Waco ISD

2019–2020 Employee Handbook

If you have difficulty accessing the information in this document because of a disability, please e-mail Mandy Moss at mandy.moss@wacoisd.org.
# Table of Contents

EMPLOYEE HANDBOOK RECEIPT ........................................................................................................5

INTRODUCTION ................................................................................................................................6

DISTRICT INFORMATION .................................................................................................................7
  Description of the District ..................................................................................................................7
  Mission Statement, Goals, and Objectives ......................................................................................8
  Board of Trustees ............................................................................................................................8
  Board Meeting Schedule ................................................................................................................9
  Administration ..................................................................................................................................9
  School Calendar ...............................................................................................................................10
  Waco ISD 2019-2020 Instructional Calendar ................................................................................10
  Helpful Contacts .............................................................................................................................12

EMPLOYMENT ....................................................................................................................................13
  Equal Employment Opportunity ....................................................................................................13
  Job Vacancy Announcements .........................................................................................................14
  Employment After Retirement .........................................................................................................14
  Contract and Noncontract Employment ......................................................................................14
  Certification and Licenses .............................................................................................................16
  Recertification of Employment Authorization .............................................................................16
  Searches and Alcohol and Drug Testing .......................................................................................16
  Health Safety Training ...................................................................................................................17
  Reassignments and Transfers .........................................................................................................18
  Workload and Work Schedules .....................................................................................................18
  Breaks for Expression of Breast Milk ............................................................................................19
  Notification to Parents Regarding Qualifications .........................................................................19
  Outside Employment and Tutoring ................................................................................................20
  Performance Evaluation .................................................................................................................20
  Employee Involvement ...................................................................................................................21
  Staff Development ........................................................................................................................21
  Intellectual Property Rights ..........................................................................................................21
  Bloodborne Pathogens Control ......................................................................................................22

COMPENSATION AND BENEFITS ..............................................................................................23
  Salaries, Wages, and Stipends ........................................................................................................23
  Paychecks .......................................................................................................................................23
  Payroll Deductions ........................................................................................................................25
  Overtime Compensation ................................................................................................................25
  Travel Expense Reimbursement ....................................................................................................26
  Health, Dental, and Life Insurance ................................................................................................27
  Supplemental Insurance Benefits ..................................................................................................27
  Cafeteria Plan Benefits (Section 125) ..............................................................................................28
  Workers’ Compensation Insurance ...............................................................................................28
  Unemployment Compensation Insurance ....................................................................................33
  Teacher Retirement ........................................................................................................................33
  Employee Assistance Program (EAP) ..............................................................................................33

LEAVES AND ABSENCES .............................................................................................................35
  Policies DEC, DECA, DECB ............................................................................................................35
  Personal Leave ................................................................................................................................36
Employee Handbook Receipt

Name______________________________

Campus/Department ______________________

I hereby acknowledge receipt of a copy of the WISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy. 

https://www.wacoisd.org/domain/4687

Please indicate your choice by checking the appropriate box below:

☐ I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.

☐ I choose to receive a hard copy of the employee handbook and understand I am required to contact the Human Resources Department to obtain a hard copy.

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

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

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

____________________________________  __________________________
Signature                                   Date

Please sign and date this receipt and forward it to the Human Resources Department.
**Introduction**

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to Dr. Rhonda McWilliams, Interim Assistant Superintendent of Human Resources at P.O. Box 27, Waco, Texas 76703, or email at rhonda.mcwilliams@wacoisd.org.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at http://pol.tasb.org/Home/Index/867 or via the district’s website at www.wacoisd.org (click on Board, then PolicyOnline).
District Information

Description of the District

The Waco Independent School District is a mid-sized district serving the many different needs of approximately 15,000 students throughout the city. Waco ISD schools offer a family-like atmosphere and small school feel for students ages three through high school. Waco ISD is a District of Innovation under HB 1842.

- Nationally Certified teachers
- Professional Development Schools with Baylor University
- Professional Development Schools with Tarleton State University
- Magnet schools
- Differentiated Instruction
- Montessori education
- Leadership, Education and Development (LEAD) program with Greater Waco Chamber of Commerce
- Education Foundation classroom grants
- More than 200 Adopt-A-School partnerships
- State-of-the-art athletics complex
- Performing arts centers
- High-speed Internet access in every classroom
- Educational access high definition cable television channel
- After-school programs

Academic and extracurricular programs include:

- AVID (Advancement Via Individual Determination)
- International Baccalaureate PYP Elementary School (K-5th)
- Early childhood education
- Character education
- English Language Learners classrooms
- Gifted & Talented elementary and middle school program
- Advanced Academics
- Advanced Placement courses
- Articulated and Dual Credit courses with local colleges
- Credit Recovery Program
- Career and Technology Education
- Award-winning fine arts programs
- Award-winning JROTC battalions
Mission Statement, Goals, and Objectives
Policy AE

Waco ISD will ensure innovation and excellence in education to prepare all learners for productive engagement in a global society.

Core Beliefs:
- We believe that all students shall reach their full potential.
- We believe that race, ethnicity, gender, or socio-economic status should not result in achievement gaps.
- We believe that all students should graduate college or be workforce ready.
- We believe that parent and community involvement is fundamental to student success.
- We believe that a well-paid, well-trained and dedicated staff is essential to student success.

Strategic Goals:
- Implement a comprehensive plan to enhance learning opportunities for all students.
- Recruit, support, and retain quality employees who are collaborative, innovative, and accountable for all learners.
- Engage parents and the community to provide all students the support and experiences they need to be successful.
- Communicate effectively with internal and external constituents.
- Execute an effective, efficient long-range plan to optimize facilities use, personnel assignments, material acquisitions, and financial stability.
- Improve district performance by exploring, examining, and analyzing internal and external data.

Board of Trustees
Policies BA, BB series, BD series, and BE series

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

The board of trustees is elected by the citizens of the district to represent the community’s commitment to a strong educational program for the district’s children. The Board consists of seven Trustees, two elected at-large and five elected from single-member districts in accordance with Texas law, serving terms of three years, with elections held annually. The terms of one-third of the Trustees, or as near to one-third as possible, expire each year. Trustees serve without compensation, must be qualified voters, and must reside in the district.
Current board members include:

- Angela Tekell, President, District 4
- Allen Sykes, Vice President, District 5
- Norman Manning, Secretary, District 1
- Stephanie Ybarra Korteweg, District 2
- Jose Vidana, District 3
- Cary DuPuy, At-Large
- Robin Houston, At-Large

The board usually meets on the third and/or fourth Thursday of each month at the Waco ISD Conference Center, 115 S. 5th Street, Waco, Texas. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and in the Administration Building lobby at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

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

**Board Meeting Schedule**

[https://www.wacoisd.org/domain/2487](https://www.wacoisd.org/domain/2487)

**Administration**

Dr. Susan Kincannon, Superintendent  
Mr. Kyle DeBeer, Chief of Staff  
Ms. Sheryl Davis, Assistant Superintendent of Finance  
Dr. Rhonda McWilliams, Interim Assistant Superintendent of Human Resources  
Ms. Deena Cornblum, Assistant Superintendent of Curriculum & Instruction  
Dr. Rachelle Warren, Assistant Superintendent for Student Services & Support  
Mr. Darvis Griffin, Assistant Superintendent of Technology & Innovation
## School Calendar
### Waco ISD 2019-2020 Instructional Calendar

<table>
<thead>
<tr>
<th>JULY</th>
<th>JANUARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>M</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AUGUST</th>
<th>FEBRUARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>M</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEPTEMBER</th>
<th>MARCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>M</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCTOBER</th>
<th>APRIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>M</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOVEMBER</th>
<th>MAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>M</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DECEMBER</th>
<th>JUNE</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>M</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>

### Holidays
- July 4, 2019 - Independence Day
- September 2, 2019 - Labor Day
- November 25-29, 2019 - Thanksgiving Break
- December 23, 2019 - January 3, 2020 - Winter Break
- January 20, 2020 - Martin Luther King Day
- March 9-13, 2020 - Spring Break
- April 10, 2020 - Good Friday
- May 25, 2020 - Memorial Day

### Six Week Instructional Days
- 28 days: 8/20/2019 - 9/17/2019
- 29 days: 9/30/2019 - 11/14/2019
- 25 days: 11/11/2019 - 12/20/2019

1st Semester: **82**

### Early Release Days
- Friday, December 20, 2019
- Thursday, May 28, 2020

### Bad Weather Make-up Days
- Monday, February 17, 2020
- Monday, June 1, 2020

**STAFF only if a second bad weather day occurs.**
If a second bad weather day is needed, the last day for staff would be 6/1/2020.

### Legend
- Campus Planning Days
- Teacher Classroom Work Day

Approved by the Waco ISD Board of Trustees on January 17, 2019
## School Directory

### Elementary Schools

<table>
<thead>
<tr>
<th>School</th>
<th>Principal or Dean</th>
<th>Address</th>
<th>Grades</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alta Vista</td>
<td>Carmen Logan</td>
<td>3537 Alta Vista Dr., 76706</td>
<td>PreK-5</td>
<td>562-3050</td>
<td>662-7353</td>
</tr>
<tr>
<td>Bell’s Hill</td>
<td>Rebekah Michael</td>
<td>2100 Ross, 76706</td>
<td>PreK-5</td>
<td>754-4171</td>
<td>750-3559</td>
</tr>
<tr>
<td>Brook Avenue</td>
<td>Julie Sarchew</td>
<td>720 Brook Ave., 76708</td>
<td>PreK-5</td>
<td>750-3562</td>
<td>750-3545</td>
</tr>
<tr>
<td>Cedar Ridge</td>
<td>Helen Smith</td>
<td>2115 Meridian Ave., 76708</td>
<td>PreK-5</td>
<td>756-1241</td>
<td>750-3531</td>
</tr>
<tr>
<td>Crestview</td>
<td>Samantha Cantor</td>
<td>1120 New Road, 76707</td>
<td>PreK-5</td>
<td>776-1704</td>
<td>741-4910</td>
</tr>
<tr>
<td>Dean Highland</td>
<td>Tisha Allen</td>
<td>3300 Maple Ave, 76707</td>
<td>PreK-5</td>
<td>752-3751</td>
<td>750-3458</td>
</tr>
<tr>
<td>Hillcrest PDS‡</td>
<td>Jennifer Lundquist</td>
<td>4226 Pine Ave., 76710</td>
<td>PreK-5</td>
<td>772-4285</td>
<td>741-4938</td>
</tr>
<tr>
<td>J.H. Hines</td>
<td>Elijah Barefield</td>
<td>301 Garrison St., 76704</td>
<td>PreK-5</td>
<td>753-1362</td>
<td>750-3795</td>
</tr>
<tr>
<td>Kendrick</td>
<td>Isabel Lozano</td>
<td>1901 Kendrick Lane, 76711</td>
<td>PreK-5</td>
<td>752-5316</td>
<td>750-3472</td>
</tr>
<tr>
<td>Lake Air Montessori‡</td>
<td>Stephanie Tankersley</td>
<td>4601 Cobos Dr., 76710</td>
<td>PreK-5</td>
<td>772-1910</td>
<td>741-4945</td>
</tr>
<tr>
<td>Mountainview</td>
<td>Melissa Pritchard</td>
<td>5901 Bishop Dr., 76710</td>
<td>PreK-5</td>
<td>772-2520</td>
<td>741-4951</td>
</tr>
<tr>
<td>Parkdale</td>
<td>Marsha Henry</td>
<td>6400 Edmond Ave., 76710</td>
<td>PreK-5</td>
<td>772-2170</td>
<td>741-4979</td>
</tr>
<tr>
<td>Providence Heights</td>
<td>Debbie Sims</td>
<td>2415 Bosque Blvd., 76707</td>
<td>PreK-5</td>
<td>750-3930</td>
<td>750-3934</td>
</tr>
<tr>
<td>South Waco</td>
<td>Tawana Lee</td>
<td>2104 Gurley Lane, 76706</td>
<td>PreK-5</td>
<td>753-6802</td>
<td>750-3527</td>
</tr>
<tr>
<td>West Avenue</td>
<td>John Weets</td>
<td>1101 N. 15th St., 76707</td>
<td>PreK-5</td>
<td>750-3900</td>
<td>750-3904</td>
</tr>
</tbody>
</table>

