s no use; you have goofed off so much that you need not bother trying anymore.” Never give up even if the student and/or parent seem to have given up. Obviously, if at the end of the last semester ... after the last test is taken ... you have been unsuccessful at motivating the student to change, the final grades reported will be exactly as earned.

Due to the inexact nature of classroom measurement devices, try to avoid giving a semester average of 69.

Students who meet the following criteria shall be allowed a reasonable opportunity to redo an assignment or retake a test for which the student receives a failing grade:

Accommodation listed on IEP, 504 or LEP document

## **Goal Setting**

Instructional Specialists work with members of their departments and the District Vertical Alignment Instructional Coaches to establish departmental and individual goals to enhance student achievement.

## **TEKS-Documentation**

The State of Texas has specified that certain material be covered in a given course (i.e. TEKS). It is important that each teacher understands and applies TEKS for the courses they teach. Teachers should be prepared to discuss the relationship of TEKS to specific class work at the request of parents, campus administrators, and state administrators.

Each teacher must be able to verify that the TEKS for a course have been taught. This verification can be accomplished through the combination of several sources:

1. Instructional Plans
2. Class Lessons Taught
3. Grade Books
4. Regular updating of the Scope and Sequence documents

## **Grade Distribution**

Teachers should analyze their grade distributions as part of their continuous self and class evaluation. Every effort should be made to create a learning environment in which each student can be successful.

### Exemptions

In order to establish a reward, yet maintain student academic preparation for future educational experiences, Buffalo ISD offers an exemption plan designed to stimulate secondary students to their very best scholastic efforts. Also, the plan guides students to make good decisions for the real-world situations that call for punctuality and good citizenship. All students enrolled for the final two six week grading periods of the semester are eligible for exemptions.

### Exemption Criteria

1. 90 or above semester average – three or fewer absences in the individual class
2. 80 to 89 semester average – two or fewer absences in the individual class
3. 70 to 79 semester average – one or fewer absences in the individual class
4. No unexcused absences (by individual periods)
5. No disciplinary infractions resulting in ISS, suspension, or DAEP placements

### Absences Toward Exemptions

All absences are counted toward exam exemptions, with the exception of school-related activities.

Absences for obtaining or renewing driver's licenses will be unexcused. Seniors may use 2 days for college visits and Juniors may use 1 day for college visits during the school year – these days will not count towards exemptions provided appropriate paperwork has been completed and turned in. Every three tardies in a class period will count as one absence in that class for exemption purposes.

*For students who are exempt:*

If they are exempt for every period during the testing day, they do not need to report to school.

Students who must take one or more finals must report to those classes during the scheduled time to take those finals.

Students who are on campus during an exemption period (do not have to take that final) need to report to the cafeteria during that class period to wait until their next test.

### **Suspended Students and Grades**

Students who are suspended will need to request the missing assignments upon their return to school. Absences due to suspension are considered excused as long as they complete the make-up work in a timely manner. Students are allowed two days to make up their work for each day's absence. Special education students and Section 504 students may have the opportunity to request their work prior to the absence; however, the work is due upon return to school.

### **Homework**

Some amount of homework will be necessary in almost every teaching area. However, homework assignments should be selected with great care and to accomplish a definite purpose. Minimum length assignments adequate to achieve the desired results should be given. "Busy work" type assignments involving much repetitiveness are to be avoided. Homework assignments must be relevant to the lesson objective.

Prompt feedback concerning the QUALITY of work should be provided. Homework collected but not graded for a week is almost without value to student or teacher. Checking of homework may be done by the teacher, by students themselves, by classmates. Whenever possible, classes should be given time to start written homework assignments during class so that the teacher may ensure a proper start toward the completion of the assignment.

### **Incomplete Work**

Refer to your RSCCC instructions for entering grades for incomplete work. **All incomplete assignments should be made up before progress report time of the following six weeks.**

As soon as the necessary work has been completed, follow the instructions to enter the grades and notify the PEIMS clerk.

### **Make-Up Work**

Students are allowed one day to make up missed assignments for each day they are absent.

Also see **Report Cards/Progress Reports and Conferences** on page 42 for additional information on grading guidelines.

### **Instructional Modifications**

We must always take our students where we find them. Many activities in the first days of school may be devoted to determination of the background of students related to your teaching area. Each teacher should give time to the development of materials of varying degrees of difficulty covering single concepts.

Instructional modifications are variations in an assignment or test designed to meet the needs of a particular student. Modifications might be made for special education students, Section 504, ELL students, slow learners, or students who have moral or religious objections to an assignment.

Modifications for special education students will be carried out in keeping with the student's Individualized Education Plan (IEP). The Educational Diagnostician, ELL teacher, or the campus 504 coordinator will assist you in implementing modifications and in documentation.

### **Campus Supervision**

Campus supervision by teachers is necessary to ensure a secured environment during those times of the day when students are not involved in academic study. From both a moral and legal point of view, school employees have an obligation to be aware of and take steps to prevent any action or conduct which may lead to unwanted difficulties in the school setting. Mere presence of employees where students are gathered will minimize problems. Supervision of students is sometimes unpleasant and may occasionally place a teacher in a stressful position. Therefore, it will be the intent of the administration to keep supervision responsibilities at a minimum.

A teacher on duty should be familiar with these areas of student conduct: dress code, behavior during lunch and before and after school, tobacco rules, off limit areas, assemblies/pep rallies, boy-girl relationships, and closed campus policy. When a teacher observes a student not complying with school policy, these steps should be taken:

1. Approach the student in a **FRIENDLY, NON-THREATENING WAY**.
2. Ask for the student's name.
3. Addressing the student by first name in a **TACTFUL MANNER**, inform the student of the violation(s).
4. Observe to see that the student corrects the behavior.
5. In case of a major infraction, the student should be referred to the office, either by the delivery of the student's name to the office or by escorting the student to the office.

