



**Employee
Handbook**

2018-2019

Employee Handbook Table of Contents

Contents Listed by Page Number:

| | |
|--|-------|
| Employee Handbook Receipt | 5 |
| District Information | |
| Description of the District (School Zones) | 6-8 |
| District Map | 9 |
| District Mission | 10 |
| District Goals | 10 |
| Board of Trustees..... | 11 |
| Administration | 11 |
| School Calendar..... | 12 |
| Helpful Contacts | 13 |
| School Directory | 14-15 |
| Employment | |
| Equal Employment Opportunity | 16 |
| Job Vacancy Announcements..... | 16 |
| Employment after retirement..... | 16 |
| Contract and Non-Contract Employment | 16 |
| Certification & Licenses..... | 17 |
| Searches and Alcohol and Drug Testing..... | 17 |
| Health Safety Training..... | 17 |
| Reassignments and Transfers | 17-18 |
| Employee Transfer Request Form | 19 |
| Workload and Work Schedules..... | 20 |
| Breaks for Expression of Breast Milk | 20 |
| Notification of Parents Regarding Certification Status | 20 |
| Outside Employment and Tutoring..... | 20 |
| Performance Evaluation | 20-21 |
| Employee Involvement..... | 21 |
| Staff Development..... | 21 |
| Employee Accountability..... | 21-22 |
| Employee Dress Code | 22 |
| Employee Dress Code Regulations | 23-25 |
| Compensation and Benefits | |
| Salaries, Wages, and Supplements | 26 |
| Paychecks..... | 26 |
| Pay Dates..... | 27 |
| Automatic Payroll Deposit..... | 27 |
| Payroll Deductions | 27 |
| Overtime / Compensatory Time | 27-28 |
| Falsification or Tampering..... | 28 |
| Travel Expense Reimbursement..... | 28 |
| Length of Workday..... | 29 |
| Teacher Evaluation Waiver Form..... | 30 |
| Compensatory Time / Over-time Approval Form | 31 |
| Health, Dental, and Life Insurance..... | 32 |
| Supplemental Insurance Benefits | 32 |
| Cafeteria Plan Benefits (Section 125) | 32 |
| Workers' Compensation Insurance | 32 |
| Payment for Unused Sick/Personal Leave..... | 32 |
| Unemployment Compensation Insurance..... | 32 |
| Teacher Retirement | 33 |
| Tuition-Free Attendance..... | 33 |

Contents Listed Alphabetically by Topic:

| | |
|---|-------|
| Employee Handbook Receipt | 5 |
| District Information | |
| Administration | 11 |
| Board of Trustees | 11 |
| Description of the District (School Zones)..... | 6-8 |
| District Goals | 10 |
| District Map | 9 |
| District Mission..... | 10 |
| Helpful Contacts..... | 13 |
| School Calendar | 12 |
| School Directory..... | 14-15 |
| Employment | |
| Breaks for Expression Breast Milk..... | 20 |
| Certification & Licenses | 17 |
| Contract and Non-Contract Employment..... | 16 |
| Equal Employment Opportunity | 16 |
| Employee Accountability..... | 21-22 |
| Employee Dress Code Regulations..... | 23-25 |
| Employee Dress Code | 22 |
| Employee Involvement | 21 |
| Employee Transfer Request Form..... | 19 |
| Employment after retirement | 16 |
| Health Safety Training | 17 |
| Job Vacancy Announcements | 16 |
| Notification of Parents Regarding Certification Status..... | 20 |
| Outside Employment and Tutoring | 20 |
| Performance Evaluation | 20-21 |
| Reassignments and Transfers..... | 17-18 |
| Searches and Alcohol and Drug Testing | 17 |
| Staff Development | 21 |
| Workload and Work Schedules | 20 |
| Compensation and Benefits | |
| Automatic Payroll Deposit..... | 27 |
| Cafeteria Plan Benefits (Section 125)..... | 32 |
| Compensatory Time / Over-time Approval Form | 31 |
| Falsification or Tampering | 28 |
| Health, Dental, and Life Insurance | 32 |
| Length of Workday..... | 29 |
| Overtime / Compensatory Time..... | 27-28 |
| Pay Dates | 27 |
| Paychecks | 26 |
| Payment for Unused Sick/Personal Leave | 32 |
| Payroll Deductions..... | 27 |
| Salaries, Wages, and Supplements..... | 26 |
| Supplemental Insurance Benefits | 32 |
| Teacher Evaluation Waiver Form | 30 |
| Teacher Retirement..... | 33 |
| Travel Expense Reimbursement | 28 |
| Tuition-Free Attendance | 33 |
| Unemployment Compensation Insurance..... | 32 |
| Workers' Compensation Insurance..... | 32 |

Leaves and Absences

| | |
|--|-------|
| Personal Leave | 33 |
| State Sick Leave | 34 |
| Local Leave | 34 |
| Extended Sick Leave | 34 |
| Family and Medical Leave (FMLA) General Provisions ... | 34-35 |
| Local Family Medical Leave (FMLA) Provisions | 35-36 |
| Temporary Disability Leave | 36 |
| Workers' Compensation Benefits | 36 |
| Assault Leave | 36 |
| Bereavement Leave | 37 |
| Jury Duty | 37 |
| Other Court Appearances | 37 |
| Military Leave | 37 |
| Sick Leave Pool | 37 |
| Professional Meetings | 37 |

Employee Relations and Communications

| | |
|---|----|
| Employee Recognition and Appreciation | 38 |
| District Communications | 38 |
| Working with the Media | 38 |

Complaints and Grievances (Policy DGBA) 39, 144-156

Employee Conduct and Welfare

| | |
|--|-----------|
| Standards of Conduct (Policy DH) | 39 |
| Code of Ethics | 39-41 |
| Discrimination, Harassment, & Retaliation | 41 |
| Harassment of Student | 41 |
| Alcohol and Drug-Abuse Prevention | 41 |
| Dietary Supplements | 42 |
| Reporting Suspected Child Abuse | 42 |
| Child Sexual Abuse | 42 |
| Reporting Crime | 43 |
| Fraud and Financial Impropriety | 43 |
| Conflict of Interest | 43 |
| Gifts and Favors | 43 |
| Associations and Political Activities | 43 |
| Safety | 44 |
| Tobacco Products & E-Cigarette Use | 44 |
| Criminal Background Check | 44 |
| Employee Arrests & Convictions | 44 |
| Possession of Firearms and Weapons | 45 |
| Visitors in the Workplace | 45 |
| Employee ID Badges | 45 |
| Uniforms & Safety Equipment | 45 |
| Copyrighted Materials | 45 |
| Computer Use and Data Management | 45 |
| Personal Use of Electronic Media | 46 |
| Use of Electronic Media with Students | 46-47 |
| Asbestos Management Plan | 48 |
| Pest Control Treatment | 48 |
| Work-Related Injuries | 48 |
| Employee Standard of Conduct Policy (DH Local) | (157-161) |
| Student Welfare Policy (FFH Local) | (192-197) |

Leaves and Absences

| | |
|--|-------|
| Assault Leave | 36 |
| Bereavement Leave | 37 |
| Extended Sick Leave | 34 |
| Family and Medical Leave (FMLA) General Provisions | 34-35 |
| Jury Duty | 37 |
| Local Family Medical Leave (FMLA) Provisions | 35-36 |
| Local Leave | 34 |
| Military Leave | 37 |
| Other Court Appearances | 37 |
| Personal Leave | 33 |
| Professional Meetings | 37 |
| Sick Leave Pool | 37 |
| State Sick Leave | 34 |
| Temporary Disability Leave | 36 |
| Workers' Compensation Benefits | 36 |

Employee Relations and Communications

| | |
|---|----|
| District Communications | 38 |
| Employee Recognition and Appreciation | 38 |
| Working with the Media | 38 |