### Secondary Schools

<table>
<thead>
<tr>
<th>School</th>
<th>Principal or Dean</th>
<th>Address</th>
<th>Grades</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATLAS Academy</td>
<td>Kathleen Knight</td>
<td>6100 Tennyson Dr., 76710</td>
<td>6-8</td>
<td>772-1440</td>
<td>741-4970</td>
</tr>
<tr>
<td>Cesar Chavez Middle</td>
<td>Alizon McAdoo</td>
<td>700 S. 15th Street, 76706</td>
<td>6-8</td>
<td>750-3735</td>
<td>750-3739</td>
</tr>
<tr>
<td>G. W. Carver Middle‡</td>
<td>Phillip Perry</td>
<td>1501 J.J. Fawcett Road, 76704</td>
<td>6-8</td>
<td>757-0787</td>
<td>750-3442</td>
</tr>
<tr>
<td>Indian Spring Middle</td>
<td>Joseph Alexander</td>
<td>500 N. University Parks Dr., 76701</td>
<td>6-8</td>
<td>757-6200</td>
<td>757-6295</td>
</tr>
<tr>
<td>Tennyson Middle</td>
<td>Matt Rambo</td>
<td>6100 Tennyson Dr., 76710</td>
<td>6-8</td>
<td>772-1440</td>
<td>741-4970</td>
</tr>
<tr>
<td>University High</td>
<td>Dr. Ricky Edson</td>
<td>3201 S. New Road, 76705</td>
<td>9-12</td>
<td>756-1843</td>
<td>750-7098</td>
</tr>
<tr>
<td>Waco High</td>
<td>James Stewart</td>
<td>2020 N. 42nd St., 76710</td>
<td>9-12</td>
<td>776-1150</td>
<td>741-4830</td>
</tr>
<tr>
<td>Brazos High **</td>
<td>Daphnie Lattinian</td>
<td>3005 Edna St., 76708</td>
<td></td>
<td>754-6283</td>
<td>757-6288</td>
</tr>
<tr>
<td>G.L. Wiley Opportunity</td>
<td>Larnell Curtis</td>
<td>1030 E. Live Oak, 76704</td>
<td></td>
<td>757-3829</td>
<td>750-3772</td>
</tr>
<tr>
<td>Christian Academy</td>
<td>Chris Rankin</td>
<td>2015 Alexander Ave., 76708</td>
<td></td>
<td>754-0803</td>
<td>754-6029</td>
</tr>
<tr>
<td>GWAMSA</td>
<td>Dr. Dale McCall, Dean</td>
<td>2401 J.J. Fawcett, 76704</td>
<td></td>
<td>412-7900</td>
<td>755-9620</td>
</tr>
<tr>
<td>GWAHC</td>
<td>Kendace Beckman, Dean</td>
<td>7200 Viking Drive, 76710</td>
<td></td>
<td>399-6654</td>
<td>755-9620</td>
</tr>
</tbody>
</table>

### District Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Offices &amp; Conference</td>
<td>Interim. Superintendent Dr. Hazel Rowe</td>
<td>501 Franklin Ave., 76701 P. O. Box 27, 76703-0027</td>
<td>755-9473</td>
<td>755-9690</td>
</tr>
<tr>
<td>Child Nutrition - Sodexo</td>
<td>Cliff Reese</td>
<td>2025 S. 19th St., 76706</td>
<td>752-5522</td>
<td>750-3705</td>
</tr>
<tr>
<td>Communications</td>
<td>Kyle DeBeer</td>
<td>501 Franklin Ave., 76701</td>
<td>755-9454</td>
<td>755-9658</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Raul Gomez</td>
<td>4315 Beverly Dr., 76711</td>
<td>752-3497</td>
<td>750-3413</td>
</tr>
<tr>
<td>Warehouse</td>
<td>Donald Robertson</td>
<td>2025 S. 19th St., 76706</td>
<td>754-7791</td>
<td>750-3414</td>
</tr>
<tr>
<td>Operations</td>
<td>Israel Carrera</td>
<td>501 Franklin Ave., 76701</td>
<td>755-9515</td>
<td>755-9686</td>
</tr>
<tr>
<td>Special Education</td>
<td>Suzanne Hamilton</td>
<td>501 Franklin Ave., 76701</td>
<td>755-9569</td>
<td>755-9581</td>
</tr>
<tr>
<td>Sport’s Complex &amp; Athletics</td>
<td>Johnny Tusa</td>
<td>1401 S. New Road, 76711</td>
<td>745-2250</td>
<td>754-2254</td>
</tr>
<tr>
<td>Student Transportation</td>
<td>David Gray</td>
<td>2001 S. 18th St., 76706</td>
<td>752-9200</td>
<td>752-9209</td>
</tr>
<tr>
<td>Technology Dept.</td>
<td>Morris Griffin</td>
<td>112 S. 6th St., 76701</td>
<td>755-9501</td>
<td>755-9637</td>
</tr>
<tr>
<td>WISU Police Department</td>
<td>Chief David Williams</td>
<td>2015 Alexander Ave., 76708</td>
<td>752-0858</td>
<td>752-1209</td>
</tr>
</tbody>
</table>

*Magnet Schools*** Drop Out Prevention School  • Professional Development Schools

Waco ISD Employee Handbook
Revised October 28, 2019
Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department or Human Resources.

Human Resources Department
501 Franklin Avenue
Waco, TX 76701
(254) 755-9410 main line / (254) 755-9689 fax
Employment

Equal Employment Opportunity
Policies DAA, DIA

Waco ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant’s job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the Assistant Superintendent of Human Resources.

Nondiscrimination Policy

The Waco Independent School District (District) as an equal opportunity educational provider and employer does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or genetic information in educational programs or activities that it operates or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner.

For information or complaints regarding compliance with the nondiscrimination requirements of Title IX, contact Waco ISD Assistant Superintendent of Human Resources and/or Waco ISD Coordinator of Student Management at 254-755-9410 and/or Waco ISD Director of Athletics at 254-745-2250. For information or complaints regarding compliance with the nondiscrimination requirements of Title VI and Title VII, as amended, contact Waco ISD Assistant Superintendent of Human Resources at 254-755-9410. For information or complaints regarding compliance with the nondiscrimination requirements of Section 504 or the Rehabilitation Act of 34, as amended, contact Waco ISD Director of Special Education at 254-755-9431 or; P.O. Box 27, Waco, TX, 76703.

Declaración de No Discriminar

El Distrito Escolar Independiente de Waco (Distrito) como un proveedor de igualdad de oportunidad educativa y como empleador no discrimina en base a raza, color, origen nacional, género, religión, edad, incapacidad, o por información genética en los programas educativos o en las actividades que dirige o en los asuntos de empleo. El Distrito es requerido por el Título VI y el Título VII de la Ley de Derechos Civiles de 1964, según enmendada, el Título IX de las
Enmiendas de Educación de 1972, la Ley de Discriminación por Edad de 1975, según enmendada, la Sección 504 de la Ley de Rehabilitación de 1973, la Ley de Estadounidenses con Discapacidades, así como la Política del Consejo Escolar de no discriminar de tal manera.

Para obtener información o para quejarse respecto al cumplimiento de los requisitos de no discriminar del Título IX, por favor envíe un correo electrónico a titleixcoordinator@wacoisd.org o póngase en contacto con el Superintendente Asistente de Recursos Humanos de Waco ISD y/o con el Coordinador de Gestión Estudiantil de Waco ISD al 254-755-9410 y/o con el Director de Atletismo de Waco ISD al 254-745-2250. Para obtener información o para quejarse respecto al cumplimiento de los requisitos de no discriminar del Título VI y del Título VII, según enmendada, póngase en contacto con el Superintendente Asistente de Recursos Humanos de Waco ISD al 254-755-9410. Para obtener información o para quejarse respecto al cumplimiento de los requisitos de no discriminar de la Sección 504 o de la Ley de Rehabilitación de 1973, según enmendada, póngase en contacto con el Director de Educación Especial de Waco ISD al 254-755-9431 o; P.O. Box 27, Waco, TX, 76703.

**Job Vacancy Announcements**

**Policy DC**

To the extent possible, announcements of job vacancies by position and location are posted on a regular basis to the district’s website, [https://www.wacoisd.org/site/Default.aspx?PageID=178](https://www.wacoisd.org/site/Default.aspx?PageID=178).

**Employment after Retirement**

**Policy DC**

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

**Contract and Noncontract Employment**

**Policy DC series**

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.
**Probationary Contracts.** Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Waco ISD is exempt from the TEC Sec. 21.102 (b) and (c) beginning March 24, 2017. WISD may extend the maximum number of years that a teacher may be extended a probationary contract for:

- A first year teacher with zero years of experience may extend the one-year probationary contract for a maximum period of five years. A principal’s recommendation to extend a teacher’s probationary contract beyond three years shall be supported by:
  - T-TESS observations and/or walk through data; and/or
  - other cumulative data (i.e. lack of student growth); and/or
  - written documentation.

- An experienced teacher who is new to WISD the district may extend the one-year probationary contract for a maximum period of three years. The five years out of the last eight years’ rule will no longer apply if a principal chooses to recommend an extension of the teacher’s probationary contract. A principal’s recommendation to extend a teacher’s probationary contract shall be supported by:
  - T-TESS observations and/or walk through data; and/or
  - other cumulative data (i.e. lack of student growth); and/or
  - written documentation.