**If a student is defiant, hostile, or refused to comply regardless of the degree of the infraction, he/she should be referred immediately to the office. It will be the responsibility of the principal to notify the parents and take disciplinary action.**

**Email**

All faculty members are expected to check email on a daily basis. School email is to be used for school-related purposes and may be monitored at any time by administration.

**Emergency Procedures**

Familiarize yourself with the emergency procedures described below: Keep instructions for these procedures in a standard place. Periodic drills are held throughout the year.

*Power Failure Procedure*

1. Stay where you are until instructions are received. Disregard all bells other than disaster or fire bells.
2. Do not use open flames such as candles or lighters.
3. Flashlights or battery camping lights are recommended lighting systems for each room.
4. When a power failure occurs, each teacher who does not have an assigned class shall go immediately to the main office for further instructions.
5. Plan what you will do with your class if a power failure occurs.

*Evacuation Procedures*

1. All occupants of the building must participate in all evacuation drills.
2. Each teacher must carry a roll book or other method to account for every student.
3. Students will remain in an orderly line formation, under the supervision of their teacher, throughout the fire drill. When all students reach the safety zone (at least 50 yards from the building), the students will remain in line and face the building. The teacher shall stand between the students and the building. If a student is missing, the principal must be notified immediately.
4. Necessary assistance will be provided for students with special needs during a fire drill.
5. Follow the route indicated on the map posted in your room. If the assigned exit is obstructed, be sure you know an alternate route.

*Disaster Alert*

1. All occupants of the building must participate in a disaster alert.
2. The disaster alert procedure requires that students sit on the floor with their face between their knees and their hands clasped behind their head, facing an interior wall, which is away from windows.
3. Necessary assistance will be provided for students with special needs during the disaster alert.
4. Please refer to the Disaster Alert plan for your building for more specific information.

*Accident Reports*

Fill out an accident report and turn it in to the office for each accident that occurs while you are supervising students. These forms are in the office.

**Fire Exit Procedures** – all rooms should have a Fire Exit Map posted near the classroom door.

Fire Bells:	3 bells/fire alarm	leave the building
	1 bell/announcement	halt; stand at attention
	2 bells/announcement	return to the classroom

**If any suggested exit is blocked, use good judgment and move to the nearest open exit, then, away from the building. Make sure you do not stand in the road on in the fire lane.**

### Bad Weather Procedures (Tornado)

Bad Weather Bells:	1 continuous bell/announcement	move to designated locations
	2 bells/announcement	return to normal operations

Move to inner walls of classroom or hallway; sit on the floor with face between knees and hands clasped behind head, facing an interior wall.

Please refer to the Bad Weather Procedures for your building for more specific information.

### Lockdown Procedures

“Lockdown” announced

1. Lock door, making a quick scan for any students in hallway.
2. Turn out the lights and cover door window with opaque paper.
3. Move students to an area away from doors and windows – account for all students.
4. Keep students calm and quiet – no cell phone use.
5. Ensure email is up and running.

After doors are locked, do not open for anyone. Emergency personnel will have keys to unlock doors. After this, follow any instructions given by emergency personnel or BISD administrative staff.

“Lockdown Over” announced – drill/situation resolved. Wait for further instructions.

### **Faculty Meetings**

Faculty meetings will be held on an “as needed” basis. All personnel are expected to attend. Faculty meetings will be scheduled as far in advance as possible. Avoid scheduling any other activities at these times.

The agendas for faculty meetings will include topics related to district and campus programs and procedures, community opportunities and services, student needs, classroom management, and instructional strategies. Occasionally faculty meetings will take the form of small group meetings at your conference period. Such meetings will be announced in advance.

### **Field Trips**

See the addendum for Field Trips in the Appendix.

### **Foods of Minimal Nutritional Value**

Federal regulations do not allow foods of minimal nutritional value (FMNV) to be sold or given away during the school day on campuses serving reimbursable meals. Please refer to the chart in the Appendix or look online at [www.squaremeals.org](http://www.squaremeals.org) for information on allowable foods, including snacks.

### **Fund Raising**

Groups and organizations are limited to two fundraisers per year. Fundraisers should be approved by the principal, with information concerning dates (two weeks in length) and items to be sold.

### **Hall Passes**

Teachers in the Junior High and High School should issue hall passes for every student who leaves class, which should include student name, time left, destination, date, and teacher signature. It is also encouraged that only one student out of class at a time.

Some areas, such as the Learning Lab and Library, require specific hall passes to enter. Students who arrive without those specific passes may be returned to class to obtain the necessary pass.

### **Mailboxes**

Teachers' mailboxes are located in the faculty workroom or in the office. Each teacher is asked to check his or her mailbox daily and remove the contents. Please do not send students to check teacher mailboxes.

### **Maintenance Request Procedures**

Email a detailed description of maintenance issues to the principal, who will forward to the appropriate personnel. Please include the location of the problem and a brief description of what is needed.

### **Money Collection**

From time to time, it may be necessary for various teachers to make collections for fees, newspapers, books, pictures, activities, etc. Be certain to keep complete and accurate records, and do not allow any monies to remain in your classroom unattended or overnight.

### **Office Assistants**

If at any time an office assistant conducts himself or herself in an unprofessional manner in coming to your room, you should report the incident to the person to whom the student is assigned. Office assistants will be instructed about how to conduct themselves on errands.

### **Personal Phone Usage**

When personal phone calls for staff members are received in the school office, the call is transferred to your voice mail or a message is taken or emailed to you. We will not interrupt the class unless there is an emergency. Personal long distance calls must not be made from school phones.

**Use of cell phones during instructional time for personal reasons is prohibited.**

Limit your personal cell phone use to your conference and/or break times.

Cell phones should be silenced during all campus meetings and professional development sessions.

Text messaging and other digital communication is inappropriate and should not occur during meetings and professional development sessions.