Complaints and Grievances (Policy DGBA) 39, 144-156

Employee Conduct and Welfare

| | |
|--|-----------|
| Alcohol and Drug-Abuse Prevention | 41 |
| Asbestos Management Plan | 48 |
| Associations and Political Activities | 43 |
| Child Sexual Abuse | 42 |
| Code of Ethics | 39-41 |
| Computer Use and Data Management | 45 |
| Conflict of Interest | 43 |
| Copyrighted Materials | 45 |
| Criminal Background Check | 44 |
| Dietary Supplements | 42 |
| Discrimination, Harassment, & Retaliation | 41 |
| Employee Arrests & Convictions | 44 |
| Employee ID Badges | 45 |
| Employee Standard of Conduct Policy (DH Local) | (157-161) |
| Fraud and Financial Impropriety | 43 |
| Gifts and Favors | 43 |
| Harassment of Student | 41 |
| Personal Use of Electronic Media | 46 |
| Pest Control Treatment | 48 |
| Possession of Firearms and Weapons | 45 |
| Reporting Crime | 43 |
| Reporting Suspected Child Abuse | 42 |
| Safety | 44 |
| Standards of Conduct (Policy DH) | 39 |
| Student Welfare Policy (FFH Local) | (192-197) |
| Tobacco Products & E-Cigarette Use | 44 |
| Uniforms & Safety Equipment | 45 |
| Use of Electronic Media with Students | 46-47 |
| Visitors in the Workplace | 45 |
| Work-Related Injuries | 48 |

General Procedures

| | |
|--------------------------------|----|
| Bad Weather Closing | 48 |
| Emergencies | 48 |
| Purchasing Procedures | 48 |
| Name and Address Changes | 49 |
| Personnel Records | 49 |
| Building use | 49 |

Termination of Employment

| | |
|--|-------|
| Resignations | 50 |
| Dismissal or Non-renewal of Contract Employees | 50 |
| Dismissal of Non contract Employees | 50 |
| Exit Interviews and Procedures | 50 |
| Reports to the Texas Education Agency | 50-51 |
| Reports Concerning Court-ordered withholding | 51 |

Student Issues

| | |
|--|-------|
| Equal educational opportunities | 51 |
| Student Records (Policy FL) | 51 |
| Parent & Student Complaints (Policy FNG) | 51 |
| Administering Medication to Students (Policy FFAC) | 52 |
| Psychotropic Drugs (Policy FFAC) | 52 |
| Student Conduct and Discipline | 52 |
| Student Attendance (Policy FEB) | 52 |
| Hazing (Policy FNCC) | 52 |
| Bullying (Policy FFI) | 52 |
| Procedures for Reporting Allegations of Bullying | 52-53 |

APPENDIX I

| | |
|--|-------|
| Alleged Child Abuse or Neglect Report Form | 55 |
| Protocol for Automated External Defibrillators (AED) | 56 |
| Exit Interview Forms | 57-58 |
| Notice of Separation From Work Form | 59 |
| MCISD School Safety Procedures | 60-62 |

Employment Policies

Notice of Separation From Work Policies

| | |
|-------------------------------|---------|
| DF (LEGAL) | 121-124 |
| DFE (LEGAL) DFE (LOCAL) | 132-134 |

Mission CISD Employee Welfare: Freedom from Harassment Policies

| | |
|---------------------------------|---------|
| DIA (LEGAL) DIA (LOCAL) | 174-179 |
| DGBA (LEGAL) DGBA (LOCAL) | 144-156 |
| FNC (LEGAL) | 210 |

Mission CISD Employee Standards of Conduct Policies

| | |
|--------------------|---------|
| DH (LOCAL) | 157-161 |
| DH (EXHIBIT) | 162-164 |

Mission CISD Student Welfare: Child Abuse And Neglect Policies

| | |
|---------------------------------|---------|
| FFG (LEGAL) FFG (EXHIBIT) | 183-190 |
| GRA (LEGAL) GRA (LOCAL) | 211-214 |

Mission CISD Student Welfare: Freedom from Harassment Policies

| | |
|-------------------------------|---------|
| FFH (LEGAL) FFH (LOCAL) | 191-197 |
| FNG (LEGAL) FNG (LOCAL) | 198-209 |

General Procedures

| | |
|--------------------------------|----|
| Bad Weather Closing | 48 |
| Building use | 49 |
| Emergencies | 48 |
| Name and Address Changes | 48 |
| Personnel Records | 49 |
| Purchasing Procedures | 48 |

Termination of Employment

| | |
|--|-------|
| Dismissal of Non contract Employees | 50 |
| Dismissal or Non-renewal of Contract Employees | 50 |
| Exit Interviews and Procedures | 50 |
| Reports Concerning Court-ordered withholding | 51 |
| Reports to the Texas Education Agency | 50-51 |
| Resignations | 50 |

Student Issues

| | |
|--|-------|
| Administering Medication to Students (Policy FFAC) | 51 |
| Bullying (Policy FFI) | 52 |
| Equal educational opportunities | 51 |
| Hazing (Policy FNCC) | 52 |
| Parent & Student Complaints (Policy FNG) | 51 |
| Psychotropic Drugs (Policy FFAC) | 52 |
| Student Attendance (Policy FEB) | 52 |
| Student Conduct and Discipline | 52 |
| Student Records (Policy FL) | 51 |
| Procedures for Reporting Allegations of Bullying | 52-53 |

APPENDIX I

| | |
|--|-------|
| Alleged Child Abuse or Neglect Report Form | 55 |
| Exit Interview Forms | 57-58 |
| MCISD School Safety Procedures | 60-62 |
| Notice of Separation From Work Form | 59 |
| Protocol for Automated External Defibrillators (AED) | 56 |

Employment Policies

Mission CISD Employee Welfare: Freedom from Harassment Policies

| | |
|---------------------------------|---------|
| DGBA (LEGAL) DGBA (LOCAL) | 144-156 |
| DIA (LEGAL) DIA (LOCAL) | 174-179 |
| FNC (LEGAL) | 210 |

Mission CISD Employee Standards of Conduct Policies

| | |
|------------------|---------|
| DH (LOCAL) | 157-161 |
|------------------|---------|

Mission CISD Student Welfare: Child Abuse And Neglect Policies

| | |
|---------------------------------|---------|
| FFG (LEGAL) FFG (EXHIBIT) | 183-190 |
| GRA (LEGAL) GRA (LOCAL) | 211-214 |

Mission CISD Student Welfare: Freedom from Harassment Policies

| | |
|-------------------------------|---------|
| FFH (LEGAL) FFH (LOCAL) | 191-197 |
| FNG (LEGAL) FNG (LOCAL) | 198-209 |

Notice of Separation From Work Policies

| | |
|-------------------------------|---------|
| DF (LEGAL) | 121-124 |
| DFE (LEGAL) DFE (LOCAL) | 132-134 |

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 the Office of Human Resources.

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. District 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 during normal working hours. Policy manuals are located in the central administration office, each school office, or they may be accessed from the district website at www.mcisd.net. They are available for employee review during normal working hours.

Modifications to the handbook will be posted on the electronic version of the employee handbook contained on the district website, www.mcisd.net. Any changes will be highlighted for your convenience. Please refer to the website for the district's most current version of MCISD Employee Handbook.

NONDISCRIMINATION STATEMENT

It is the policy of Mission C.I.S.D. not to discriminate on the basis of sex, age, handicap, religion, race, color, or national origin in its educational programs.

Es póliza del Distrito Escolar de Mission el no discriminar por razones con base en sexo, edad, religión, raza, color, origen nacional, ni por discapacidad dentro de sus programas educacionales.

ACKNOWLEDGEMENT FORM
2018-2019

Name _____ ID# _____
(PLEASE PRINT LEGAL NAME)

Campus/Department _____

I hereby acknowledge that I understand and know where to locate the Mission CISD Employee Handbook. I understand I have the option of receiving the handbook in electronic format or hard copy.

- I understand that I may download a complete copy via the web address at www.mcisd.net.
- I understand that I may request a copy by e-mail from my campus Principal/Department Supervisor
- I understand that a hard copy is located at each Campus Principal's/Department Supervisor's Office and Campus Library

I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document; including the dress code regulation.