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

**Noncertified Professional and Administrative Employees.** Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) may be employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code. The Board may employ by a written contract a full-time professional or administrator whose position does not require certification as recommended by the Superintendent. Such contract shall not be governed by the provisions of Chapter 21 of the Education Code. Positions that qualify for non-Chapter 21 contracts are determined by the Superintendent and posted on the job description. Certain professional employees are employed on an at-will basis.

**At Will Employees.** Personnel employed on an at-will basis include but are not limited to employees in the following categories: some certified and non-certified administrators, professionals, paraprofessional and auxiliary employees (such as food service, custodial,
maintenance and safety personnel). Employment is not for any specified term and may be terminated at any time by either the employee or the district.

**Certification and Licenses**

**Policies DBA, DF**

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

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

**Recertification of Employment Authorization**

**Policy DC**

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact the Human Resources Department if you have any questions regarding re-verification of employment authorization.

**Searches and Alcohol and Drug Testing**

**Policy CQ, DHE**

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

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

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

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

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Human Resources Department.

**Health Safety Training**

Policies DBA, DMA

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

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

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

An employee with the required qualifications for a position may request a transfer to another campus or department. Employees who are interested in other positions at another campus or in another department must complete a transfer request through the TEAMS Employee Service Center (https://teams.wacoisd.org/servicecenter/EntryPointSignOnAction.do). If an employee is recommended for another position in the District their current supervisor’s signature will be required on the recommendation to hire form. The transfer assignment may not occur until a suitable replacement found for the position that is being vacated, unless approved by the current supervisor. The current supervisor and receiving supervisor may mutually agree on the employee’s start date for their new assignment. All transfer requests will be coordinated by the Human Resources Department and must be approved by the receiving supervisor.

Non-exempt employees must remain in a position for a minimum of nine months before requesting a transfer to another position irrespective of whether the transfer would be a lateral move or a promotion.

Custodial or cafeteria labor pool may be transferred into full-time positions at any time upon receipt of a request to hire form.

Workload and Work Schedules
Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.
Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

**Paraprofessional and Auxiliary Employees.** Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. All full-time paraprofessionals will work an eight-hour day. Work hours are determined at the campus level and may vary from campus to campus. See Overtime Compensation on page 23 for additional information.

**Breaks for Expression of Breast Milk**

*Policies DEAB, DG*

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

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

**Notification to Parents Regarding Qualifications**

*Policies DK, DBA*

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child’s teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.
Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Supervisor of Personnel Services in the Human Resources Department.

**Outside Employment and Tutoring**  
Policy DBD

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

Private tutoring and/or lessons shall not be held on school premises by District personnel unless a teacher or other employee follows the District’s facility rental requirements.

**Performance Evaluation**  
Policy DN series

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

At both the campus and district levels, Waco ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district’s planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Office of Compensatory Services, 501 Franklin Avenue, Waco, Texas 76701.

Staff Development
Policy DMA

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

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

Intellectual Property Rights

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

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

A district that employs employees who provide services in a public or private facility providing health care related services, including a home health care organization, or who otherwise have a risk of exposure to blood or other material potentially containing bloodborne pathogens, in connection with exposures to sharps, shall comply with the minimum standards set by the Texas Department of Health Services (TDHS).

Minimum standards can be found in Employment Requirements and Restrictions: Medical Examinations and Communicable Diseases Policy DBB.
Compensation and Benefits

Salaries, Wages, and Stipends
Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district’s pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See Overtime Compensation, page 24.)

All employees will receive electronic notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district’s extra-duty pay schedule.

All district personnel employed on a regular, full-time or part-time basis shall be paid on an annualized schedule. Meaning, the district will pay all salaried employees over 12 months regardless of the number of months employed during the school year. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer unless their earned compensation has already been paid in full. Exception: 226 and 240-day employees.

Employees should contact the Human Resources or Payroll Departments for more information about the district’s pay schedules or their own pay.

Paychecks

All professional and salaried employees are paid semi-monthly on the 15th and last day of each month. Paychecks will be automatically direct deposited as paper checks are no longer issued, however, the district has the right to issue a hard copy check in place of direct deposit, if warranted. The Payroll Department will attempt to notify the employee if this is to occur. 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. Employees can view their
paycheck information, including any deductions in the TEAMS Employee Service Center (ESC). The ESC can be accessed at https://teams.wacoisd.org/servicecenter/EntryPointSignOnAction.do.

Prior to separation from the District, employees are encouraged to contact the Payroll Department regarding their final paycheck.

**TEAMS Employee Service Center Instructions**

Employees can use the TEAMS Employee Service Center homepage to access their account information from any computer (work or home). To access the ESC, go to https://teams.wacoisd.org/servicecenter/EntryPointSignOnAction.do or to the Waco ISD website, www.wacoisd.org, and click on the Employee Svc Center icon towards the top of the screen.

To log in to the ESC, you will need to enter your active directory login and password.

Use the Employee Service Center homepage to access the following account information:

- **Personal Information Tabs**
  - Use the My Personal Information tabs to view and edit personal information. Not all personal information can be edited.
- **Time Cards Tabs**
  - The My Time Cards link opens the Time Cards tab, which you can use to view time card information (day/hours worked as reported)
- **My Employment Records Tabs**
  - Use the My Employment Records tabs to access information about certifications, degrees, and transfer requests.
- **Create Employee Job Application/Transfer**
  - The Create Employee Job Application/Transfer function allows district employees to apply for transfers and posted positions.
- **PayCheck Tabs**
  - Use the PayCheck tabs to search for and view electronic pay stubs for both live checks and direct deposits.
  - View W-2 and other tax and benefit deduction information

Contact the Human Resources Department at 254-755-9410 for assistance.

**Automatic Payroll Deposit**

Employees must have their paychecks electronically deposited into a designated account. A voided check or letter from the bank or credit union is required for direct deposit. A notification period of four (4) days prior to the pay day is necessary to activate this service. Failure to return a direct deposit authorization form and supporting documentation may result in a delay in the employee receiving pay. Contact the Payroll Department for more information about the automatic payroll deposit service.
Payroll Deductions
Policy CFEA

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

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

Other payroll deductions employees may elect include deductions for the employee’s share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of WISD afterschool child care or pre-kindergarten tuition costs, membership dues to professional organizations, district approved charitable organization contributions, district approved wellness programs, and district approved community involvement. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation
Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor and must complete the Request to Work Beyond Regular Work Schedule form. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action.

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

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

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:
Employees should not accumulate more than 30 hours of comp time. Any comp time that exceeds 30 hours will be paid as appropriate.

Accumulated comp time must be used within 90 days from the date that it is earned. Comp time must be used in the duty year that it is earned.

The employee may use comp time in accordance with the district’s leave policies if the request to use comp time is within a reasonable period and as long as using it does not unduly disrupt the operations of the district.

Use of comp time must be monitored by the supervisor or designee. Use of comp time may be at the employee’s request with supervisor approval, as workload permits, or at the supervisor’s direction when it is in the best interest of the district.

An employee will be required to use comp time before using available paid leave (e.g., sick, personal, flex).

Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Nonexempt employees are responsible for submitting all compensatory time, overtime or any extra time worked in excess of the normal work schedule through the TEAMS time clock as to ensure that the information is submitted directly to the payroll department in the pay period that the time was earned. Time cards must be approved in TEAMS each week by the employee and the employee’s supervisor. Failure to report hours worked or failure to obtain pre-approval before working in excess of the employee’s normal work schedule may resulting in disciplinary action.

**Travel Expense Reimbursement**

*Policy DEE, DEE (Local)*

Before any travel expenses are incurred by an employee, the employee’s supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage.

Professional and non-exempt employees who use their personal vehicle for school business or to perform intenerate services on multiple campuses may be reimbursed for mileage upon submission of the Monthly In-District Travel Report. The monthly in-district travel report must be submitted on a monthly basis at the end of each month. Forms are due to the accounting department no later than the 15th day of each month following the month mileage is being claimed. Reimbursement payment will be issued at the end of the month same month. Failure
to submit the Monthly In-District Travel Report by the 15th of the month will forfeit the employee’s eligibility to be reimbursed by Waco ISD.

Upon supervisor approval, employees who use their personal vehicle to travel out of town for district business are eligible for travel reimbursement. Travel reimbursement will be paid at the State rate. Employees may be able to claim unreimbursed business travel expense as a deductible on their income tax. Employees are encouraged to review the qualifications and limitations section of the IRS Tax Guide for Individuals which is published online at www.IRS.gov.

Health, Dental, and Life Insurance
Policy CRD

Group health insurance coverage is available to all employees who work a minimum of 20 hours per week and who are member of the Teacher Retirement System of Texas; or to those part-time and temporary employees who meet eligibility requirements under the ACA. The district’s contribution to employee insurance premiums is determined and approved annually by the Board of Trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees in a benefits handbook prior to open enrollment or to new employees during new hire orientation.

The health insurance plan year is from January 1st through December 31st. New employees must complete enrollment forms within the first 30 days of employment and are eligible for benefits on the first day of the month following their date of hire. Current employees can make changes in their insurance coverage during the open enrollment period, or whenever a qualifying event occurs which may necessitate changes (i.e., divorce, marriage, birth, death). The employee will be required to complete additional paperwork within 30 days if a change in coverage is desired. Changes will not be allowed if a request to add or delete coverage is not made timely. Employees should contact the Risk Management and Benefits Office (254-755-9522) for more information.

Supplemental Insurance Benefits
Policy CRD

At their own expense, employees may enroll in supplemental insurance programs such as dental, vision, disability, cancer, accident, medical gap, critical illness and life insurance. Premiums for these programs can be paid by payroll deduction. Employees should contact the Risk Management and Benefits Office for more information. Benefits information is also available at https://tx49000021.schoolwires.net/domain/3623.
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. The district has workers’ compensation coverage from Texas Association of School Boards (TASB), effective upon employment.

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.

In addition, the Board has adopted the offset option provided by law whereby an employee absent because of a job-related illness or injury may choose:

- to receive workers’ compensation wage benefits only, or
- use available paid leave in proportional amounts to supplement workers’ compensation wage benefits, up to the regular pre-injury weekly wage.

The employee shall indicate if they choose to use available paid leave in this circumstance, and if so, may choose to discontinue use at any time.

All work-related accidents or injuries should be reported immediately to the employee’s supervisor, the campus or department secretary, or the school nurse. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See Worker’s Compensation Benefits on page 39 for information on use of paid leave for such absences.
District Procedures in Reporting a Work Related Injury

Waco Independent School District is a member of the Texas Association of School Boards Risk Management Fund (the Fund) to protect you in the event of a work related injury or illness.

If you are injured at work you must tell your supervisor immediately, but no later than 24 hours after the work related incident.

- Campus and central office administrators must report a work related injury to their immediate supervisor and the Risk Management and Benefits Office.
- Teachers and campus or central office support staff must report a work-related accident/injury to their immediate supervisor and principal.
- Custodians must report a work-related accident/injury to their head or lead custodian and principal.
- Food Service workers must report a work-related accident/injury to their cafeteria manager and CNS Management, Central Office.