**Punctuality & Requested Documentation**

In every case, time deadlines for reports due in the office will be as generous as possible. It is of extreme importance that all deadlines be met, even if you require the help of a colleague. If you are called upon occasionally to help someone meet a deadline, do so cheerfully, because you may have occasion to accept the favor in return.

**Travel Expense Reimbursement***Policy DEE*

Before any travel expenses are incurred by an employee, the principal, business manager, or superintendent must give approval. For approved travel, employees will be reimbursed for mileage if a school vehicle is not available and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts to be reimbursed for expenses other than mileage. See Appendix for Travel Expenditures Schedule.

**Purchasing Procedures**

All requests for purchases must be submitted to the principal and the business manager. No purchases, charges, or commitments to buy goods or services for the district can be made without a purchase order number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the district business office for additional information on purchasing procedures.

*Activity Funds*

All club, class, or organization sponsors are required to keep a set of records on the financial operation of their organization. Sponsors should check regularly with the office on their club's financial standing. Deposit monies to the office every day. Do not keep money in your possession overnight. All fundraisers must be approved by the principal prior to implementation. The proper procedure for expending activity funds is:

1. Secure a campus requisition form from the office.
2. Check the prices of desired purchases.
3. Complete the campus requisition and present it to the office for approval.
4. Receipts and/or invoices must be submitted for accounting purposes.

*District Budgeted Funds*

1. Secure prices with a price quote.
2. Get a district requisition, complete it, and return it to the office for approval.

3. Purchase order cut-off dates: campus administration will give information regarding end of school orders.

### **Returning Phone Calls**

**Please return phone calls from parents within 24 hours.** Keep records documenting when you called and the response (no answer, left message, call completed). Be diligent in your efforts to reach parents – call several times, call at different times of day, and call their place of work. Failures to return a parent phone call can result in miscommunication and perceived lack of cooperation between home and school. Notwithstanding, it is critical that all correspondence is professional, error free, and customer friendly.

### **Special Activities**

Extra-curricular activities are a vital part of school responsibilities for all personnel. All personnel are encouraged to attend games, concerts, performances, and exhibits, expressing support and interest in the accomplishments of students and colleagues.

#### *Events Requiring Class Time*

Each course offered in the curriculum, and each class in the day is felt to have distinct benefit for the student and, except in cases of extreme need, teachers should not keep or get students from another class. When such action is necessary, arrangements should be made with the principal and teacher of the class that will be missed before the action is taken.

If you need to have an activity which would require students to be out of classes other than your own, the principal first must approve it. A memo from you, initialed by a principal, must be provided to the faculty at least twenty-four hours before the event, listing the time involved and each student's name.

### **Student Attendance Accounting**

Complete and accurate attendance records are the basis of funding for our school district. All teachers are required to maintain a record of absences for each class and submit those absences in the district's computerized attendance system each period along with the attendance folders.

**Students must not be given responsibility for calling roll or submitting the attendance in the folder or the computer system.**

#### *Attendance Procedures*

Complete and accurate attendance records are the basis of funding for our school. All teachers are required to maintain an accurate record of absences for each class and submit those absences in the district's computerized attendance system each period. Students must not be given the responsibility for calling roll or submitting the attendance in the computerized system.

1. Take attendance approximately 5 minutes after the tardy bell for all class periods and submit at that time, utilizing the TxEIS computer program. If a student comes in tardy after you have submitted your attendance, email the attendance clerk so the student's attendance can be changed.
2. Click absent for students who are not physically in your classroom. Click absent even if

on school trip. The attendance clerk will make corrections for a school absence. If you make a mistake, please email the attendance clerk the error.

3. Students should be prompt to all classes. Tardy students cause delays, interruptions, and mistakes in attendance records. Students who are tardy should report to the attendance clerk to receive a tardy slip. Teachers need to let students know what will be counted as late. Be consistent. Decide on what is late – inside the door or sitting in the assigned seat, and clearly communicate this to the students at the start of the school year. The disciplinary action for tardies, based on a cumulative six-week basis, will be assigned by campus administration.
4. A student needs to obtain a written statement from a staff member if the staff member detains a student and causes him/her to be late. The student will turn the note into the teacher and not be required to obtain a tardy slip. The teacher shall make corrections as necessary. The teacher should keep all collected written statements of student passes for future reference.
5. Any student who misses more than 33 percent of a class (i.e., 15 minutes of a 45 minute class) will be counted absent, not tardy.
6. Substitutes will need to take attendance utilizing the class roll sheets printed by the staff member. Substitutes should mark “A” in ink in the boxed area corresponding with the student’s name and date. If a student is tardy, the substitute should mark “T” in the boxed area.

Do not mark class rolls if students are present. The substitute will need to sign and date all class rolls. Turn all hard copies of class rolls into attendance clerk at the end of the day.

7. Stress to our students to sign in/out at the office if coming to or leaving from school during the school day.
8. At the end of each six weeks, teachers will sign and return all online attendance sheets provided by the PEIMS secretary. This will be our official record to be stored by the PEIMS secretary.
9. Coaches/Sponsors – After a field trip has been approved by the principal, email a list to appropriate campus faculty of all names that will be out for the trip if your field trip is during school hours. This list should be emailed at least 24 hours ahead of the trip. At departure, please check your student release sheet by verifying you have all students on your bus. Turn in a corrected release sheet to the attendance clerk before leaving the campus, noting students who did not attend the field trip.
10. State law requires students to be in attendance for a minimum of 90% of the days a class is offered. This generally amounts to a maximum of nine absences per semester. If the nine days are exceeded, students are required to attend d-hall, Saturday school or tutorials with teachers. Teachers should contact parents and the assistant principal when a student is excessively absent. Please keep a record of each contact made and let assistant principal know of contacts by email.

### **Student Dress Code**

The Buffalo ISD dress code is established to teach grooming and hygiene, prevent disruptions, and minimize safety hazards. Also, our dress code is established to be a reflection of the pride and responsibility we have in representing our school, parents, and community. While some fashions

are acceptable outside the school environment, the Buffalo ISD Board of Trustees has adopted a student dress and grooming code that is acceptable in the formal school setting. Students and parents may determine a student's personal dress and grooming standards, provided they comply with the established dress code.