The information in this handbook is subject to change. I understand that changes in the district policies may supersede, modify, or eliminate the information summarized in this booklet. 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 relationships are intended by this handbook.

I understand that I have an obligation to inform the Payroll Office of any changes in personal information, such as official name changes, phone numbers, address, etc. **I also accept responsibility for contacting my immediate supervisor within two calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication for any felony, any offense involving moral turpitude, and any other offense as outlined in Board Policy DH(LOCAL): Employee Standards of Conduct.**

I authorize Mission CISD to review and consider the results of my educator certification examinations pursuant to Texas Education Code § 21.048(c-1) as needed for the duration of my employment. The results of these examinations will be reviewed to obtain information relevant to my qualifications for continued employment with the District.

I understand that I shall contact my immediate supervisor or the Office of Human Resources if I have any questions, concerns, or need further explanation.

Signature: _____ Date: _____

PLEASE COMPLETE AND SIGN THIS FORM AND RETURN THE ORIGINAL TO YOUR IMMEDIATE SUPERVISOR, WHO WILL FORWARD IT TO THE MISSION C.I.S.D. HUMAN RESOURCE OFFICE.

Revised 13-14 DG

Mission CISD School Zones

The Board of Trustees has defined and approved the following zone boundaries for the elementary, junior high and high schools in the Mission Consolidated Independent School District (all areas bounded by roads shall be interpreted as the middle of the road with the exception of Linares Street in the Palm Lake Estates subdivision). Attendance zones for the junior high schools will be based upon the elementary school a student is zoned to attend.

Alton Elementary School (107)

From the intersection of Conway Avenue and 5 3/4 mile line, east on 5 3/4 mile line to 1/4 mile east of Bryan Road; south to 4 1/2 mile line; west on 4 1/2 mile line to Conway Avenue; north on Conway Avenue to 5 3/4 mile line.

Bryan Elementary School (101)

From the intersection of Conway Avenue and Griffin Parkway (FM495), east on Griffin Parkway to Stewart Road; south on an extension of Stewart Road to the Rio Grande River; west along the Rio Grande River to an extension of Bryan Road; north on an extension of Bryan Road to Business Highway 83; west on Business Highway 83 to Conway Avenue; north on Conway Avenue to Griffin Parkway.

Exception #1: Students who live along The Woods Drive in The Woods in Cimarron Subdivision must attend Sharyland ISD schools.

Cantu Elementary School (108)

From the intersection of Los Ebanos Road and 7 Mile Road, east on 7 Mile Road to Trosper Road; south on Trosper Road to 6 Mile Road; east on 6 Mile Road to Conway Avenue; south on Conway Avenue to 4 1/4 mile line; west on 4 1/4 mile line to Los Ebanos Road; north on Los Ebanos Road to 7 Mile Road.

Castro Elementary School (102)

From the intersection of Conway Avenue and Business Highway 83, east on Business Highway 83 to Bryan Road; south on an extension of Bryan Road to the Rio Grande River; west along the Rio Grande River to an extension of Conway Avenue; north on an extension of Conway Avenue to Business Highway 83.

Cavazos Elementary School (114)

From the intersection of Inspiration Road and 8 Mile Road, east on 8 Mile Road to Los Ebanos Road; south on Los Ebanos Road to 3 Mile Road; west on 3 Mile Road to Inspiration Road; north on Inspiration Road to 8 Mile Road.

Escobar/Rios Elementary School (116)

From the intersection of the Mission Lateral (1 1/2 mile line) and Inspiration Road, east along the Mission Lateral to Los Ebanos Road; north on Los Ebanos Road to 3 Mile Road; east on 3 Mile Road to Conway Avenue; south on Conway Avenue to the Edinburg Main Canal; west along the Edinburg Main Canal to Los Ebanos Road; south on Los Ebanos Road to Griffin Parkway; west on Griffin Parkway to Inspiration Road; north on Inspiration Road to the Mission Lateral (1 1/2 mile line).

Leal Elementary School (109)

From the intersection of Inspiration Road and Expressway 83, east on Expressway 83 to Conway Avenue; south on an extension of Conway Avenue to the Rio Grande River; west along the Rio Grande River to an extension of Inspiration Road; north on an extension of Inspiration Road to Expressway 83.

Marcell Elementary School (104)

From the intersection of Inspiration Road and Barnes Street, east on Barnes Street to Adams Street; north on Adams Street to an extension of W. 18th Street; east on W. 18th Street to the canal; northwest along the canal to Rankin Street; east on Rankin Street to Holland Avenue; north on Holland Avenue to W. 20th Street; east on W. 20th Street to Conway Avenue; south on Conway Avenue to Business Highway 83; west on Business Highway 83 to Inspiration Road; north on Inspiration Road to Barnes Street.

Midkiff Elementary School (115)

From the intersection of Conway Avenue and 4 1/2 mile line, east on 4 1/2 mile line to 1/4 mile east of Bryan Road; north to 5 3/4 mile line; east on 5 3/4 mile line to Stewart Road; south on Stewart Road to 2 Mile Road; west on 2 Mile Road to 1/4 mile west of Mayberry Road; north 1/4 mile to 2 1/4 mile line; west on 2 1/4 mile line to Conway Avenue; north on Conway Avenue to 4 1/2 mile line.

Mims Elementary School (110)

From the intersection of Conway Avenue and 2 1/4 mile line, east on 2 1/4 mile line 1/4 mile; south 1/4 mile to 2 Mile Road; east on 2 Mile Road to Stewart; south on Stewart to Griffin Parkway (FM 495); west on Griffin Parkway to Conway Avenue; north on Conway Avenue to 2 1/4 mile line.

O’Grady Elementary School (111)

From the intersection of Inspiration Road and Griffin Parkway, east on Griffin Parkway to Los Ebanos Road; north on Los Ebanos Road to the Edinburg Main Canal; east along the Edinburg Main Canal to Conway Avenue; south on Conway Avenue to W. 20th Street; west on W. 20th Street to Holland Avenue; south on Holland Avenue to Rankin Street; West on Rankin Street to the canal; southeast along the canal to an extension of W. 18th Street; west on an extension of W. 18th Street to Adams Street; south on Adams Street to Barnes Street; west on Barnes Street to Inspiration Road; north on Inspiration Road to Griffin Parkway.

Pearson Elementary School (105)

From the intersection of Inspiration Road and Business Highway 83, east on Business Highway 83 to Conway Avenue; south on Conway Avenue to Expressway 83; west on Expressway 83 to Inspiration Road.

Salinas Elementary School (113)

From the intersection of Inspiration Road and 10 Mile Road (Monte Cristo Road), east on 10 Mile Road to Trosper Road; south 1/4 mile; east to Conway Avenue at 9 3/4 mile line; continue east from Conway Avenue on 9 3/4 mile line 1/4 mile; south to 8 1/2 mile line; east 1 1/4 miles; south to 8 Mile Road; east on 8 Mile Road to Stewart Road; south on Stewart Road to 5 3/4 mile line; west on 5 3/4 mile line to Conway Avenue; north on Conway Avenue to 6 Mile Road; west on 6 Mile Road to Trosper Road; north on Trosper Road to 7 Mile Road; west on 7 Mile Road to Los Ebanos Road; north on Los Ebanos Road to 8 Mile Road; west on 8 Mile Road to Inspiration Road; north on Inspiration Road to 10 Mile Road.

Waitz Elementary School (112)

From the intersection of Inspiration Road and 3 Mile Road, east on 3 Mile Road to Los Ebanos Road; north on Los Ebanos Road to 4 1/4 mile line; east on 4 1/4 mile line to Conway Avenue; south on Conway Avenue to 3 Mile Road; west on 3 Mile Road to Los Ebanos Road; south on Los Ebanos Road to the Mission Lateral (1 1/2 mile line); west along the Mission Lateral (1 1/2 mile line) to Inspiration Road; north on Inspiration Road to 3 Mile Road.

Alton Memorial Junior High School (043)

Students who are zoned (see above elementary school zones) to attend Cantu Elementary School, Cavazos Elementary School, Escobar/Rios Elementary School and Waitz Elementary School will attend Alton Memorial Junior High School.