If the accident/injury occurs after normal working hours and the supervisor or principal is not on duty, the injury should be reported to the next co-worker in charge.

Within 24 hours of the occurrence, preferably immediately, a “Workers’ Compensation First Report of Injury or Illness” form must be completed on-line and signed by the principal/supervisor or designee who took the injured worker’s statement of the incident. Most campuses have workers’ compensation designees on campus to complete this procedure (usually the school secretary or nurse). The injured employee will receive a copy of the first report of injury form along with the “Employee’s Rights and Responsibilities under the Texas Workers’ Compensation” form.

If the employee requires medical attention, the principal or immediate principal/supervisor should follow these procedures:

- If the injury is somewhat minor, then the employee may request first aid treatment by the school nurse.
- If the injury cannot be treated by the school nurse, the supervisor or employee should call the Waco ISD Risk Management office. The employee may choose a treating doctor from the Political Subdivision Workers’ Compensation Alliance. The Alliance includes a list of health care providers who are trained in treating work related injuries and getting employees back to work safely. A list of the Alliance doctors may be obtained online at http://www.pswca.org or by calling the Waco ISD Risk Management Office at 254-755-9547 or by calling TASB Risk Management Fund at 1-800-482-7276. The District may recommend a physician or facility from the Political Subdivision Workers’ Compensation...
Alliance, but the injured employee is not obligated to accept the District’s recommendation. In any case, the employee should see a doctor associated with the Alliance. The treating health care provider must also obtain authorization for medical treatment by calling the district’s Risk Management Office at 254-755-9547.

**Political Subdivision Workers’ Compensation Alliance Requirements**

You are required to choose a doctor from the Alliance list if you are hurt at work and you live in the Alliance service area. This is required for you to receive coverage of healthcare cost for your work related injury. If your treating doctor leaves the Alliance, you will be notified in writing. You will have the right to choose another treating doctor from the list of Alliance doctors. If your doctor leaves the Alliance and you have a life threatening or acute condition for which a disruption of care would be harmful to you, your doctor may request that you treat with him or her for an extra 90 days.

**Workers’ Compensation Medical Treatment Outside of Service Area**

If you believe you live outside the service area, you may request a service area review by calling your TASB adjuster. If you become dissatisfied with your first choice of treating doctor, you can select an alternative treating doctor from the list of direct contract treating doctors in the service area where you live. The Fund will not deny a choice of an alternative treating doctor. Before you can change treating doctors the second time you must obtain permission from your adjuster.

**Workers’ Compensation Doctor Referrals**

Referrals for health care services that you or your doctor request will be made available on a timely basis as required by your medical condition. Referrals will be made no later than 21 days after the request. Your doctor should refer you to another Alliance provider unless it becomes medically necessary to make a referral outside the Alliance. You do not have to get a referral if you are in need of emergency care.

**Workers’ Compensation Healthcare Payment**

Alliance providers have agreed to seek payment from the Fund for your health care. They should not request payment from you. If you obtain health care from a doctor that is not in the Alliance without prior approval from your adjuster, you may have to pay for the cost of that care and your income benefits (if any) may be disputed. You may treat with medical providers that are not contracted with the Alliance only if one of the following situations occurs:

- **Emergencies**: You should go to the nearest hospital or emergency care facility.
- **You do not live within the Alliance service area.**
- **Your treating doctor refers you to a provider or facility outside the alliance.**
This referral must be approved by your adjuster.

**Workers’ Compensation Alliance Complaints**

You have the right to file a complaint with the Alliance. You may do this if you are dissatisfied with any aspect of direct contract program operations. This includes a complaint about the program and/or your Alliance doctor. It may also be a general complaint about the Alliance. A complainant can notify the Alliance Grievance Coordinator of a complaint by phone, from the Alliance website at [http://www.pswca.org](http://www.pswca.org) or in writing via mail or fax. Complaints should be forwarded to:

PSWA (The Alliance)
Attention: Grievance Coordinator
P. O. Box 763
Austin, Texas 78767-0763; 1-866-997-7922

A complaint must be filed with the program grievance coordinator no later than 90 days from the date the issue occurred. Texas law does not permit the Alliance to retaliate against you if you file a complaint against the program. Nor can the Alliance retaliate if you appeal the decision of the program. The law does not permit the Alliance to retaliate against your treating doctor if he or she files a complaint against the program or appeals the decision of the program on your behalf.

**In Case of an Emergency**

For severe accidents/injuries call 911 and/or go to nearest emergency room and call the district’s Risk Management Office at 254-755-9547 and your immediate supervisor. If you are injured at work after normal business hours or while working outside your service area you should go to the nearest care facility. After you receive emergency care you may need ongoing care. You will need to select a treating doctor from the Alliance provider list. Emergency care does not need to be approved in advance. “Medical emergency” is defined in Texas laws. It is a medical condition that comes up suddenly with acute symptoms that are severe enough that a reasonable person would believe that you need immediate care or you would be harmed. That harm would include your health and bodily functions being in danger or a loss of function of any body organ or part.

**Workers’ Compensation Medical Treating Requiring Advance Approval**

Certain treatments or services prescribed by your doctor need to be approved in advance. Your doctor is required to request approval from the TASB Risk Management Fund before the specific treatment or service is provided. For example, you may need to stay more days in the hospital than what was first approved. If so, the added treatment must be approved in advance.
The following non-emergency healthcare treatment request must be approved in advance:

- □ Inpatient hospital admissions
- □ Outpatient Surgical or ambulatory surgical services
- □ Spinal Surgery
- □ All non-exempt work hardening
- □ All non-exempt work conditioning
- □ Physical or occupational therapy except for the first six (6) visits if those six visits are done within the first 2 weeks immediately following date of injury or date of surgery.
- □ Any investigational or experimental service
- □ All psychological testing or psychotherapy
- □ Repeat diagnostic studies greater than $350
- □ All durable medical equipment (DME in excess of $500)
- □ Chronic pain management and interdisciplinary pain rehabilitation
- □ Drugs not included in the TDI Division of Workers’ Compensation Formulary
- □ All narcotic medications dispensed greater than 60 days
- □ Any treatment or service that exceeds the Official Disability Guidelines

Your doctor must call 1-800-482-7276, ext. 6654 to request any of these services/treatments listed above. If a treatment or service is denied, the Fund or the Alliance will notify you in writing. The written notice will have information about your right to request reconsideration or appeal of the denied treatment. It will also tell you about your right to request review by an Independent Review Organization through the Texas Department of Insurance.

If the employee is placed on modified duty by an authorized medical provider due to the accident/injury, or if the employee misses work because of the accident/injury, then he/she must report to Human Resources as soon as possible to complete additional paperwork. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.
Unemployment Compensation Insurance
Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Director of HR Employment Services and Recruitment in Human Resources.

Teacher Retirement
Policy DEG

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

Employees who plan to retire under TRS should notify the Human Resources Department as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov). Contact TRS for information on restrictions of employment after retirement in Texas public schools.

Employee Assistance Program (EAP)

Waco ISD Employee Assistance Program, is offered by American Fidelity to assist employees and their dependents who may be experiencing personal life problems, such as marital strife, legal or financial issues, stress, emotional problems, family problems, and drug- or alcohol-related problems. We encourage you to make use of Waco ISD EAP services whenever you feel it is necessary.

Dependents and partners residing in the employee’s household are fully covered. The EAP is available at no cost to the employee or family member and is completely confidential.

Your EAP Benefits Include
- Three (3) telephonic life coaching sessions with a master’s level certified life coach. Examples of life coaching issues include personal goals, relationship issues, adjusting to situations, career planning, and handling the workplace.
24/7 Resources include online and mobile app.

WorkLife Program includes telephonic support for legal and financial issues including living wills/power of attorney, real estate law, family law, credit, and collections law. Worklife also includes access and discount to network of 22,000 attorneys and LifeWorks on-staff financial counselors. The financial counselors can discuss issues such as credit card debt, debt management, foreclosure, mortgage, budgeting, savings, and investing.

For more information or assistance call 1-800-456-0018.

Visit your EAP website: www.lifeworks.com
To create an online account:

Go to www.lifeworks.com Click “Member Login” tab;
Log in using:
Username: afac
Password: lifeworks
Leaves and Absences
Policies DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the Risk Management and Benefits Office for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Paid leave must be used in half-day increments for exempt employees and one-hour increments for non-exempt employees. Absences for exempt employees that exceed four and one half (4.5) hours will be considered a full day, eight (8) hour absence and leave will be deducted as such. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local leave
- State sick leave accumulated before the 1995-1996 school year
- State personal leave

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

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

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

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

Medical Certification. Any employee, who is absent more than five (5) days because of a personal or family illness, must submit a medical certification from a qualified health care
provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee’s fitness to return to work.

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

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

**Personal Leave**

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

**Nondiscretionary.** Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.

**Discretionary.** Leave taken at an employee’s discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a written or electronic request using the Personal Business Request form to his or her principal or supervisor three (3) days in advance of the anticipated absence. The effect of the employee’s absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

Discretionary personal leave shall be granted on a first-come, first-served basis, with a maximum of ten percent of campus employees in each category permitted to be absent at the
same time for discretionary leave. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave, however, they shall consider the effect of the employee’s absence on the educational program or district operations, as well as the availability of substitutes. The employee shall prearrange and secure a substitute (if one is required), and make lesson plans available to the substitute. The supervisor may deny the employee’s request to take discretionary leave if the employees fails to secure a substitute and/or make lesson plans available (if a substitute is required).

Discretionary personal leave must be requested at least three (3) days in advance and may not be taken for more than three (3) consecutive days. The employee will be docked for any days exceeding three (3) consecutive days.

Discretionary leave may be allowed with principal/supervisor approval on the day before a school holiday, the day after a school holiday, days scheduled for end of semester or end of year exams, days scheduled for standardized state testing or staff development days.

Failure to give three days advance notice, pre-arrange a substitute or provide lesson plans, requesting a day or days outside of the scheduled limitations, or more than 10% of your area being out on the same day(s), may result in the leave request being denied. Should unauthorized personal leave be taken, the employee’s pay will be docked for the days of work missed. The employee may also receive a written reprimand if they take an unauthorized personal day.

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

**State Sick Leave**

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in five (5) or less day increments, except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers’ compensation benefits. State sick leave may be used for the following reasons only:

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

All employees shall be given local sick leave each school year at a rate determined by the Board. Local leave will be given as earned according to policy DEC (Local) and all employees shall earn five (5) equivalent workdays of paid local sick leave per school year in accordance with administrative regulations.

**Local sick leave:**

- Shall accrue after each pay period at the rate of 2.75 hours per 80 hours worked, up to a maximum of 40 hours.

- Shall accumulate to a maximum of 120 equivalent workdays as determined by the Board, shall be used according to the terms and conditions applicable to state sick leave, except as otherwise provided by policy DEC (Local), and shall be taken with no loss of pay.