[See the Student Handbook for the current Student Dress Code.]

### **Technology Repair Request Procedures**

Requests for technology maintenance or repair should be completed on the online form found on the BISD website or emailed directly to the Director of Technology.

### **Textbook and Technology Accounting**

Elementary and Junior High The teacher is responsible for a list of book numbers, technology devices and books issued to him or her and should see that they are kept covered and in good repair. Books that have been lost must be paid for in full. The pupil is held responsible for damage or loss of books to him/her. See the principal for cost of lost or damaged books.

High School Classroom sets of textbooks may be checked out to the teacher. The teacher is responsible for the number of textbooks checked out to him/her. These textbooks should be kept in a secure location to minimize the ability of students to take the books, especially when a substitute is present. Note that textbooks not returned by the teacher may reduce the department's budget the following year due to replacement costs. Chromebooks, calculator, and/or textbooks will be checked out to students according a schedule that will be made available by the first week of school each year. Students who do not wish to check out chromebooks, calculator, and/or textbooks at that time will not be allowed to check them out later in the school year. Students should take chromebooks, calculator, and/or textbooks home and not be allowed to leave them in the classroom. Chromebooks, calculator, and/or textbooks are the responsibility of the individual student and must be returned in good condition at the scheduled time prior to the end of the school year.

### **Transportation Request Procedures**

For all transportation request, an employee must complete the BISD "Trip Request Form" with required student, staff, and adult names, obtain principal's signature and give to the secretary to be faxed to the transportation department. All sponsors are encouraged to be bus driver certified due to driver scarcity.

### **Travel Request Procedures**

Please use the online Travel Request Form found on the BISD website for travel requests. Requests should be given to the campus principal at least 2 weeks prior to the event.

### **Visitors in the Workplace**

All visitors are expected to enter through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination.

Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

## **TEACHING PRACTICES, CLASSROOM and DISCIPLINE MANAGEMENT**

### **ARD's/Rtl/Title I/504 Documentation**

Teachers are responsible for maintaining documentation of accommodations and modifications for students receiving services through Special Education or the 504 program. Guides for each student will be provided for you at the beginning of the school year for each student in your class that receives special services. All documentation related to these areas is confidential.

### **Students with Physical or Mental Impairments Protected under Section 504**

A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law.

Please contact the District 504 Coordinator regarding referral for an evaluation applicable to Section 504.

### **Accommodations for Children of Military Families**

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. The district will permit no more than 5 excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

### **Students in Foster Care**

In an effort to provide educational stability, the district strives to assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

A student who is placed in foster care and who is moved outside of the district's attendance boundaries is entitled to continue in enrollment at the school he or she was attending prior to the placement until the student reaches the highest grade level at the particular school

Please contact the superintendent, who has been designated as the district's liaison for children in the conservatorship of the state, at (903) 322-3765 with any questions.

### **Classroom Management**

Most discipline problems can be prevented with good classroom management techniques, teacher supervision, and preplanning. Most disciplinary problems can be resolved through personal conferences with the student.

It is recommended that corporal punishment be administered only as a last resort after parental notice. Under no circumstance should corporal punishment be administered by any teacher.

Buffalo ISD has adopted a discipline management plan. Please become very familiar with it, and use it as your guide to effective discipline.

Each teacher is solely responsible for managing his/her classroom. However, the cooperation and support of parents, students, counselors, and the administration can be vitally important to your success as a teacher. While we must always consider the "rights" and "due process" of and for the individual, we must see that no individual interferes with the right of other students to have an effective educational climate. The following guidelines are provided to help you maintain an appropriate classroom.

#### *Teacher Responsibility*

In order to give students a reasonable opportunity to comply with rules of good discipline, the following procedures should be followed:

**Goals:** Make the educational goals and objectives for the course known to the student.

**Rules of Conduct:** Provide in writing the expectations regarding conduct in your classroom. Include a list of required materials to be provided by the student, the pattern of use of textbooks and workbooks, requirement for notebooks and note taking, and punctuality.

**Deficiencies:** Communicate to the student in a private, tactful manner when deficiencies in behavior or academic performance are noticed.

**Parent Friendship:** Establish a pleasant relationship with parents at the earliest possible time. Use the telephone, written note, email, or personal conference. Communicate your

genuine concern for the student and your desire for parent support.

Make a note of each parent contact. Your first contact with parents should occur in the first six weeks. If you are uncomfortable in this role, visit with your more experienced colleagues, department chairman, counselor, or principal and get some help.

**Records:** Keep accurate and detailed records regarding discipline and academic progress.

### Student Responsibility

You should expect students to understand and appreciate the relationship between the work you are doing with them and the overall goal of education, to be punctual with all needed materials in hand, and to comply with the classroom rules and those in the Student Handbook.

### **Classroom Personality**

All teachers should exhibit a smiling, friendly appearance to the students. Be firm, friendly, and fair in your classroom procedures. Be ready with praise for work well done. Be yourself. Do not attempt the “buddy system” or the “tyrant system.” They most frequently prove unsuccessful.

### **Communication with Parents**

We should not rely solely on report cards and deficiency reports for our parental communications. At any time a student’s grades or conduct and attitude take a sudden undesirable turn, teachers are encouraged to contact the parents by telephone, email or by note in order to schedule a conference. We must do everything possible to ensure that any breakdown in communications is not the fault of the school. Remember that parents will appreciate an occasional commendation report just as teachers would.

### **Conduct Grades**

Conduct grades are important reports to parents and every effort should be made to be consistent in the assignment of these grades. Never make specific grade point penalty on academic grades for strictly conduct-related events. Use the conduct grade for reporting misbehavior. A “U” in conduct may be used for a single flagrant violation or an extended sequence of minor infractions. Use the “U” only after consultation with the principal and proper notification of parents.