Exception #1: From the intersection of 1 ¼ mile line at Inspiration Road, east on 1 ¼ mile line to Los Ebanos Road; south on Los Ebanos Road to Griffin Parkway; west on Griffin Parkway to Inspiration Road; north on Inspiration Road to 1 ¼ mile line. Students living in this area may attend K. White Jr. High School.

Exception #2: From the intersection of the Mission Lateral (1 ½ mile line) and Los Ebanos Road, east along the Mission Lateral to Conway Avenue; south on Conway Avenue to the Edinburg Main Canal; west along the Edinburg Main Canal to Los Ebanos Road; north on Los Ebanos Road to the Mission Lateral. Students living in this area may attend K. White Jr. High School.

K. White Junior High School (042)

Students who are zoned (see above elementary school zones) to attend Leal Elementary School, Marcell Elementary School, O'Grady Elementary School and Pearson Elementary School will attend K. White Junior High School.

Exception #1: From the intersection of 1 ¼ mile line at Inspiration Road, east on 1 ¼ mile line to Los Ebanos Road; south on Los Ebanos Road to Griffin Parkway; west on Griffin Parkway to Inspiration Road; north on Inspiration Road to 1 ¼ mile line. Students living in this area may attend K. White Jr. High School.

Exception #2: From the intersection of Mission Lateral (1 ½ mile line) and Los Ebanos Road, east along the Mission Lateral to Conway Avenue; south on Conway Avenue to the Edinburg Main Canal; west along the Edinburg Main Canal to Los Ebanos Road; north on Los Ebanos Road to the Mission Lateral. Students living in this area may attend K. White Jr. High School.

Mission Junior High School (041)

Students who are zoned (see above elementary school zones) to attend Bryan Elementary School, Castro Elementary School and Mims Elementary School will attend Mission Junior High School.

R. Cantu Junior High School (044)

Students who are zoned (see above elementary school zones) to attend Alton Elementary School, Midkiff Elementary School and Salinas Elementary School will attend R. Cantu Middle School.

Mission High School (001)

From the intersection of Inspiration Road and 10 mile line (Monte Cristo Road), east on 10 Mile Road to Trosper Road; south on Trosper Road 1/4 mile; east to Conway Avenue; south on an extension of Conway Avenue to the Rio Grande River; west along the Rio Grande River to an extension of Inspiration Road; north on an extension of Inspiration Road to 10 Mile Road.

Veterans Memorial High School (002)

From the intersection of Conway Avenue and 9 ¾ mile line, east on 9 ¾ mile line 1/4 mile; south to 8 1/2 mile line; east on 8 1/2 mile line 1 1/4 miles; south to 8 mile line; east on 8 Mile Road to Stewart Road; south on an extension of Stewart Road to the Rio Grande River; west along the Rio Grande River to an extension of Conway Avenue; north on Conway Avenue to 9 ¾ mile line.

MISSION CISD DISTRICT MAP



1. Alton Elementary School
205 N. Chicago
Alton, TX 78573
(956) 323-7600
2. Alton Memorial Junior High School
521 S. Los Ebanos Blvd.
Alton, TX 78573
(956) 323-5000
3. Bryan Elementary School
1300 Elm Drive
Mission, TX 78572
(956) 323-4800
4. Cantu Elementary School
920 W. Main Avenue
Alton, TX 78573
(956) 323-7400
5. Captain J. Castro Elementary School
200 S. Mayberry
Mission, TX 78572
(956) 323-6800
6. Cavazos Elementary School
803 S. Los Ebanos Blvd.
Alton, TX 78573
(956) 323-7200
7. Escobar/Rios Elementary School
3505 N. Trospers Road
Mission, TX 78574
(956) 323-8400
8. Kenneth White Jr. High School
1101 W. Griffin Parkway
Mission, TX 78572
(956) 323-3600
9. Leal Elementary School
318 S. Los Ebanos Road
Mission, TX 78572
(956) 323-4600
10. Marcell Elementary School
1101 N. Holland
Mission, TX 78572
(956) 323-6400
11. Midkiff Elementary School
4201 N. Mayberry
Palmhurst, TX 78573
(956) 323-7000
12. Mims Elementary School
200 E. Two Mile Road
Mission, TX 78574
(956) 323-4400
13. Mission Collegiate High School
605 S. Los Ebanos Road
Alton, TX 78573
Orlando Farias, Principal
(956) 323-8600
14. Mission High School
1802 Cleo Dawson
Mission, TX 78572
MHS: (956) 323-5700
15. Mission Junior High School
415 E. 14th St.
Mission, TX 78572
(956) 323-3300
16. O'Grady Elementary School
810 W. Griffin Parkway
Mission, TX 78572
(956) 323-4200
17. Pearson Elementary School
315 Holland
Mission, TX 78572
(956) 323-4000
18. Rafael Cantu Junior High School
5101 N. Stewart Road
Palmhurst, TX 78573
(956) 323-7800
19. Roosevelt Alternative Options Academy
407 E. 3rd St.
Mission, TX 78572
(956) 323-3900
(956) 323-3960
20. Salinas Elementary School
10820 N. Conway
Alton, TX 78573
(956) 323-6200
21. Veterans Memorial High School
700 E. 2 Mile Rd.
Mission, TX 78574
(956) 323-3000
22. Waitz Elementary School
842 W. St. Francis
Alton, TX 78573
(956) 323-6600
23. Child Nutrition-Central Kitchen
1201 W. Griffin Parkway,
323-3800
24. Central Office
1201 Bryce Dr., 323-5500
25. Maintenance Department
520 Holland, 323-8960
26. Professional Development Center
1103 Pamela, 323-5300
27. Transportation Department/Warehouse
723 Holland, 323-8930/323-8900

MISSION CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

DISTRICT MISSION

Mission CISD ensures a quality and equitable education for our community of learners by providing the necessary academic, social, and technological knowledge and skills to become successful lifelong learners and productive citizens.

VISION STATEMENT

MISSION CISD will prepare and inspire all students to be equipped to excel in the college and career of their choice, dominate 21st century skills in leadership, knowledge, language, and technology to compete in a global economy and serve as successful citizens in their community

COLLECTIVE COMMITMENTS

We believe that we have the duty to foster opportunities for each students to build a legacy of success. We, therefore, collectively commit to:

- ✓ Putting students first and inspiring innovation
- ✓ Taking ownership of a collaborative, educational partnership through student, and civic engagement
- ✓ Understanding cultural diversity with the ability to relate effectively amidst varied cultures within a global economy
- ✓ Learning professionally for continuous improvement

DISTRICT GOALS

- GOAL 1.0 Mission CISD students demonstrate academic success through a curriculum that is well-balanced, appropriate, and relevant to the real world in order to be college and career ready.
- GOAL 2.0 All stake holders understand the district's mission and vision and are actively involved in providing service to our family and community to ensure the education of our students.
- GOAL 3.0 Mission CISD has a plan to address the efficient operations of District facilities, safe environment, integration of technology, and fiscal responsibility.
- GOAL 4.0 A process is in place that assures quality and highly effective personnel will be recruited, developed, and retained as part of our Mission CISD team.

Board of Trustees

Policies BA, BB, BD, 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 curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, facilities, and expansions. The board has complete and final control over school matters within limits established by State and Federal laws and regulations.

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

2018-2019 Board Members

| | |
|----------------|-----------------------------|
| President | Petra B. Ramirez |
| Vice President | Charlie Garcia III Roy Vela |
| Secretary | Minnie R. Rodgers |
| Member | Veronica R. Mendoza |
| Member | Patricia O'Caña-Olivarez |
| Member | Sonia M. Treviño |
| Member | Jerry Zamora |

Trustees usually meet at the central administration boardroom at 6:30 p.m. on the second Wednesday of each month. In the event that large attendance is anticipated, the board may meet at the various campuses. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Administrative Building 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 AND THE District website (www.mcisd.net), a meeting may be held with two hours' notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed 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 to consult with attorneys regarding pending litigation.