- May be used for first-year care following the birth or adoption of an employee's son or daughter or the placement of a child with the employee for foster care.

- Shall be charged as used even if a substitute is not employed.

- For exempt employees will be recorded in whole workdays and half workdays only, except in accordance with provisions for intermittent leave in the Family and Medical Leave Act. Non-exempt employees will record in one (1) hour increments.

- Cannot be approved for more workdays than have been accumulated in prior years plus those earned during the current year. Leave for the current year shall be accumulated as described in policy DEC (Local). When an employee who has used more leave than he or she has accumulated and ceases to be employed by the District, the cost of the unearned leave days shall be deducted from the employee’s final paycheck.

**Approved Flex Time**

Employees who are employed on a 226 and 240 work calendar are considered 12 month employees and are eligible to receive approved flex time. Approved flex time is not paid vacation. The approved flex time will appear at the beginning of the calendar year on the employee’s paycheck stub under the description “approved flex time”. Technically, approved flex time is not available until it is earned throughout the school year according to the employee’s work calendar, however, employees may choose to use their flex time in advance upon supervisor approval before the end of the employee’s work calendar. If the employee uses their flex time and resigns before the end of their work calendar, the employee may be docked for any days used in advance.
**Reporting Absences**

ALL employees (exempt and non-exempt) must enter his/her absence(s) into TEAMS Employee Service Center. To enter your absence in TEAMS:

1. Go to the TEAMS Employee Service Center, [https://teams.wacoisd.org/servicecenter/EntryPointSignOnAction.do](https://teams.wacoisd.org/servicecenter/EntryPointSignOnAction.do) OR [www.wacoisd.org](http://www.wacoisd.org) and click on the Employee Svc Center icon.

2. Log in using your Active Directory Login and Password

3. Select My Absence Reporting

4. Select the Create Absence (this will then take you to the absence detail page)

5. Enter your start and end date of the absence

6. Enter the reason for the absence

7. Enter the number of hours you will be absent. The number of hours listed here will be what is deducted from your leave bank. For exempt employees absences can only be entered in half day (4 hours) or full day (8 hours) increments. Non-exempt employee absences can only be entered in full 1-hour increments.

8. Enter Approval Notes and if you require a substitute enter notes under the Substitute Special Instructions section

9. Click "Submit"

*Employees requesting leave for Personal Business, Professional/Staff Development, School Business-Other (field trip, other reasons than professional development), Athletics, or Testing/Test Administration must complete the appropriate approval through TEAMS and have it approved by his/her principal/supervisor.

**Reasons for absences are:**

<table>
<thead>
<tr>
<th>Personal Illness</th>
<th>Family Illness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Business*</td>
<td>Death in Family</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>Compensatory Leave</td>
</tr>
<tr>
<td>FMLA</td>
<td>ARDS</td>
</tr>
<tr>
<td>School Involvement – Parent Conference</td>
<td>School Involvement – Volunteer</td>
</tr>
<tr>
<td>Military Duty</td>
<td>Court Subpoena</td>
</tr>
<tr>
<td>Suspension</td>
<td>Administrative Leave with Pay</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>Professional/Staff Development*</td>
</tr>
<tr>
<td>Athletics*</td>
<td>School Business-Other</td>
</tr>
<tr>
<td>Testing/Test Administration</td>
<td>*Approved flex time (226 and 240 day employees only)</td>
</tr>
</tbody>
</table>
Family and Medical Leave Act (FMLA)—General Provisions

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

Leave Entitlements

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

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child’s birth or placement);
- To care for the employee’s spouse, child, or parent who has a qualifying serious health condition;
- For the employee’s own qualifying serious health condition that makes the employee unable to perform the employee’s job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee’s spouse, child, or parent.

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

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

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

Benefits and Protections

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

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.
An employer may not interfere with an individual’s FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

**Eligibility Requirements**

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

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

*Special hours of service eligibility requirements apply to airline flight crew employees.

**Requesting Leave**

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

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

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

**Employer Responsibilities**

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

**Enforcement**

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

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

For additional information:

www-wagehour.dol.gov

**Local Family and Medical Leave (FMLA) Provisions**

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from July 1\textsuperscript{st} to June 30\textsuperscript{th}.

**Use of Paid Leave.** FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

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

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

**Fitness for Duty.** An employee that takes FML due to the employee’s own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee’s ability to perform essential job function is required, the district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider.
**Reinstatement.** An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

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

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

**District Contact.** Employees that require FML or have questions should contact the Risk Management & Benefits Office at (254) 755-9426 or (254) 755-9522 for details on eligibility, requirements, and limitations.

**Temporary Disability Leave**

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

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

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.
When an employee is ready to return to work, Risk Management & Benefits Office should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician’s statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

**Workers’ Compensation Benefits**

An employee absent from duty because of a job-related illness or injury may be eligible for workers’ compensation weekly income benefits if the absence exceeds seven calendar days. An employee receiving workers’ compensation wage benefits for a job-related illness or injury may choose to use available, partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or -illness wages. While an employee is receiving workers’ compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee’s regular salary.

Workers’ compensation leave runs concurrently with FMLA and temporary disability leave, if eligible.

**Catastrophic Leave**

The purpose of the Catastrophic Sick Leave Bank (CSLB) is to provide additional sick leave days to members of the CSLB in the event of a catastrophic illness or injury. Only absences due to the employee’s catastrophic illness or injury are covered.

The CSLB has strict criteria and is for such medical conditions that are usually considered life-threatening or with the threat of serious residual disability. Sick leave days from the CSLB are those days granted to a member who, through a catastrophic illness or injury, is unable to perform the duties of his/her position. The CSLB does not cover all sick absences that an employee is unable to work as prescribed by a physician (such as the flu, strep throat, and other short-term illness).

The CSLB is neither a replacement for nor equivalent with disability income replacement insurance.

Employees may voluntarily join the CSLB by completing a Catastrophic Leave Sick Bank Membership Form during their annual open enrollment for benefits (October/November), with eligibility for the CSLB beginning January 1st. This form must be completed by every eligible employee whether they wish to participate in CSLB or not.
Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury, and should be immediately reported to their supervisor and/or the Risk Management and Benefits Office in Human Resources.

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 nonresponsible for purposes of criminal liability.

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

Bereavement Leave

Use of state leave and/or local sick leave for death in the immediate family shall not exceed five workdays per occurrence, subject to the approval of the District. Refer to the term “immediate family” on page 35.

Jury Duty

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

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

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal
leave. Employees may be required to submit documentation of their need for leave for court appearances.

**Truancy Court Appearances**

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

**Religious Observance**

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

**Military Leave**

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

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

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Risk Management & Benefits Office for details on eligibility, requirements, and limitations.
**Staff Development**

Staff development is training that is necessary for a position. The district designates the days on the school district calendar for staff development.

If staff development is scheduled on the district calendar, an employee does not need to report the absence to TEAMS unless they are absent for other reasons.

If it is not scheduled on the district calendar, the employee must report the absence accordingly.

**School Involvement Leave**

District employees may request school involvement leave during work hours for:

1. Parental involvement
2. Authorized school volunteer purposes

School involvement leave shall be defined as leave used strictly for participating in parent conferences (in WISD or outside or WISD) or in district volunteer programs (WISD only) as approved by the employee’s supervisor.

An employee may use this type of leave for up to eight hours per year from August through May of each school year. Any school activity that requires the employee to participate for eight hours in one day shall not be included under school involvement leave. School involvement leave shall not be cumulative, shall not accrue from month to month, and shall be subject to supervisory approval.

This absence must be reported as “School Involvement-Parent Conference” or “School Involvement-Volunteer” in TEAMS. Pre-approval is required from the employee’s supervisor utilizing the School Involvement Request Form.

**Inclement Weather**

The district has scheduled in advance inclement weather days as make-up days on the district’s school calendar. The Superintendent will notify the news media of any closings or delayed openings for the day. If the district specifies a delayed opening and the employee is unable to report to work, the absence must be reported to TEAMS.
Return to Work Program

Waco ISD is committed to providing a safe workplace for our employees. Preventing a work related injury or illness is our primary goal. The return to work program provides opportunities for an employee, who is injured on the job, to return to work at full duty. If the employee is not physically capable of returning to full duty, our return to work program provides opportunities, when available, to perform a temporary work assignment. An employee’s regular position may be temporarily modified to accommodate the employee’s physical capabilities, or alternate work assigned whenever possible.

Unpaid Leave of Absence

When an employee is placed on an unpaid leave of absence (other than FMLA), the employee shall be allowed to continue the group health insurance at his or her own expense by electing COBRA. If the employee chooses not to continue coverage under COBRA, coverage will be terminated.
Employee Relations and Communications

Employee Recognition and Appreciation

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

District Communications

Throughout the school year, the Communications office publishes newsletters, brochures, fliers, calendars, news releases, produces WISD-TV programs, writes news and feature articles for the website, handles media and community relations, provides crisis communications, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

Examples of Printed and/or Posted Material
News and feature articles
Board Briefs (review of board action)
School calendar
Annual report
AEIS report
Advertisements
Campus telephone list & map
Waco ISD Outstanding Teacher reception program & invitation
Academic Achievers program & invitation
Information brochures & flyers
Magnet school marketing brochures, billboards & ads
Waco ISD stationery & business cards
Emergency cards

Examples of Television Production
Athletics
Career & Technology Education Program
Classroom activities
Fine Arts exhibitions
Magnet school marketing
School board meetings
Awards and recognition ceremonies
Commencement exercises

Waco ISD Employee Handbook
Revised October 28, 2019
Complaints and Grievances
Policy DGBA

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

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

COMPLAINTS

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

OTHER COMPLAINT PROCESSES

Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process:

Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability), shall be submitted in accordance with DIA.

Complaints alleging certain forms of harassment, including harassment by a supervisor and violation of Title VII, shall be submitted in accordance with DIA.

Complaints concerning retaliation relating to discrimination and harassment shall be submitted in accordance with DIA.

Complaints concerning instructional materials shall be submitted in accordance with EFA.

Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.

Complaints concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
Complaints concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

**NOTICE TO EMPLOYEES**

Employees may access policies through the district website at [https://www.wacoisd.org/domain/4687](https://www.wacoisd.org/domain/4687).

**GUIDING PRINCIPALS INFORMAL PROCESS**

The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

**DIRECT COMMUNICATION WITH BOARD MEMBERS**

Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

**FORMAL PROCESS**

An employee may initiate the formal process described below by timely filing a written complaint form.

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

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

**FREEDOM FROM RETALIATION**

Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint.
WHISTLEBLOWER COMPLAINTS

Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Time lines 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 calendar days of the initiation of the complaint. [See DG]

COMPLAINTS AGAINST SUPERVISORS

Complaints alleging a violation of law by a supervisor may be made to the Superintendent or designee. Complaint forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.

GENERAL PROVISIONS FILING

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

SCHEDULING CONFERENCES

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee’s absence.