Conduct grades and their intended meanings are listed below:

S = Satisfactory - Acceptable traits and characteristics of citizenship

N = Needs Improvement - Citizenship traits need improvement

U = Unsatisfactory - The teacher feels that the student has not developed as he/she should in some traits of citizenship. This grade should be cause for as much concern as a low achievement grade.

### **Conferences**

All teachers are asked to be available for prearranged conferences during their conference periods. When parents call the school to make arrangements for a teacher conference, the secretary will notify you of the arrangements. If, for some unusual reason, the time is not satisfactory, contact the parent as soon as possible to make alternate arrangements.

Conferences with parents or students are never to take place in the lounge-workroom area.

## **Daily Instruction**

### Lesson Plan Cycle

Utilizing good practices ensures an effective instructional atmosphere. The lesson plan cycle provides a structured and consistent classroom environment conducive to learning. Teachers are encouraged to implement the lesson plan cycle every day. The steps of the lesson plan cycle are as follows:

1. Bell-ringer/introduction/warm up
2. Direct instruction
3. Guided practice/modeling/check for understanding
4. Independent practice
5. Review/closure

### Instruction

Instruction should be engaging, fast paced, rigorous, and applicable. Instruction that maximizes time-on-task and goes from bell-to-bell keeps students focused on learning and assignments. In addition, a rapid instructional pace keeps students occupied and attentive.

## **Daily Planning**

One of the cornerstones of effective teaching is thorough, regular planning. These plans document that instruction has addressed the TEKS of a course and other district/campus objectives. Each teacher is expected to maintain a *plan* of the current unit or topic complete with *daily lesson plans*. Daily lesson plans should be worked out at least one week in advance of the present assignment and should be kept in an easily accessible place in case a substitute is needed.

Daily lesson plans are required for four main reasons:

1. To assist the teacher in planning instruction
2. To document that instruction has addressed the TEKS of a course and other district or campus mandated objectives.
3. To summarize objectives/activities in progress, for review and use by campus and central administrators
4. To assist substitute teachers

Lesson plans should include the following information:

- Objectives/TEKS
- Homework
- Test
- Overview of Activities

Any detail above and beyond is highly encouraged by BISD administration.

**Daily lesson plans for the following week will be submitted to the principal each Friday**

afternoon.

**Each teacher should submit an *Emergency Lesson Plan Folder* will be kept in the front office. These folders should contain 3 days work and should be updated at least once every 6 weeks. Assignments should be a review of prior instruction or STAAR/TAKS related review material.**

### **Examinations**

It should always be our intention to write test items to cover major or important facts and concepts. Questions concerning trivia should be avoided. All examinations should require various levels of mental activity, and all major examinations should give the student an opportunity to organize and express his thoughts in writing. Teachers should use examinations as an aid in locating areas and procedures of instruction that may need to be modified.

Six weeks exams in the core content areas for grades 2 through 11 will be scanned using the DMAC system.

### **Excessive Sitting**

Teachers who sit at their desks much of the time have a tendency to lose class interest and have more disciplinary problems. Teachers need to be moving about the classroom to help meet individual needs and maintain good student supervision.

### **Hall Supervision**

All teachers are expected to be at the classroom door during class breaks. If you need to have a brief discussion with a student, conduct it near the door where your influence can continue to be effective. A longer discussion with a student should be done at another time. Everyone should be at the classroom door prior to student arrival each morning. A friendly greeting from you each day sets the tone for a cooperative attitude during class.

### **ISS/DAEP-Procedures for Providing Instructional Materials**

The District Alternative Education Program is designed as a disciplinary action that allows the student to maintain progress in his/her instructional program. The DAEP/ISS instructors attempt to maintain a studious, well-disciplined environment in the DAEP/ISS rooms. Teachers can help to maintain this atmosphere by adhering to the following guidelines when submitting work for students in DAEP/ISS.

1. Realize that students in DAEP/ISS have a full class period to do an assignment that students in the classroom are assigned after lecture or discussion. Most DAEP/ISS assignments should be longer than assignments given in class. Supplementary work, make-up work, and review work should be included in DAEP/ISS assignments when possible.
2. When writing DAEP/ISS assignments, be very specific. Require a written product. For example, “read Chapter Two” should read “Outline Chapter Two, define all vocabulary words and write a one page summary.” “Study for test” should read “Study for test on = \_ . Write twenty-five questions and their answers which you feel might be good

- questions over this material.
3. Provide the work to the person responsible by the deadline provided, who will deliver and return work when completed.
  4. High school students will use OdysseyWare while in DAEP for all core subjects.
  5. Both DAEP and ISS personnel will be checking the online lesson plans. Teachers should communicate directly with those teachers if changes are made to the lesson plans.

### **STAAR/EOC Assessments**

Each student must demonstrate mastery of the objectives included on the exit level form of the Texas Assessment of Knowledge and Skills (TAKS) or an accumulation of End-of-Course exams before he/she can graduate from high school, and the state testing at the lower grade levels helps to better prepare the students for the exit level given while they are in high school. It is imperative that each teacher be knowledgeable regarding objectives that are included on the competency test. Each teacher is responsible for knowing these objectives as well as for providing instruction and/or reinforcement activities related to the objectives. It is important that teachers be knowledgeable about the test format, testing dates, and testing procedures. Information relative to state assessments must be communicated to both the students and parents clearly and regularly.

All students will take the appropriate form of the STAAR or TAKS in the spring semester.

For grades 3-8, the test is divided into sections with all students taking the math and reading. In addition, fourth and seventh graders will take the writing exam, fifth and eighth graders will take the science exam and eighth graders will also take the social studies exam.

High school students in ninth and tenth grade will take appropriate End-of-Course assessments in English I, II, and III, Algebra I and II, Geometry, Biology, Chemistry, Physics, World Geography, World History, and U.S. History. Eleventh graders will take the Exit TAKS tests covering ELA, Math, Science and Social Studies.