2018-2019 MISSION CISD ADMINISTRATION

| | |
|--------------------------|--------------------|
| Superintendent | Dr. Carol G. Perez |
| Assistant Superintendent | Ricardo Rivera |
| Assistant Superintendent | Rumalda Ruiz |
| Assistant Superintendent | Vacant |
| Assistant Superintendent | Criselda Valdez |



Academic Calendar 2018 – 2019

1201 Bryce Drive
Mission, TX 78572
PH: 956-323-5500
Website: www.mcisd.net

Board Approved February 13, 2018

Students First • Innovation • Collaborative Ownership • Diversity • Continuous Learning

JULY 2018

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

AUGUST 2018

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

SEPTEMBER 2018

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

OCTOBER 2018

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

NOVEMBER 2018

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

DECEMBER 2018

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

REPORTING PERIODS

1st Reporting Period: 24 days
August 27 – September 28

2nd Reporting Period: 24 days
October 2 - November 2

3rd Reporting Period: 29 days
November 6 – December 21

4th Reporting Period: 31 days
January 9 – February 21

5th Reporting Period: 30 days
February 25 - April 12

6th Reporting Period: 31 days
April 15 – May 31

HB 2610 - Reporting of Minutes

Elementary:
7:45 am - 3:15 pm = 450 minutes
7:45 am - 12:00 pm = 255 min. early release
Jr High School:
8:00 am - 4:00 pm = 480 minutes
8:00 am - 1:00 pm = 300 min. early release
High School:
8:15 am - 4:15 pm = 480 minutes
8:15 am - 1:00 pm = 285 min. early release

| | ELEM | JHS | HS |
|---------------|--------|--------|--------|
| 1st Semester: | 34,455 | 36,780 | 36,785 |
| 2nd Semester: | 41,205 | 43,980 | 43,985 |
| Total: | 75,660 | 80,760 | 80,730 |

HOLIDAYS

Labor Day: September 3

Fall Break: November 19 – 23

Winter Break: Dec. 24 - Jan. 4

Spring Break: March 11 - 15

Easter: April 19 & 22

Memorial Day: May 27

Bad Weather Makeup Days

February 4, 2019

April 18, 2019

EARLY RELEASE

December 21 (Students & Staff)

May 31 (Students)

OTHER DATES

Students' First Day: August 27

Students' Last Day: May 31

STATE TESTING DATES

December 3 - 7 -- STAAR EOC

April 9 - 12 -- STAAR/STAAR EOC

May 6 - 10 -- STAAR EOC

May 13 - 17 -- STAAR

June 24 - 28 -- STAAR/STAAR EOC

| | |
|--|-------------------|
| ■ | Staff Development |
| ■ | Work Day |
| ■ | Holiday |
| ■ | Testing Date |
| ■ | Early Release |

JANUARY 2019

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

FEBRUARY 2019

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

MARCH 2019

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

APRIL 2019

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

MAY 2019

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

JUNE 2019

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

Our Vision: Mission CISD will prepare and inspire all students to be equipped to excel in the college and career of their choice, dominate 21st century skills in leadership, knowledge, language, and technology to compete in a global economy and serve as successful citizens in their community.

Declaración de la Visión: Mission CISD preparará e inspirará a todos los estudiantes a estar preparados para sobresalir en la universidad y la carrera de su elección, dominar habilidades del siglo 21 en liderazgo, conocimiento, lenguaje y tecnología para competir en una economía global y servir como ciudadanos exitosos en su comunidad.

Helpful Contacts

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

| | |
|--------------------------------------|----------|
| Accounting | 323-5547 |
| Athletic Office & Ticket Sales | 323-5683 |
| Business & Finance | 323-5515 |
| Child Nutrition Program | 323-3800 |
| Curriculum & Instruction –Secondary | 323-5513 |
| Curriculum & Instruction –Elementary | 323-5507 |
| Fixed Assets/Warehouse | 323-8900 |
| Library/Media Services | 323-5560 |
| Maintenance & Operations | 323-8960 |
| Office Of Human Resources | 323-5641 |
| Parental Involvement | 323-5559 |
| Payroll | 323-5522 |
| Public Information | 323-5530 |
| Records | 323-5578 |
| Special Education | 323-5570 |
| Superintendent | 323-5505 |
| Technology Center | 323-5300 |
| Transportation | 323-8930 |

Mission Consolidated Independent School District
Administration Office, 1201 Bryce Drive, Mission, Texas 78572
Phone: 956-323-5500/Fax: 956-323-5523

| Mission Schools | Principal/Secretary | Address |
|--|-------------------------------------|---|
| Alton Elementary Phone: 956-323-7600 Fax: 956-323-7617 | Araceli Escalona Norma Garza | 205 N. Chicago (5 Miles N. Conway, 1/4 East) |
| Bryan Elementary Phone: 956-323-4800 Fax: 956-323-4819 | Linda Sanchez Cynthia Calvillo | 1300 Elm Dr. |
| Cantu Elementary Phone: 956-323-7400 West Fax: 956-323-7415 | Enrique Alvarez Maria Reyes | 920 W. Main Ave. (5 Miles N. Conway, 3/4 Mile) |
| Castro Elementary Phone: 956-323-6800 Fax: 956-323-6818 | Myra Garza Elizabeth Farias | 200 S. Mayberry |
| Cavazos Elementary Phone: 956-323-7200 Fax: 956-323-7225 | Nelly Flores Melva Galaviz | 803 S. Los Ebanos Rd. |
| Escobar/Rios Elementary Phone: 956-323-8400 Fax: 956-323-8480 | Blanca Lopez Sulema Zepeda | 3505 N. Trosper Rd |
| Leal Elementary Phone: 956-323-4600 Fax: 956-323-4615 | Trinidad Peña Maricela Nuñez | 318 S. Los Ebanos Rd. (1 Mile S. Los Ebanos Rd.) |
| Marcell Elementary Phone: 956-323-6400 Fax: 956-323-6419 | Efrain Zamora Dolores Cavazos | 1101 N. Holland |
| Midkiff Elementary Phone: 956-323-7000 Fax: 956-323-7025 | Dora Villalobos Rosalinda Lozano | 4201 N. Mayberry |
| Mims Elementary Phone: 956-323-4400 Fax: 956-323-4418 | Yvonne Zamora Javier Ruiz | 200 E. Two Mile Rd. |
| O'Grady Elementary Phone: 956-323-4200 Fax: 956-323-4220 | Angelina Garcia Dalia Venegas | 810 W. Griffin Pkwy. |
| Pearson Elementary Phone: 956-323-4000 Fax: 956-323-4015 | Melissa Davis Dulce Juarez | 315 Holland |
| Salinas Elementary Phone: 956-323-6200 Fax: 956-323-6219 | Martina Garcia Maria Rosales | 10820 N. Conway (6 3/4 Miles N. Conway) |

| | | |
|--|---|--|
| Waitz Elementary Phone: 956-323-6600 Fax: 956-323-6618 | Rubicela Rodriguez Melissa Cantu | 842 W. St. Francis (4 Miles N. Holland) |
| Alton Memorial Jr. High Phone: 956-323-5000 Fax: 956-323-5045 | Sylvia Garcia Juanita Cuellar | 521 S. Los Ebanos Blvd |
| K. White Junior High School Phone: 956-323-3600 Fax: 956-323-3631 | Brenda Betancourt Zonia Salinas | 1101 W. Griffin Pkwy. |
| Mission Junior High School Phone: 956-323-3300 Fax: 956-323-3338 | Adan Ramirez Daisy Soliz | 415 E. 14th Street |
| R. Cantu Jr. High School Phone: 956-323-7800 Fax: 956-323-7880 | Ana Lisa Flores Bertha Requenez | 5101 N. Stewart Rd. |
| Mission High School Phone: 956-323-5700 Fax: 956-323-5890 | Edilberto Flores Maria Cristina Gonzalez | 1802 W. Cleo Dawson |
| Veterans Memorial High School Phone: 956-323-3000 Fax: 956-323-3280 | Fidel Garza Priscilla Garcia | 700 E. Two Mile Rd. |
| Mission Collegiate High School Phone: 956-323-8600 Fax: 956-323-8225 | Orlando Farias Marissa Femat | 605 S. Los Ebanos Rd. |
| Options Academy Phone: 956-323-3960 Fax: 956-323-3925 | Maria De Lourdes Aleman Gloria Martinez | 407 E. 3rd St. |
| Roosevelt Alternative School Phone: 956-323-3900 Fax: 956-323-3925 | Eduardo Alaniz Maria L. Ramirez | 407 E. 3rd St. |

Employment

Equal Employment Opportunity

Policies DAA, DIA

The Mission Consolidated Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, 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 on any of the basis listed above should contact the District's Title IX Coordinators, Marissa I. Saenz or Elisa Pacheco at 323-5641.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are distributed on a regular basis and posted on the District's website www.mcisd.net, and advertised on Time Warner Cable Channel 135.17. Professional positions are also advertised at times in THE MONITOR.