RESPONSE

At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee’s e-mail address of record, 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 or before the deadline.

DAYS

“Days” shall mean District business days, unless otherwise noted. In calculating time lines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”
REPRESENTATIVE

“Representative” shall mean 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. The representative may participate in person or by telephone conference call. 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. The District may be represented by counsel at any level of the process.

CONSOLIDATING COMPLAINTS

Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not file 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 from the date of the written dismissal notice, 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 AND APPEAL FORMS

Complaints and appeals 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 by the employee unless the employee did not know the documents existed before the Level One conference.
A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

**AUDIO RECORDING**

As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee’s complaint is discussed. The employee shall notify all attendees present that an audio recording is taking place.

**LEVEL ONE**

Complaint forms must be filed:

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

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 investigate as necessary and schedule a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.
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 of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

- The original complaint form and any attachments.
- All other documents submitted by the employee at Level One.
- The written response issued at Level One and any attachments.
- All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

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 of the date of the written Level Two response or, if no response was received, within ten days of
the Level Two response deadline.

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 the record of the Level Two appeal. The employee may request a copy of the Level Two record.

The Level Two record shall include:

- The Level One record.
- The notice of appeal from Level One to Level Two.
- The written response issued at Level Two and any attachments.
- All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

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, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. 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 the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.
Lighthouse Reporting

Waco ISD has contracted with Lighthouse Services [http://www.lighthouse-services.com/_StandardCustomURL/LHILandingPage.asp](http://www.lighthouse-services.com/_StandardCustomURL/LHILandingPage.asp) to provide an anonymous ethics and compliance hotline for all employees. The purpose of the service is to insure that any employee wishing to submit a report anonymously can do so without the fear of retribution. This hotline is recommended for anonymous reporting. If anonymity is not required, please contact the Human Resources Department for more information.

Reports may cover but are not limited to the following topics:

- Fraud
- Theft and Embezzlement
- Misuse of District Property
- Conflict of Interest
- Bribery and Kickbacks
- Falsification of Contracts
- Violation of the Law

Please note that the information you provide may be the basis of an internal and/or external investigation into the issue you are reporting. Your anonymity will be protected to the extent allowed by law. Be informed that your identity may become known during the course of the investigation because of the information you have provided. Reports are submitted by Lighthouse to a Waco ISD designee for investigation according to district policies.

The toll-free number for reporting ethics violations by telephone is: 800-398-1496

An online form for reporting ethics violations is available at: [https://www.lighthouse-services.com/_StandardCustomURL/LHILandingPage.asp](https://www.lighthouse-services.com/_StandardCustomURL/LHILandingPage.asp)

1. Click "submit report"
2. Login name: Waco ISD
3. Password: Hot Line
Let’s Talk!

It is important to us that all community members have a place where questions can be submitted and suggestions received. Waco ISD Let’s Talk! is that place! Employees and community members may find Let’s Talk on the district website at https://www.wacoisd.org/LetsTalk or at the direct link on the homepage of the district website.

Once you click on a topic and make a submission, the appropriate person will be notified. If you are unsure which topic to choose, click on Something Else? and your submission will be routed for you. If you ask a question or request a response, don’t forget to share your contact information, including your email address.
FRAUD, WASTE AND ABUSE HOTLINE

Waco ISD has established a fraud hotline through Lighthouse Services, Inc. for the purpose of anonymous reports of suspected fraud, unlawful, unethical and other types of improper behavior within our organization. The hotline is intended to report serious concerns or questionable actions that:

- May lead to incorrect financial reporting
- Are unlawful
- Are not in line with Waco ISD policies and procedures
- Otherwise amount to serious improper conduct

The hotline is available 24 hours a day, 7 days a week, 365 days a year, for use by employees, or the general public who wish to report an incident anonymously for the following types of incidents:

- Fraud
- Theft and Embezzlement
- Misuse of District Property
- Conflict of Interest
- Bribery and Kickbacks
- Falsification of Contracts
- Violation of the Law

Please note that the information you provide may be the basis of an internal and/or external investigation into the issue you are reporting. Your anonymity will be protected to the extent allowed by law. Be informed that your identity may become known during the course of the investigation because of the information you have provided. Reports are submitted by Lighthouse to a Waco ISD designee for investigation according to district policies.

Do not use the Fraud, Waste, Abuse hotline to report complaints or grievances involving wages, working conditions, discrimination, and other personnel issues. These issues should be reported in accordance with Board policies:

- DGBA (Local), Employee Complaints/Grievances
- FNG (Local), Student and Parent Complaints/Grievances
- DIA (Local), Discrimination, Sexual Harassment, Harassment
- Lighthouse Services - Waco ISD - An online form for fraud, waste and abuse

The toll-free number for reporting violations by telephone is:
800-398-1496
Employee Conduct and Welfare

Standards of Conduct
Policy DH

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

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See Reports to the Texas Education Agency, page 84 for additional information.

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

Texas Educators’ Code of Ethics

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

Professional Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

2. **Ethical Conduct toward Professional Colleagues**

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

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

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

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

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

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

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

3. **Ethical Conduct toward Students**

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

**Standard 3.2** The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.
**Standard 3.3** The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

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

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

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

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

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

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

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

(ii) the subject matter of the communication;

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

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

(v) whether the communication was sexually explicit; and

(vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.
Discrimination, Harassment, and Retaliation
Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

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

The district’s policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be found online at http://pol.tasb.org/Policy/Code/867?filter=DIA or a paper copy may be requested by contacting the Human Resources Department at 254-755-9410.

Harassment of Students
Policies DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student’s parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting Suspected Child Abuse, page 62 and Bullying, page 89 for additional information.

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

“Solicitation of a romantic relationship” means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:
1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator’s job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
   
   a) The nature of the communications;
   b) The timing of the communications;
   c) The extent of the communications;
   d) Whether the communications were made openly or secretly;
   e) The extent that the educator attempts to conceal the communications;
   f) If the educator claims to be counseling a student, SBEC may consider whether the educator’s job duties included counseling, whether the educator reported the subject of the counseling to the student’s guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities; and
   g) Any other evidence tending to show the context of the communications between educator and student.

2. Making inappropriate comments about a student’s body, creating or transmitting sexually suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.

3. Making sexually demeaning comments to a student.


5. Requesting details of a student’s sexual history.

6. Requesting a date, sexual contact, or any activity intended for the sexual gratification of the educator.

7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.

8. Inappropriate hugging, kissing, or excessive touching.

9. Providing the student with drugs or alcohol.

10. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
11. Any other acts tending to show that the educator solicited a romantic relationship with the student.

19 TAC 249.3(50)

A superintendent may notify SBEC of any educator misconduct that the superintendent believes in good faith may be subject to sanctions by SBEC. 19 TAC 249.14(d)

http://pol.tasb.org/Policy/Code/867?filter=FFH

**Reporting Suspected Child Abuse**

**Policies DG, FFG, GRA**

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §26.001, to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

Employees are also required to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

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

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

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

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

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

**Sexual Abuse and Maltreatment of Children**

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at [http://pol.tasb.org/Policy/Download/867?filename=FFG(XHIBIT).pdf](http://pol.tasb.org/Policy/Download/867?filename=FFG(XHIBIT).pdf). As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

**Reporting Crime**

*Policy DG*

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

**Technology Resources**

*Policy CQ*

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 is permitted if the use:
Imposes no tangible cost to the district.
- Does not unduly burden the district’s computer or network resources
- Has no adverse effect on job performance or on a student’s academic performance

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

Employees are required to abide by the provisions of the acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the Technology Department at (254) 755-9599.

**Personal Use of Electronic Communications**
Policy DH

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

As role models for the district’s students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee’s use of electronic media interferes with the employee’s ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee’s page, including content added by the employee, the employee’s friends, or members of the public who can access the employee’s page, and for web links on the employee’s page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee may not set up or update the employee’s personal social network page(s) using the district’s computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.
☐ The employee shall not use the district’s logo or other copyrighted material of the district without express, written consent.

☐ An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee’s immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

☐ The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

- Confidentiality of student records [See Policy FL]
- Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law [See Policy DH (EXHIBIT)]
- Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
- Copyright law [See Policy CY]
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

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

**Electronic Communications between Employees, Students, and Parents**

**Policy DH**

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or e-mail address.
An employee is not subject to provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee’s child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student’s parent. The written consent shall include an acknowledgement by the parent that:

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

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

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

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:

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

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

3. 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.

4. The employee shall not communicate directly with any student between the hours of 10 p.m. and 7 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.

5. The employee does not have a right to privacy with respect to communications with students and parents.

6. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics including:
   - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
   - Copyright law [Policy CY]
   - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DHB]

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

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

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

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

**Criminal History Background Checks**
Policy DBAA

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

**Employee Arrests and Convictions**
Policy DH

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

□ Crimes involving school property of funds

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

□ Crimes that occur wholly or in part on school property or at a school-sponsored activity

□ Crimes involving moral turpitude
Moral turpitude includes the following:

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

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

**Alcohol and Drug-Abuse Prevention**

Policy DH

Waco ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district’s policy regarding employee drug use can be found online at: [http://pol.tasb.org/Policy/Code/867?filter=DH](http://pol.tasb.org/Policy/Code/867?filter=DH)

**Drugs and Alcohol (DH Local)**

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.
An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

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

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

Exceptions. It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee’s personal use; or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee’s child or other individual for whom the employee is a legal guardian.

Sanctions. An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

Notice. Employees shall receive a copy of this policy.

**Tobacco Products and E-Cigarette Use**

Policies DH, FNCD, GKA

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

**Fraud and Financial Impropriety**

**Policy CAA**

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

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

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors
Policy DBD

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

Copyrighted Materials
Policy CY

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

*Policy DGA*

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

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

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

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on Election Day must communicate with their immediate supervisor prior to the absence. Employees will follow the same procedure for entering their absences as mentioned on page 38.

**Charitable Contributions**

*Policy DG*

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

**Safety**

*Policy CK series*

The district has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 91 for additional information. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:
□ Observe all safety rules.
□ Keep work areas clean and orderly at all times.
□ Immediately report all accidents to their supervisor.
□ Operate only equipment or machines for which they have training and authorization.

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

Employees with questions or concerns relating to safety programs and issues can contact Risk Management & Benefits Department at (254) 755-9522.

**Possession of Firearms and Weapons**
 Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district’s weapons policy should report it to their supervisor or immediately call the Waco ISD Police Department at (254) 752-0858.

**Visitors in the Workplace**
 Policy GKC

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

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district’s management plan is kept in the Facilities & Maintenance office and is available for inspection during normal business hours.

Pest Control Treatment
Policies CLB, DI

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

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

Suspension or Administrative Leave
Policies DAB, DCB, DCD

An at-will employee may be suspended with or without pay by the Superintendent during an investigation of alleged misconduct by the employee or at any time the Superintendent determines that the District’s best interest will be served by the suspension.