### **Library Policy**

The library will be open for students and teachers for the entire school year. Official hours are regular hours of operation for the school day. If groups need to schedule the library for use such as class meetings, etc. before or after school, please schedule ahead of time.

Personal book check-out may begin the first day of school. All books will be due at, and no more will be allowed to be checked out for, the final two weeks of the school year. Books that are not returned in good condition will be the financial responsibility of the person checking the book out.

Teachers are encouraged to book early for class projects, especially those requiring the use of computers or books for research. Teachers should plan to accompany their students to the library for these projects. Teachers who have the library reserved will take precedence over teachers coming in unexpectedly with a class.

Teachers may send up to four unaccompanied students to the library to work or check out books during classes. Please use provided library passes and fill out both the time the student leaves class

and the purpose for his or her visit. Please understand that drop-in students will be accommodated if at all possible, but will be sent back to class if the library is full. Students will not be allowed to play computer games or checkers, chess, etc. during class times and will be sent back to class if caught doing so.

Food and drink is prohibited in the library.

### **No Pass No Play**

BISD will follow UIL guidelines for eligibility requirements.

Key points of the “no pass, no play” policy are as follows:

1. All students are eligible the first 6 weeks of school if they were promoted from one grade to the next.
2. \*Students who were eligible will not **lose eligibility** until 7 calendar days after the end of the grading period. Example: Grading period ends on Friday at 3:30. Students will not regain or lose eligibility until the following Friday at 3:30.\*
3. \*This rule also applies to those students who **become eligible at the 3-week progress check**.
4. The semester grade has no bearing on eligibility. Grades for the last grading period of the semester determine eligibility.
5. Students who pass all courses for the grading period remain eligible throughout the next grading period.
6. All “I’s” (incomplete) are treated as failing grades until they are replaced with a passing grade.

### **Participating in Graduation Activities**

The district has the right to limit a student’s participation in graduation activities for violating the district’s Code.

Participation might include a speaking role, as established by district policy and procedures.

Students eligible to give the opening and closing remarks at graduation shall be notified by the campus principal. Notwithstanding any other eligibility requirements, in order to be considered as an eligible student to give the opening or closing remarks, a student shall not have engaged in any misconduct in violation of the district’s Code resulting in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

The valedictorian and salutatorian may also have speaking roles at graduation. No student shall be eligible to have such a speaking role if he or she engaged in any misconduct in violation of the district’s Code resulting in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

### **Parties**

Classroom parties are not felt to be beneficial to our school situation. If you feel that you must use

class time to celebrate some event, make arrangements with the principal to use a special area. Do not allow students to take food out of the cafeteria area. Federal guidelines for foods of minimal nutritional value require that the school designate 2 days that allow for deviation from the requirements. These dates must be provided to the central office at the beginning of the school year.

### **Preparation**

Adequate planning must be considered the key to the maintenance of a good educational environment in any classroom. Have all materials needed during the period in the room when the students arrive so that you do not have to leave the room to obtain forgotten materials.

### **Presence in the Classroom**

**Teachers should never leave classes unattended.** Legal responsibilities of student supervision are such that no teacher can afford a negligence suit for such action. Problems are much more likely to arise when groups of students are left unsupervised and the assigned teacher is the responsible party.

**Be in your class at the beginning of the period.** It is difficult to convince students to be in class on time if their teacher is late.

### **Seating Arrangements**

Seating assignments may be based on any plan the teacher desires. However, special effort should be made to take care of the needs of any student having vision or hearing problems. After assignments have been made, do not allow unnecessary moving. This plan can greatly reduce defacement of furniture. **Use of a seating chart is strongly recommended.**

### **Removing a Student Temporarily from the Classroom**

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by state law.

### **Removing a Student from Class for Tutoring or Test Preparation Purposes**

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law and policy EC, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal.

The school may also offer tutorial services, which students whose grades are below 70 will be required to attend.

Also refer to policies EC and EHBC, and contact your student's teacher with questions about any tutoring programs provided by the school.

### **Specific Disciplinary Devices**

**Removal from the Classroom:** Send the students out of the classroom only in an emergency situation where the student is interfering with instruction. **Make it very clear whether the student is to stand quietly outside the door or come to the office.** Make the stay outside the door as brief as possible, conducting a conference with the student and bringing him back in. If you send a student to the office, write a pass in ink explaining why he is being sent. Use this device sparingly. If you send a student to the office for a minor infraction of rules, the communication to other students is that you cannot control the class without help from the office.

#### *Keeping Students after School*

Transportation is provided for all students in our district, and many of our students use the school buses. If it is felt necessary to keep a student after school, we must give the parents a one day notice so the parents may make arrangements for transportation. Write a note to the parents stating the reasons for the action and state the exact time the student will be released from his/her after school assignment.

#### *ISS*

Principals may assign students to ISS for major infractions of rules and/or repetition of smaller offenses. BISD teachers will make lesson assignments that are relevant to the regular class work during the days in ISS and evaluate the work that will be counted in the grade average.

#### *Suspension*

The principal may suspend students whose presence in school is a danger to others and for certain offenses such as fighting.

#### *Expulsion*

Students may only be expelled from school by the superintendent after a due process hearing.

### **Spelling**

Correct spelling should be emphasized in all classes and incorrect spelling should be noted on all written work.

### **Student Discipline**

District policy and guidelines related to student discipline are outlined in the [BISD Discipline Management and Student Code of Conduct Handbook](#). Each teacher should be familiar with the content of this document. Teachers are urged to make students aware of the contents by orienting

them to it at the beginning of the school year and referring students to it throughout the year as appropriate.

All staff members are responsible for dealing with students misbehaving in the halls, on the campus, in the classrooms, and any place where there is a group-sponsored activity. If they are unable to correct the situation, they should report such infractions to the administration.

Classroom behavior and dress are also the teacher's responsibility, and should be dealt with accordingly.