Employment after retirement

Policy DC

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

Policies DC series

State law requires the District to employ each classroom teacher, principal, librarian, nurse or counselor under probationary, term, or continuing contracts. Employees in all other positions are employed at will or by a contract that is not subject to the procedures for non-renewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the District.

Probationary Contracts.

Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after at least a two-year lapse in district employment also may be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the district may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts), with an optional fourth school year if the board determines it is unclear whether a term contract should be given.

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by a term contract 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 and upon request, a copy of employment policies.

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by an employment agreement that is not subject to the provisions for non-renewal or termination under the Texas Education Code.

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

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources 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 Human Resources if you have any questions regarding certification or licensure requirements.

Searches and alcohol and drug testing

Policy DHE

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

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

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 when an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Human Resource Office at 323-5641.

Health Safety Training

Policy 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 training by Athletic Director. Certification or documentation of training must be issued by the American Red Cross or training, 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 the Director for Athletics. Protocol for Automated External Defibrillators (AED). (see page 56).

Reassignments and Transfers

Policy DK

Reassignments

Campus personnel are subject to reassignment on the campus by the principal. 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. Reassignments to another campus must be approved by the principal at the receiving campus. When reassignments are due to enrollment shifts or program changes, the superintendent has final placement authority. Extracurricular or supplemental duty assignments may be reassigned at any time. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and District policy DGBA (LOCAL).

Transfers

Employees with the required qualifications for a position may request a transfer to another campus or department. An Employee Transfer Request Form (*sample on page 19*) must be completed and submitted to the Office of Human Resources. The primary purpose of the completed transfer form is to inform all parties (i.e. administrator and Human Resources) of their interest in a vacant position. The administrator will consider all applicants (both intra-district transfers as well as out-of-district applicants) for the vacant position. The administrator will follow standard administrative procedures in interviewing and recommending applicants. Employees requesting a transfer to another campus before the school year begins must submit their request by June 15. Lateral requests for transfer after June 15 will only be considered relevant to unique student circumstances. All transfer requests will be coordinated by the Office of Human Resources and must be approved by the receiving supervisor. The transfer form must have the superintendent's (or designee) signature for final approval.

NOTE: A transfer request does not automatically generate a reassignment or placement of an individual within the district to a vacant position.

**MISSION CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
EMPLOYEE TRANSFER REQUEST FORM**

Name: _____ Date: _____

ID #: _____ Phone #: (Home) _____ (Other) _____

Present Campus and/or Department: _____

Present Work Assignment: _____

Areas of Certification: _____

Requested Campus/Department: _____

Requested Assignment: _____

Reason for Transfer Request: _____

Please Note:

1. The Employee Transfer Request Form is an employee application form for an existing vacancy which must be submitted **along with Resume** to the Human Resources Department by the employee requesting the transfer and not submitted directly to the campus(es) requested.
2. The Employee Transfer Request Form **will only** be accepted for positions vacant at the time the transfer is submitted. **Employee must be Highly Qualified and have full certification as applicable.**
3. Professional courtesy dictates that the employee's present Principal/Director be notified of an employee's intent to request a transfer. Consequently, **Transfer Requests will only be accepted once the current Principal/Director acknowledges receipt of notification.**
4. The Employee Transfer Request form may be submitted at any time during the year that a vacancy exists or a new position is established. Employees requesting **a transfer for the next school year** will need the approval of only the receiving Principal/Director if the transfer is accepted for employment by the receiving campus by June 15th. After that date, or for transfers during the school year, both the present and receiving Principal/Director must agree to the transfer before approval is granted.
5. The Employee Transfer Request Form will ONLY BE ACTIVE until the position applied for is filled.
6. **Upon the approval of an Employee Transfer, the Office of Human Resources staff will notify all parties.**

Signature of Employee making request _____ Date _____

**Acknowledgement of Notification by
Current Principal/Director** _____ Date _____

Signature of receiving Principal/Director _____ Date _____

Signature of Releasing Principal/Director _____ Date _____
(As required – SEE NOTE #4 above)

Signature of Human Resources Designee _____ Date _____

Signature of Superintendent _____ Date _____

Return Transfer Form to:

Mission C.I.S.D. Office of Human Resources
1201 Bryce Drive
Mission, Texas 78572
956-323-8169 (Fax) 956-323-5641 (Telephone)

4/18/13cc

Workload and Work Schedules

Policies DEA, DL

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

Classroom teachers will have planning periods for instructional preparation 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 exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. Paraprofessionals and auxiliary staff are required to use the District's time clock on a daily basis.

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 of 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.

Texas law also 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 notification under ESSA is sent. Inappropriately certified or uncertified teachers includes individuals on an emergency permit (including individuals waiting to take a certification exam) or individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Human Resources Office at 323-5641.

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 conflict of interest.

Performance Evaluation

Policies 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 can also be used to document performance information. All employees will receive a copy of their written evaluation, participate in performance conference with their supervisor, and have the opportunity to respond to the evaluation.

LESS THAN ANNUAL EVALUATIONS ELIGIBILITY

District teachers shall be appraised annually, except teachers who are eligible for less frequent evaluations in accordance with the law. In addition to meeting the eligibility requirements in state rules, to be eligible for less-than-annual evaluations under the T-TESS, a teacher shall:

1. Be employed on an educator term contract;
2. Hold SBEC certification;
3. Be assigned in his or her certification area;
4. Have been employed by the District for at least three years;
5. Have served at the current campus for at least one year;
6. Have been supervised by the current principal for at least one year.

FREQUENCY

Eligible teachers shall be appraised every two years upon request of a waiver. A teacher meeting the above local criteria and receiving a Proficient Rating in every Domain with no identified area of deficiency during the previous appraisal qualifies for two consecutive waivers, but must apply each year.

WAIVER

An eligible teacher applying for a TTESS evaluation waiver must submit a Teacher Annual Evaluation Waiver Request Form during each school year that eligibility is met. *(See page 30).*

EXCEPTION

During any school year when a complete Texas Teacher Evaluation Support System (TTESS) evaluation is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.

ALTERNATIVE ANNUAL REVIEW PROCESS

In the years that a T-TESS appraisal is not scheduled for an eligible teacher, the teacher shall participate in an annual review process that includes the elements listed in state rule.

The annual review process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.

The principal/supervisor will continue to conduct walkthroughs and informal observations.

TTESS

The annual appraisal of District teachers not eligible for less-than-annual evaluations shall be in accordance with the Texas Teacher Evaluation Support System (TTESS).

The District shall establish an appraisal calendar each year.

SCHEDULE LIMITATIONS

In addition to those days on which observations are prohibited by law [see DNA(LEGAL)], the District shall not schedule observations on the last instructional day before and the first instructional day after a school holiday, days scheduled for end-of-semester or end-of-year examinations, or days on which the teacher is scheduled to administer state-mandated assessments or other standardized tests.

Employee Involvement

Policies BQA, BQB

At both the campus and District levels, Mission CISD offers opportunities for involvement 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 may either be asked or 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 Human Resources.