Attendance Guidelines

Maintenance of good attendance is a condition of employment. The successful operation of the school district depends upon all employees being at work on time each day. Whenever an employee is absent or tardy, supervisors and other employees must make adjustments in order to keep the school operating efficiently. Employees may be reassigned, transferred, or terminated for excessive absences and/or tardiness. The following information will be used to determine whether an employee has been absent or tardy an excessive number of times.

Tardiness. Any employee arriving five or more minutes after his or her scheduled starting time will be considered tardy.
**Excessive tardiness.** Any three occurrences of tardiness within a 30-day period will be considered excessive.

**Absence.** Any person that is not present at his or her work assignment for a scheduled work period will be considered absent for that period.

**Excessive Tardiness/Absenteeism.** Employees with excessive tardiness or absenteeism may be subject to disciplinary action and/or termination.

**Excessive Absenteeism.** The following absences are considered excessive:

- Any occurrence of absence after the employee's earned leave balance has been depleted.
- Any occurrence of absence that is not covered by District leave and absence guidelines.
- Any occurrence of absence without pay, unless approved by the supervisor at least 24 hours in advance.

Excessive use of sick leave without a doctor’s excuse or medical certification may be viewed as abuse of the sick leave system. A supervisor reserves the right to request a doctor’s excuse at any time an employee has excessive absenteeism. Any employee, who does not call and does not show up to work, is subject to termination.

**Dress and Grooming**

The dress and grooming of District employees shall be clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their campus principal or department supervisor.

All District employees shall adhere to all dress and grooming regulations during regular school business hours.

The following items shall not be worn:

- Tee shirts (except on designated days, such as Spirit Day on which all staff wear tee shirts with a common theme, logo, or slogan)
- Jeans may be worn on days designated by the campus principal and/or department supervisor along with a Waco ISD logo or Waco ISD campus shirt. Jeans must be clean and free of rips, tears and fraying; may not be excessively tight or revealing. Employees may not give monies to causes in order to be out of dress code unless authorized by the Superintendent. For Administration Building Employees: Jeans may be worn on Fridays as long as the employee is not presenting on a campus. Be sharp! If you dress sloppy and do not follow the guidelines the entire department will lose the
privilege to wear jeans.

- Shorts (appropriate length shorts may be allowed for PE teachers, PE aides and coaches during athletic periods only)
- Warm-up suits/Athletic suits (may be allowed for PE teachers, PE aides and coaches during athletic periods only)
- Spandex clothing of any sort
- House shoes or flip flops
- Athletic shoes (may be allowed for nurses, PE teachers, PE aides and coaches during athletic periods only)
- Nursing Scrubs (nurses only)
- Hats or caps inside of school buildings
- Pierced jewelry other than in the ears (i.e., nose, tongue, eyebrow, lip, etc.)
- Leggings/tights may be worn under appropriate length skirt or dress

The following are prohibited for women:

- Sun dresses, spaghetti straps, and halter-tops.

The following are prohibited for men:

- Shirts exposing the underarms
- Untidy facial hair
- Hair that extends below the collar except when neatly tied in a ponytail/braid

Tattoos that contain the following elements must be covered:

- Skulls, images or acts of violence
- Provocative (text or image)
- Profanity (in any language)
- Located on the face or neck (above collarbone)
- Full sleeve tattoos
• Images or text which are offensive to others

• Drugs/illegal activities

Employees should seek clarification from their supervisor of whether a certain item is appropriate or not. Appropriate attire will be determined at the discretion of the principal. Principals/Supervisors are expected to enforce the employee dress code for their staff at all times. An employee’s appearance should not become a distraction to the working or learning environment.

**Identification Badges**

All district employees, including substitutes, shall wear photo identification badges at all times while on duty. This is with the exception of uniformed WISD police officers. Replacement badges can be obtained from the Human Resources Department and select campuses. The cost for a replacement badge is $5.

**Use of District Property and Equipment**

No employee of Waco ISD shall use any equipment belonging to the district, consume any supplies, or utilize any district personnel for any purpose other than the business of the district, nor shall they permit the unauthorized use of such equipment, supplies, or personnel by others, without the written consent of the Superintendent or his/her designee. Failure to adhere to this guideline may result in the employee being subject to appropriate disciplinary action up to and including termination of employment.

At the beginning of each school year, each principal or supervisor shall have each employee complete a Property Distribution and Collection Form, listing all district property or equipment and district related online accounts issued to the employee. This would include all electronic equipment, cell phones, two-way radios, keys, uniforms, ID badge, tools, and district owned credit/procurement cards. This form should be kept on file at the work site where the physical property resides.

At the end of each school year or at termination of employment, the form should be used to inventory all equipment and note the date the property is returned. Upon separation of employment the form will be returned to Human Resources for the employee’s personnel file.

**Break and Meal Periods**

Waco ISD staff is expected to work their assigned hours according to their job title and responsibilities.
Meal Periods. Non-exempt employees are to clock out and in when they take their approved lunch. The length of the unpaid, duty free lunch period will be determined by the employee’s supervisor, but should not be for less than 20 minutes.

Breaks. There is not a requirement that employees receive a daily break. Breaks are subject to principal/supervisor approval and are based upon situational need. Federal law does not require breaks be given and should be limited to less than 20 minutes in length. Breaks of less than 20 minutes are paid and therefore not duty free. Employees are required to be at the worksite.

In some cases, where a staff member cannot leave their post, a scheduled break would be appropriate.

It would be appropriate for staff, working in strenuous situations, to be provided a break to cool down and recover from the physical exertion.

It would be appropriate for new nursing mothers to take a break for one year following a child’s birth each time such employee has a need to express milk. A bathroom, even if private, is not a permissible location. The location provided must be functional as a space for expressing breast milk.
General Procedures

Bad Weather Closing

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

Local Television Stations
WISD-TV (Channel 17 on Time Warner and Grande cable systems)
KCEN (Channel 6)
KWTX (Channel 10)
KXXV (Channel 25)
KWKT (Channel 14/44)

Radio Stations
All area iHeartMedia, Prophecy Media Group, and M&M Broadcasters radio stations
(These include but are not limited to 92.9FM, 94.5FM, 95.7FM, 97.5FM, 99.9FM, 101.3FM, 102.5FM, 103.3FM, 104.1FM, 104.5FM, 104.9FM, 105.7FM, 106.1FM, 106.7FM, 107.9FM, 1230AM and 1660AM)

Emergencies
Policies CKC, CKD

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

Purchasing Procedures
Policy CH

All requests for purchases must be submitted to the Business Services/Purchasing department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for
purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district’s business office. Contact the Director of Business Services at 501 Franklin Avenue, Waco, TX 76701 for additional information on purchasing procedures.

**Name and Address Changes**

It is important that employment records be kept up to date. Employees must notify the Human Resources office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Employees may make changes to phone numbers, emergency contacts, and address through the TEAMS Employee Service Center (ESC). All other changes (name, beneficiary, etc.) must be submitted to the Human Resources Department on the appropriate change form. Employees with a name, marital status or beneficiary change may be required to provide additional documentation showing proof of the change along with the form.

**Personnel Records**

Policy DBA, GBA

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

Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Information that reveals whether they have family members
- Personal e-mail address

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to the Human Resources Department. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.
TEAMS Employee Service Center (ESC)

The TEAMS Employee Service Center (ESC) provides employees with access to their demographic information, payroll records, salary, benefits and leave information, tax records (W-2) and deductions and benefit information.

To access the ESC from any computer, including your personal home computer, go to https://teams.wacoisd.org/servicecenter or go to the Waco ISD website, www.wacoisd.org and click on the Employee Svc Center icon towards the top of the page.

When the login page appears login in as follows:

User ID = Enter your active directory login (generally firstname.lastname)
Password = Enter your active directory password

Everything you need and want to know, are now just a few keystrokes away. For questions please call Human Resources at (254) 755-9410.

Facility Use
Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. The Facilities Rental Manager is responsible for scheduling the use of facilities after school hours. Contact the Facilities Rental Manager at (254) 752-3497 to request to use school facilities and to obtain information on the fees charged.
Termination of Employment

Resignations
Policy DFE

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Assistant Superintendent of Human Resources. Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The principal is required to notify the superintendent of an educator’s resignation following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency on page 84. The superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in of the same acts.

Noncontract Employees. Noncontract employees may resign their position at any time. A written notice of resignation should be submitted to the employee’s supervisor and the Human Resources Department 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 Nonrenewal of Contract Employees
Policies DF Series

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee’s certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.
**Dismissal of Noncontract Employees**
Policy DCD

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See Complaints and Grievances, page 48.)

**Exit Interviews and Procedures**

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

**Reports to Texas Education Agency**
Policy DF, DHB

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

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event
The reporting requirements above are in addition to the superintendent’s ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history. “Reported criminal history” means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

**Reports Concerning Court-Ordered Withholding**

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

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

Equal Educational Opportunities
Policies FB, FFH

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Rhonda McWilliams, Interim Assistant Superintendent of Human Resources, the district Title IX coordinator or Alfonso Saldana, Coordinator of Student Management. Questions or concerns about discrimination on the basis of a disability should be directed to Keith Schneider, Director of Special Education Compliance. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Alfonso Saldana  
P.O. Box 27  
Waco, TX 76703  
(254) 710-9221  
alfonso.saldana@wacoisd.org

Keith Schneider  
P.O. Box 27  
Waco, TX 76703  
(254) 755-9431  
keith.schneider@wacoisd.org

Student Records
Policy FL

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

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student’s records before this time.
- School officials with legitimate educational interests
The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

**Parent and Student Complaints**
Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent’s office can provide parents and students with information on filing a complaint. The parent and student complaint forms can also be found on the district’s website at: [https://www.wacoisd.org/Page/8959](https://www.wacoisd.org/Page/8959)

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

**Administering Medication to Students**
Policy FFAC

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

**Dietary Supplements**
Policies DH, FFAC

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

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

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

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

Student Conduct and Discipline
Policies in the FN series and FO series

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

Absolutely no fighting will be allowed.

Student Attendance
Policy FEB

Teachers and staff should be familiar with the district’s policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must bring a note signed by a parent/guardian or physician stating the reason for the absence. Parent/guardian notes are not necessarily considered excused absences. That is up to the discretion of the campus principal. The amount and frequency of the parent/guardian notes will be taken into consideration. If a student is absent for three or more consecutive school days, a physician note is required upon re-entry. If a note is not provided, truancy actions may begin. In the event the absences exceed 90% of the class attendance, credit will be lost for the course. In order to regain credit, the student will need to follow the principal plan for credit recovery. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.
**Bullying**  
Policy FFI

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

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

**Bullying Prohibited**  
The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process set out in this policy is a violation of District policy.