1. The prevention of disciplinary problems is preferable to the punishment of offenders. If pupils are engaged in active learning, they have fewer opportunities for misbehavior. In this sense, careful lesson preparation is a method for preventing disciplinary trouble.
2. One of the most valuable times for teachers to build positive relationships with students is between classes in the hallways. When the bell rings, rather than students simply walking out of the classroom, they should be dismissed by the teacher. Teachers should then stand at their doorway, shaking hands and greeting students as they arrive for their next class. This is an outstanding opportunity to learn more about the student in your classroom. Invariably, teachers with good relationships with students have markedly fewer disciplinary problems.
3. Teachers should settle their own disciplinary problems when they possibly can, as this will strengthen their own position. Keep documentation on actions taken to correct the problem.

Expected discipline steps include the following:

- A. Privately conference with student concerning misbehavior.
- B. If misbehavior continues, make parent contact to ask parent for suggestions to redirect student.
- C. If misbehavior continues, assign teacher detention before (7:35-7:55) or after (3:02-3:22) school.
  1. If student attends detention, move to step D. if misbehavior continues.
  2. If student does not attend, provide student a warning and an additional opportunity to attend and check on student's reason for not attending (i.e., parent contact).
  3. If student still does not attend, move to step D.
- D. If misbehavior continues, write a specific referral to the principal/assistant principal, including the steps you have taken to redirect the student.
  1. If a situation arises where a student has to be sent immediately to the office, quickly send specific documentation concerning the situation afterward, including previous attempts to redirect student.
  2. Since many students ride buses, they should not be detained after school without sufficient reason and without provision for their transportation (parental contact).

### **General Conduct Violations**

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on Out-of-School Suspension, DAEP Placement, Placement and/or Expulsion for Certain Offenses, and Expulsion, certain offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in Removal from the Regular

Educational Setting as detailed in that section.

### **Discipline Management Techniques**

Discipline shall be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense, including misconduct in a district vehicle owned or operated by the district, unless otherwise specified by law, may bring into consideration varying techniques and responses.

Since the district's primary responsibility in transporting students in district vehicles is to do so as safely as possible, the operator of the vehicle must focus on driving and not have his or her attention distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal may restrict or revoke a student's transportation privileges, in accordance with law.

### **Removal from the School Bus**

A bus driver may refer a student to the principal's office to maintain effective discipline on the bus. The principal must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

### **Discretionary Placement: Misconduct That May Result in DAEP Placement**

A student **may** be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

### **Misconduct Identified in State Law**

In accordance with state law, a student may be placed in a DAEP for any one of the following offenses:

- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See glossary.)
- Involvement in criminal street gang activity. (See glossary.)
- Any criminal mischief, including a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

## **Appeals**

Questions from parents regarding disciplinary measures should be addressed to the campus administration. Appeals regarding the decision to place a student in a DAEP should be addressed to the campus administration in accordance with policy FOC(LEGAL).

Student or parent appeals regarding the process used for the placement decision, such as issues related to the administrator's handling of the conference or proper notice being provided, should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office or through Policy on Line at the following address: [www.buffaloisd.net](http://www.buffaloisd.net).

Disciplinary Referral: When a referral for disciplinary measures must be made to the principal/assistant principal, each teacher should use the following procedure:

1. Each referral should be written on a disciplinary referral form or emailed, giving full details of the offense.
2. Indicate on the discipline report those measures already used by you to correct the problem for which the student is being referred.
3. Do not indicate the type of discipline you wish to be administered. This is left to the discretion of the administration.
4. If you feel that some verbal explanation is also necessary, feel free to do so. However, a written discipline form will still be required.
5. In some instances, it may be more preferable to send the disciplinary form and allow the administration to call the student in as soon as possible.

## **Teacher Aides**

Teacher aides are supportive paraprofessional personnel and are expected to maintain high standards, just as professionals. Duties are assigned individually. Teachers to whom instructional aides are assigned are responsible for assigning and monitoring the daily workload of the aide.

## **Tutorials**

State law requires that each school offer tutorial sessions for students failing courses in math, science, social studies, and English. Tutorials will be conducted during the time assigned by the building principal. Specific instructions regarding tutorial notification and record keeping are published separately.

## **Medicine at School**

The district will not purchase medication to give to a student. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policy FFAC, may administer:
  - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.

- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

Whether a student is at the elementary or secondary level, if sunscreen needs to be used to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

## Appendix I

### **Athletics Addendum**

For out of town travel with students, the following guidelines will be followed:

- Travel / Vehicle requests must be submitted to the principal and transportation department at least 7 days prior to the day of travel.
- A list of all students and employees must be submitted with the travel request.
- For state playoffs, travel / vehicle requests must be submitted to the campus principal and transportation department as soon as possible after the qualifying event.

For out-of-town competition, the following leave times will apply:

Sub-Varsity teams will be dismissed 30 min. plus travel time before the event is scheduled to begin.

Varsity teams will be dismissed 1 hour plus travel time before the event is scheduled to begin.

Only coaches for the specific sport will be approved for travel.

Coaches must travel in school provided transportation if available. Travel reimbursements will only be made if the request procedures were followed and no school transportation was available.

Student meals will be prepaid if guidelines for travel are followed.

For coaches' clinics and summer coaching school, the following guidelines will be followed.

All coaches will be provided the opportunity to attend one coaching clinic. The district will provide registration fees, lodging, per diem and transportation.

For coaching clinics that occur during the regular school year, the following guidelines will be followed.

Only head coaches will be approved for time out of school.

Head coaches may attend only 1 clinic during the school year at school expense.

The district will provide substitute teacher, per diem, lodging and transportation for the clinic.

Adult meals will be reimbursed following the guidelines in the Administrative Procedures Handbook

## Appendix II

### **Field Trip Addendum**

Must determine purpose of field trip – educational or reward.

#### *Educational Field Trip:*

Requests must be made to the campus principal, business office and superintendent in advance.