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the District. Staff development is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan and is developed and approved by District-and campus-level advisory committees. Staff development for non-instructional 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.

Employee Accountability

Employee shall satisfactorily submit or account for all grades, reports, school equipment, or other required items at the end of the contract term. Employee agrees that the last salary payment under this contract is conditioned upon receipt from Employee of all such items, within the time specified

by the District. Employee further agrees that the District may withhold from the salary payment(s) the value of any school equipment, other than textbooks or instructional technology assigned to students, that is lost or damaged, as well as any other fees, charges, or overpayments owed to the District.

Employee Dress Code

Policy DH

Employees are expected to dress in a manner that sets a good example for the students and does not detract from the educational environment at the Mission CISD. Employees' clothing and grooming habits will present a neat, clean, and professional appearance. Clothing will be job appropriate, tasteful, and coordinated. (*See pages 23-25 for employee dress code regulation*).



Carol G Pérez, Ed.D., Superintendent of Schools
Mission Consolidated Independent School District
• 1201 Bryce Drive • Mission, Texas 78572-4399
Telephone: Office: 956-323-5505 • Fax: 956-323-8174

TO: All Mission C.I.S.D. Staff
FROM: Dr. Carol G. Pérez *clap*
Superintendent of Schools
DATE: July 24, 2018
SUBJECT: Employee Dress Code Regulations

Employees are expected to dress in a manner that sets a good example for the students and does not detract from the educational environment at Mission C.I.S.D. Employees' clothing and grooming habits will present a neat, clean, and professional appearance. Clothing will be job appropriate, tasteful, and coordinated. Additionally, it will be of the appropriate size, fit, and length. The decision of the principal or organizational manager will determine the appropriateness of dress and appearance, and shall be in accordance with any additional standards approved by the Superintendent. A good rule of thumb is "if in doubt, do not wear it". The following minimum standards shall apply:

1. Employees are expected to dress in a professional, non-casual manner for all school days and staff development days.
2. All clothing will contribute to the professional appearance of the employee. Clothing will fit properly, be cleaned and pressed, and be in good repair.
3. Appropriate undergarments **must be worn**. Undergarments should not be visible.
4. The length of dresses and skirts shall be no shorter than a line **drawn immediately above the knee, or approximately 1.5 inches above the knee.**
5. Jeans may be worn with a Mission C.I.S.D. school or District spirit shirt on spirit day each Friday or on days designated in advance by the principal. Jeans with holes **will not be allowed.**
6. "Cropped pants," slacks **cropped just above the ankle, are appropriate**. "Capri pants," pants that **expose the calf, are not appropriate for school wear**. "Fun wear" (beach attire, shorts, laid back wear) clothing is also not appropriate.
7. Sleeveless shirts **are not allowed** for male staff. Female staff members may wear sleeveless tops/blouses, **if the garments fit closely under the arms**.
8. **No** tank tops are allowed.

9. Spandex materials do not present a professional appearance and **are not appropriate** for school. Suggestive, tight, form-fitting clothing is **not appropriate for any staff member**.
10. **No leggings** or shorts will be allowed.
11. Halter tops, spaghetti straps or any shirts/blouses that expose cleavage or bare midriff **are not permitted**. See-through or mesh apparel is allowed if worn with a sleeveless (no less than 2" wide straps) top/blouse underneath.
12. Garments/shoes deemed necessary by a physician are acceptable, provided the guidelines are met.
13. **No** warm-up suits shall be allowed, **except for coaching staff when performing athletic duties**.
14. Sandals shall be allowed. However, specific District departments may require special footwear/uniforms for safety purposes. In addition, **"flip-flops" and sandals with the strap between the toes shall not be allowed**.
15. **No** stiletto or wedge style shoes over **4 inches in height are allowed**.
16. **No** clog type crocks will be allowed.
17. Hair must be clean, neatly combed and out of the eyes and face. Male employees' hair length shall be **no longer** than the top of the shirt collar. Mohawks, ducktails or rattails/ ponytails will **not be allowed** on male employees. Mustaches, beard, and sideburns must be neatly trimmed (no Manchu-style mustaches). Hair on both females and males that is styled in a manner that is extreme, outlandish, distracting or draws attention to the individual is not allowed. Hair coloring, including highlights and extensions, on both male and female employees is limited only to natural hair colors (human hair color that is produced in nature). Hair colors, including highlights, that are not acceptable, include, but are not limited to: purple, blue, green, pink, orange, fluorescent red, yellow, neon yellow. Any hair color that is determined by the Principal or Supervisor not to be a natural hair color is not acceptable.
18. Men and women may wear dress button-front or polo-type shirts.
19. Docker-style pants or dress slacks are acceptable and must be worn with a belt.
20. Males should wear shirts with shirt tails tucked in. Ties and jackets are encouraged.
21. Male employees or male substitute employees **shall not be allowed** to wear earrings (clip-on or pierced) or jewelry that requires body piercing.
22. Female employees or female substitute employees may wear earrings, but **shall not be allowed** to wear any other jewelry that requires body piercing.
23. **Tattoos, except make-up tattoos such as eye liner, eye shadow, and lip liner, are not allowed to be visible. Tattoos should be covered** (makeup, Band-Aid, etc.).

Exemplary conduct, personal appearance, and appropriate attire are the rule, not the exception, for the staff of Mission C.I.S.D. Please keep in mind the image you project, to both students and our community, is greatly enhanced by your clothing selections. **Therefore, please remember that if it is not allowed for the student, it is not allowed for the staff.**

DRESS CODE IMPLEMENTATION PROCESS

1. The Principal at each campus and the Department Supervisor at each Department will be responsible to review dress code policy with all staff members before the end of the school year to ensure the staff is aware of the policy for the following school year.
2. A Power Point Presentation will be created by the Human Resources Department illustrating, with pictures, what is allowable and what is not allowable.
3. The Principal at each campus and the Department Supervisor at each Department will review the Dress Code Policy and Dress Code Administrative Regulations with all staff members at the beginning of the school year. All employees must sign in to attend this training.
4. The Dress Code Policy and Dress Code Administrative Regulations will be included in the Employee Handbook. By signing the employee handbook acknowledgement form the employee is stating that he has read the Handbook and will abide by the standards, policies and procedures defined or referenced in the handbook including the dress code regulations.
5. * If the Principal determines that an employee has violated the Dress Code, the Principal will follow this process:
 - 1st Violation** – Written warning – The Principal will send the employee home to change. No absence leave will be charged to employee if employee returns to work within a two-hour period.
 - 2nd Violation** – Written warning – The Principal will send the employee home to change. Personal leave will be charged to employee according to the time it takes to return to work.
 - 3rd Violation** – Official written reprimand will be placed in file, and the employee will be recommended for Non-Renewal at the end of the School Year.* The Principal will send the employee home to change. Personal leave will be charged to employee according to the time it takes to return to work.
6. In order to seek a solution at the lowest possible administrative level, an employee may appeal after the third violation to the District Dress Code Committee.
7. The District Dress Code Committee will be made up by the following members assigned by the Superintendent: Assistant Superintendent for Human Resources, One High School Principal, One JHS Principal, one Elementary Principal, one Central Office staff member, one Elementary teacher and one Secondary teacher.
8. The District Dress Code Committee must schedule a meeting to consider the appeal within seven work days of the date it was submitted to the Human Resources Department.
9. The employee will present his/her appeal to the District Dress Code Committee. The Committee will make a recommendation to the administrator or supervisor and inform the employee of their decision.
10. If the employee does not agree with the recommendation, the employee may file a grievance.

* Number 5 was revised after consultation with Mr. David Hansen, MCISD's Legal Counsel.

Compensation and Benefits

Salaries, Wages, and Supplements

Policy 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 non-exempt and are paid an hourly wage or salary and receive compensatory time for each overtime hour worked beyond 40 in a workweek. (See Overtime 27-28).

Salary and wage schedules are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the board. 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 supplement in addition to their salary according to the District's extra-duty pay schedule.

All employees will receive a written notice of their pay by the first pay period of the school year. Employees should contact the Office of Human Resources at 323-5641 for more information about the District's pay schedules or their own pay.