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

- Exploits an imbalance of power between the student perpetrator and the student victim through written or oral expression or physical conduct and interferes with a student’s education or substantially disrupts the operation of a school; and

**Such conduct:**

- Has the effect or reasonably will have the effect of physically harming a student, damaging a student’s property, or placing a person in reasonable fear of harm to the student’s person or of damage to the student’s property; or
- Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

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

**False Claim**  
A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying under this policy is subject to appropriate discipline.
Timely Reporting
Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District’s ability to investigate.

Reporting Procedures

Student Report
To obtain intervention and assistance, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District professional employee.

Employee Report
Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall promptly notify the principal or designee.

Report Format
A report may be made orally or in writing. If a report is made orally, the principal or designee shall prepare a written report from the oral information.

Investigation of Report
The principal or designee shall determine whether the allegations, if proven, would constitute prohibited conduct under FFH(LOCAL), Freedom from Discrimination, Harassment, and Retaliation. If so, the matter shall be referred to the appropriate District official, as set out in FFH(LOCAL), for processing in accordance with that policy. If not, the principal or designee shall conduct an investigation based on the allegations of bullying. If appropriate, the principal shall promptly take interim action calculated to prevent bullying during the course of the investigation.

If the District official determines that the alleged conduct, if proven, would not be a violation of this policy or of policy FFH, the District official shall so notify the complainant/reporter in writing and dismiss the complaint.

Concluding the Investigation
Absent extenuating circumstances, the investigation should be completed within ten District 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 include a determination of whether bullying occurred. If the alleged victim is facing possible disciplinary action based on a physical interaction or altercation with the alleged perpetrator, the report shall include a determination whether the victim used reasonable self-defense. A copy of the report will be filed with the Superintendent or other appropriate administrator. The principal shall also communicate a summary of the report and its conclusions to the complainant.
Notices to Parents
If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of both the victim and the perpetrator.

District Action Bullying
In no circumstance shall the District be required to inform the complainant of the specific disciplinary or corrective action taken.

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

Students with Disabilities
Before a student with disabilities is disciplined for engaging in bullying, the District shall comply with state and federal requirements related to discipline of students with disabilities.

Counseling
If the results of the investigation indicate bullying occurred, the principal or designee shall inform the victim, the perpetrator, and any witnesses of District counseling options available to them.

Transfers
If the results of the investigation indicate bullying occurred, policy FDB will apply to any transfer request.

Improper Conduct
If the investigation reveals improper conduct that was not “bullying,” the District may nonetheless take appropriate disciplinary action consistent with the Student Code of Conduct or other corrective action to address the conduct.

Confidentiality
To the extent possible, the District shall endeavor to protect the privacy of the complainant, persons against whom the complaint is brought, and witnesses. However, limited disclosures may be necessary in order to conduct a thorough investigation.

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

Records Retention
The District shall retain records of the complaint and investigation in accordance with CPC(LOCAL).
Access to Policy and Procedures
Information regarding this policy and any related procedures shall be included annually in the employee and student handbooks. The policy and procedures shall be posted on the District’s website; a copy may also be obtained at each campus and the District’s administrative offices.

Hazing
Policy FNCC

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

Transporting Students

Employees are prohibited from transporting students in their personal vehicles for school sponsored activities unless approved by their principal/supervisor and the Waco ISD Risk Management Office.

In order to obtain authorization to drive, the individual must:

- complete an Authorization to Drive/Transport Students Request form (required for individuals requesting to drive for Waco ISD unless the person is already an employee of Waco ISD whose job description requires them to drive);
- be at least 21 years of age;
- have an acceptable criminal history report;
- provide a copy of a valid Texas driver’s license;
- have an acceptable driving record according to the School Bus Drivers’ Evaluation Point System developed by the Texas Department of Public Safety; and
- provide proof of personal liability insurance (for private passenger vehicles only).

The authorization form and copies of the supporting documents will be sent to the Risk Management office and the supervisor will be notified by Risk Management if the employee is authorized to drive.

The Authorization to Drive/Transport Students Request form is only valid for the current school year. A new form must be completed and submitted with required documentation to the Risk Management office each school year.
The employee’s auto liability coverage will serve as the primary coverage if the employee is found liable for any incidents and/or accidents that could occur while driving their vehicle for school related business.

The employee must immediately notify the Risk Management office of any changes in vehicle insurance coverage or driving record.

Employees are subject to disciplinary action if students are transported in the employee’s private vehicle without authorization from their supervisor, the student’s parents/guardians, and the Risk Management office.
SafeSchools Mandatory Online Training

Waco ISD Faculty & Staff.

In an effort to provide the most effective and meaningful compliance training for all district employees, the Waco ISD Human Resources Department and Office of Professional Development have teamed with SafeSCHOOLS to provide an online training platform. Available May 24th 2019, all district employees will be able to access and complete the following required trainings: 1) Bloodborne Pathogen and Exposure Prevention, 2) Bullying, 3) Child Abuse, 4) Copyright Infringement, 5) Homeless Students: Awareness and Understanding, 6) Human Resources | Beginning of the Year Policies and Procedures 7) Notice of Employees Responsibilities for Reporting Child Abuse and Neglect 8) Sexual Harassment: Student Issues & Response.

The deadline for completion of these courses is September 21st, 2019. If you have not completed your course trainings by that date your principal, director, or supervisor will be notified. You will be required to complete the courses or attend face-to-face trainings to fulfill the requirements.

Courses in SafeSCHOOLS are sectioned and can be completed at your individual pace throughout the course of the summer. Courses have quizzes at the end that do require you to achieve a passing score for completion.

To access the SafeSCHOOLS platform, use any of the links provided in this document or type in the URL:

2. Username will be: employee ID # eg: (10055525)
3. Password is required and case sensitive. Your temp password consists of first name initial and last name initial @# eg: Tb#@0000 (last 4 digits of your id#). You can change your password by clicking on the “forgot password” link.
4. Required courses will appear on your home screen
5. All course completions will be tracked by WISD Human Resources and the Office of Professional Development.

If you have any questions or difficulty accessing the SafeSCHOOLS platform, please contact Patrick Uptmore in the Office of Professional Development at email Patrick.uptmore@wacoisd.org or call at 254.750.3937.
**Index**

Administering medication, 87  
Administration, 9  
Alcohol and drug  
    abuse prevention, 69  
    testing, 16  
Arrests and convictions, 68  
Asbestos management plan, 74  
Assault leave, 43  
Associations and political activities, 72  
At-will employment, 15  
Automatic payroll deposits, 23  
Background checks, 68  
Bad weather closing, 80  
Benefits  
    cafeteria plan, 27  
    health insurance, 26  
    leave, 34  
    retirement, 32  
    supplemental insurance, 26  
    workers’ compensation, 27, 43  
Bereavement leave, 44  
Board of Trustees  
    information, 8  
    members, 9  
Breaks, 19  
Breast milk, 19  
Building use, 82  
Bullying, 89  
Cafeteria plan benefits, 27  
Certification  
    health and safety training, 17  
    maintaining, 16  
    parent notification, 19  
Change of address, 81  
Charitable contributions, 73  
Child abuse  
    reporting, 62  
    sexual, 63  
Code of ethics, 56  
Committees, 20  
Compensation, 22  
Complaints  
    employee, 48  
    parent and student, 87  
Compliance coordinators, 13, 86  
Compliance with a subpoena, 44  
Conduct and welfare, 56  
Conflict of interest, 71  
Contract  
    employment, 14  
    noncertified employees, 15  
    nonrenewal, 83  
Copyright materials, 72  
Court appearances, 44  
Court-ordered withholding, 85  
Crime reporting, 63  
Criminal history, 68  
Dietary supplements, 87  
Directories  
    helpful contacts, 12  
    school, 11  
Discrimination  
    employee, 60  
    student, 86  
Dismissal  
    contract employees, 83  
    noncontract employees, 83  
District  
    communications, 47  
    description, 7  
    information, 7  
    mission statement, 8  
Drug  
    abuse prevention, 69  
    psychotropic, 88  
    testing, 16  
E-cigarettes, 70  
Electronic communications, 64, 65
Emergencies, 80
Employee
  conduct and welfare, 56
  involvement, 20
  recognition, 47
Employment
  after retirement, 14
  at-will, 15
  authorization documents, 16
  contract, 14
  noncontract, 14
  outside, 20
Equal opportunity
  educational, 86
  employment, 13
Every Student Succeeds Act,
  19 Exit interviews, 84
Family and medical leave, 39
Firearms, 74
Form I-9, 16
Fraud, 71
General procedures, 80
Gifts and favors, 72
Grievances, 48
Harassment, 60
Hazing, 92
Health insurance, 26
Health safety training, 17
Helpful contacts, 12
Insurance
  health, 26
  supplemental, 26
  unemployment, 27
Internet use, 64, 65
Job vacancy announcements, 14
Jury duty, 44
Leave
  assault, 43
  bereavement, 44
  court appearance, 44
  discretionary, 35
  family and medical, 39
  jury duty, 44
  medical certification, 34
  military, 45
  nondiscretionary, 35
  personal, 35
  proration, 36
  religious observance, 44
  sick, 36
  temporary disability, 42
  truancy court appearance, 44
  workers’ compensation, 43
Maltreatment of children, 63
Medications, 87
Military leave, 45
Mission statement, 8
Name and address changes, 81
Nonrenewals, 83
Nursing mothers, 19
Outside employment, 20
Overtime, 24
Parent and student complaints, 87
Parent notification, 19
Paychecks, 22
Payroll
  automatic deposits, 23
  deductions, 24
  schedule, 22
Performance evaluation, 20
Personal leave, 35
Personnel records, 81
Pest control treatment, 74
Political activities, 72
Possession of firearms and weapons, 74
Psychotropic drugs, 88
Purchasing procedures, 80
Qualifying exigency, 41
Reassignments, 17
Religious observance, 44
Resignations, 83
  contract employees, 83
  noncontract employees, 83
Retaliation, 60
Retirement
  benefits, 32
employment after, 14
Safety, 73
Salaries, 22
School
  calendar, 10
  closing, 80
  directory, 11
Searches, 16
Sexual harassment, 60
Sick leave, 36
Staff development, 20
Standards of conduct, 56
Student
  attendance, 88
  bullying, 89
  complaints, 87
  dietary supplements, 87
  discipline, 88
  equal educational opportunities, 86
  harassment, 60
  hazing, 92
  medication, 87
  records, 86
Supplemental insurance, 26
TEA reports, 84
Teacher retirement, 32
Technology resources, 63
Temporary disability leave, 42
Termination
  dismissal during the contract term, 83
  exit interviews, 84
  noncontract employees, 84
  nonrenewal, 83
  reports to TEA, 83, 84
  resignation, 83
Text messaging, 65
Tobacco
  products, 70
  use, 70
Training
  health and safety, 17
  staff development, 20
Transfers, 17
Travel expenses, 25
Truancy court appearances, 44
Tutoring, 20
Unemployment insurance, 32
Vacancy announcements, 14
Visitors, 74
Wages, 22
Weapons, 74
Whistleblower Act, 63
Work schedule, 18
Workers’ compensation benefits, 27, 43
Workload, 18