Learning objectives should be provided with the request.

District will provide vehicle, driver and substitute teacher (if needed).

Check early – money may not be available.

#### *Reward Field Trip:*

Applies only to trips outside the Buffalo city limits.

The campus or organization sponsoring the trip will be responsible for the following costs:

Driver (if bus is being used)

Driver's substitute if one is needed

Fuel cost figured at \$.50/mile using MapQuest or Google Maps mileage

Substitute for sponsor if needed

Principals shall determine whether a trip is Educational or Reward based on the information provided with the request.

## Appendix III

### **New Activities/Events/Clubs/Organizations**

To begin a new activity, event, club, organization, etc., please use the following guidelines.

An initial survey of student interest

Proposed purpose

Proposed budget to include the following:

- o Initial start-up expenses
- o Ongoing expenses (i.e. state/national organization fees)
- o Travel costs
- o Stipend for sponsor
- o Cost of advancing (if competitive) including travel costs
- o Contest fees

Travel costs include:

- o Substitute teacher pay
- o Entry fees
- o Lodging and per diem
- o Fuel costs
- o Driver and substitute driver pay

Include any donated supplies or services

# Buffalo Independent School District

## 2019-2020 Academic Calendar

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

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

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

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

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

**Significant Dates**

- First Day for Student, August 14
- December 20, Early Release
- BW Days March 6 & April 13 Students & Teachers
- Last Day for Student, May 20
- Class of 2020 Graduation  
May 23, 2020



Grading Periods		
1st	August 14	September 20
2nd	September 24	November 1
3rd	November 5	December 20
4th	January 8	February 14
5th	February 18	April 3
6th	April 7	May 20

**Holidays**

- Labor Day, September 2
- Thanksgiving, November 25-29
- Christmas Break, December 23- January 6
- ML King Day, January 20
- Spring Break, March 9-13
- Good Friday, April 10
- Memorial Day, May 25

**Teacher Workdays**

- August 5
- August 13
- January 6
- April 24
- April 25
- May 21

**Staff Dev. or Instructional Planning**

- August 6, 7 & 8
- August 9 & 13
- September 23
- October 14
- November 4
- January 7
- February 17
- April 13
- May 22

**May 26 & 27 PD Flex Days**



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

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

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

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

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

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

BW Students & Teachers

BW Students & Teachers

STAR/EOC Testing Dates

HB 2610 (170 Instructional Days X 442) + 2,100 Staff Development = 77,240 (1,640 extra minutes equivalent to 3 1/2 days) / 187 Teacher Contract Day

## Appendix IV

**Travel Expense Reimbursement Schedule**Meals

<b>Employee/Student</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
Employee	\$9	\$12	\$15
Student	\$7	\$7	\$9

Overnight Lodging

All reimbursements for overnight lodging must be pre-approved by the campus principal and the Business Manager. Overnight lodging must be more than 120 miles from Buffalo. Reimbursement for overnight lodging will only be made for the state maximum allowable rate of \$85 per night per person. Extenuating circumstances may be approved by the superintendent and must be reported to the board of trustees.

Mileage

In order for mileage to be reimbursed, there can be no form of school transportation available. A signed form stating there were no vehicles available from the Transportation Director must be submitted to the Business Manager before any mileage reimbursements will be approved. Reimbursement for mileage will only be made for \$.58 per mile, roundtrip.

Appendix VI

**Faculty & Staff Handbook Guidelines**

*Acknowledgement of Receipt*

I, \_\_\_\_\_ have received and read the Buffalo ISD Faculty & Staff Handbook and agree to follow the guidelines and procedures outlined.

I further understand that failure to comply with all faculty expectations and responsibilities will be reflected in my evaluation and may result in the implementation of a growth plan or loss of employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix VII

### **Electronic Media /Texting Communication with Students Acceptable Use Policy (*Acknowledgement of Receipt*)**

#### **Use of Electronic/ Social Media with Students**

A district has substantial reason to regulate employees' use of electronic media with students. Districts have legal responsibilities to the students in their charge. The District realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students, and parents engaging, collaborating, learning, and sharing in these digital environments is part of 21st century learning. In an effort to maximize the effectiveness of these tools, while at the same time maintaining a high level of professional expectations, BISD has set forth the following procedures for employee usage of online social media:

- Personal online social media may not be associated with professional online social media. 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;

#### **Text Messaging with Students**

The employee may not use text messaging to communicate with students unless the employee is a teacher, trainer, bus driver or extracurricular sponsors. The District employee does not have a right to privacy with respect to communication with students and parents. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records (see Policies CPC and FL), prohibiting against soliciting or engaging in sexual conduct or a romantic relationship with a student, copyright laws (see Policy CP), open records requests, etc.

All communication must comply with the following rules:

- Prior to the first communication in a school year, the parent must grant written permission for each staff member the parent will allow communicating via text message with his/her child. A parent must agree that he/she can be copied on all text messages;
- All consent forms must be kept at the campus for future reference;
- Be professional and appropriate;
- Be limited to matters within the scope of the employee’s professional responsibilities;
- At least one of the student’s parents or guardians should be included as a recipient on each text message to the student so that the student and parent receive the same message;
- Be limited to the hours of 6:00 a.m. – 9:00 p.m. unless addressing a matter of immediate concern;
- These rules do not apply to the extent an employee has a social or family relationship with a student.

- Communications with students should be limited 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)

Upon written request from a parent or student, the employee shall discontinue communicating with a student by email, text messaging, instant messaging, or any other form of one-to-one communication. In addition, upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently enrolled students.

I, \_\_\_\_\_ have received and read the Buffalo ISD **Electronic Media /Texting Communication with Students.**

**Acceptable Use Policy** and agree to follow the guidelines and procedures outlined. I further understand that failure to comply with all faculty expectations and responsibilities will be reflected in my evaluation and may result in the implementation of a growth plan or loss of employment.

Signature

Date