Paychecks

All employees are paid by electronic payroll deposit. Paychecks are electronically deposited into an account at a bank of the employee's choice. An employee's pay is available on the pay date and is not released earlier for any reason. Payroll statements and other information are available through the **web for employee**.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated in addition to but not limited to the following:

- One of two withholding status options will appear - married or single
- Number exemptions claimed for withholding tax purposes
- Hours reported on current payroll (hourly employees only)
- Earnings and Deductions may include:
 - Standard Gross – gross salary paid to employee
 - Non-tax Allow - travel allowance
 - Supplemental Pay - earnings for overtime, work performed in a capacity other than normal duty
 - Annuities - employee authorized deduction for tax deferred individual retirement plan
 - Withholding Tax - mandatory deduction for Medicare for employees hired after March 31, 1986
- Calendar year-to-date amount of insurance premiums selected by the employee that are not included in Cafeteria 125 Plan
- Calendar year-to-date wages subject to federal withholding tax
- Calendar year-to-date wages which are subject to Medicare deduction of employees hired after March 31, 1986
- Calendar year-to-date amount elected to reduce taxable income through Section 125 Cafeteria Plan
- Deduction elected by the employee are listed in this column and may include:
 - TRS Deposit - mandatory deduction for all full-time employees for the Teacher Retirement System of Texas (TRS) (7.7% of gross salary)
 - TRS Insurance - mandatory deduction for TRS members for retirement hospital insurance (65% of gross salary)
 - Health & Dental Insurance - plus other optional insurances
 - Employer's Contribution - the amount the District contributes toward the employee's health insurance
 - Security 1st Federal Credit Union - employee authorized deduction deposited directly to Federal Credit Union
 - United Way - employee authorized deduction for Mission United Way campaign
 - Professional Dues - employee authorized deduction for professional organization dues
- Deductions elected as part of the Section 125 Flexible Fringe Benefit Plan (Cafeteria Plan)
(For information on Cafeteria Plan call the Risk Management Office at 323-5545)

- The schedule of pay dates for the 2018-2019 school year follows:

| <u>PAY PERIOD</u> | <u>PAY DATE</u> | <u>DAY</u> |
|--|---------------------------|------------------|
| <u>August 01-August 31, 2018</u> | <u>September 25, 2018</u> | <u>Tuesday</u> |
| <u>September 01-September 30, 2018</u> | <u>October 25, 2018</u> | <u>Thursday</u> |
| <u>October 01-October 31, 2018</u> | <u>November 15, 2018</u> | <u>Thursday</u> |
| <u>November 01-November 30, 2018</u> | <u>December 19, 2018</u> | <u>Wednesday</u> |
| <u>December 01-December 31, 2018</u> | <u>January 18, 2019</u> | <u>Friday</u> |
| <u>January 01-January 31, 2019</u> | <u>February 22, 2019</u> | <u>Friday</u> |
| <u>February 01-February 28, 2019</u> | <u>March 22, 2019</u> | <u>Friday</u> |
| <u>March 01-March 31, 2019</u> | <u>April 23, 2019</u> | <u>Tuesday</u> |
| <u>April 01-April 30, 2019</u> | <u>May 23, 2019</u> | <u>Thursday</u> |
| <u>May 01-May 31, 2019</u> | <u>June 21, 2019</u> | <u>Friday</u> |
| <u>June 01-June 30, 2019</u> | <u>July 25, 2019</u> | <u>Thursday</u> |
| <u>July 01-July 31, 2019</u> | <u>August 23, 2019</u> | <u>Friday</u> |

Automatic Payroll Deposit

The District mandate employees automatic payroll deposit. Employees can have their paychecks electronically deposited into an account at any bank or credit union. You may directly deposit into multiple accounts at various banking institutions. A notification period of one month is necessary to activate this service. Contact the Payroll Office at 323-5521 for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

Automatic payroll deductions for the Texas Teacher Retirement System of Texas (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions are required for all employees hired in the district after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership must contribute to a retirement plan as required by federal law.

Other payroll deductions employees may elect are employee's share of premiums for health, dental, life insurances, and annuities. Employees may also request payroll deduction for payment of membership dues to professional organizations and United Way. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime / Compensatory Time

Policy DEA, DEAB (LOCAL)

The District compensates overtime or compensatory time for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and academic administrator employees are ineligible for overtime compensation or compensatory time. Only nonexempt employees (hourly employees and some 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 (*Use Compensatory Time/Over-time approval form, page 31*).

Overtime is legally defined as all hours worked in excess of 40 hours in a work week and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same work week. Employees must work more than 40 total hours in a week to earn overtime compensation.

For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Monday and ends at 12:00 midnight on Sunday. Employees may be compensated for overtime with compensatory time off or direct pay at time-and-a-half rates. The following applies to all nonexempt employees:

- Compensatory time earned by nonexempt employees may not accumulate beyond a maximum of 60 hours.
- Compensatory time earned must be used according to a schedule that is mutually agreeable to the employee and supervisor. Compensatory time must be used by the end of employee's fiscal year.

- Weekly timesheets will be maintained by the time clock system for all nonexempt employees for the purpose of wage and salary administration.
- All hourly personnel required by their supervisor to perform duties during a holiday will be compensated at time and a half. (Administrative Procedure)
- Secretarial/Clerical Staff and non-instructional paraprofessionals may use COMP time to take a day off with prior approval from the immediate supervisor. In order to get the 8 hours credit for the time and a half requirement, you will need to have worked an additional 5 1/4 hours over the required 40-hour week. COMP time will need to be posted on the payroll report and also on the absence report. You also have the option of taking any unused vacation days from the 2018-2019 year. Board Policy states that Personal Leave shall not be allowed on the day before or after a school holiday, staff development/in-service days, the first week of school, or the last week of school.

Falsification or Tampering

- Any attempt to tamper with the timekeeping hardware or software will be considered a serious offense, subject to disciplinary action up to and including termination.
- Punching in for an absent employee (a.k.a. "buddy punching") will also be considered a serious offense, with both employees subject to disciplinary action up to and including termination.
- No employee should be in possession of another employee's badge at any time.
- No employee should be in possession of another employee's password for the Mission CISD Timekeeping System at any time.
- Anyone interfering with other employees' use of time clocks shall be subject to disciplinary action.

Travel Expense Reimbursement

Policy DEE

An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out District business only with the prior approval of the employee's supervisor and in accordance with administrative regulations.

For any allowable expense incurred, the employee shall submit a travel report, with receipts to the extent feasible, documenting actual expenses.

Expenses for meals associated with authorized overnight travel not related to a state or federal grant shall be paid to employees on a per diem basis. No receipts shall be required for expenses paid on a per diem basis.

**MISSION CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
LENGTH OF WORKDAY
2018-2019**

The Administrative Staff, as per Board Policy DK(LOCAL), will set the length of the instructional workday for staff. The District considers the instructional workday for its staff to be as follows:

| | | |
|-----|--|--|
| (A) | Administrators, Principals, Assistant Principals, Instructional Supervisors, Counselors | Minimum of eight hours plus additional time as necessary to complete the job requirements. |
| (B) | Librarians, Elementary | 7:30-4:00 plus additional time as necessary |
| | Librarians, Secondary | 7:45-4:45 plus additional time as necessary |
| (C) | Teachers and RNs, Elementary | 7:40-3:30 plus additional time as necessary |
| | Teachers and RNs, Secondary | 7:45-4:15 plus additional time as necessary |
| (D) | Any Other Certified Personnel | 8 hours plus additional time as necessary |
| (E) | Paraprofessionals <i>(Instructional Aides, Library Clerks, Home/School Liaisons Secretaries, Computer Technicians, LVNs, Secretaries, Clerical Support)</i> | 8 hours |

Employee Groups A, B, C and D are not entitled to additional compensation for hours worked outside of the workday or calendar school year except for TEACHERS for approved scheduled AFTERSCHOOL and/or SATURDAY TUTORIALS or AFTERSCHOOL GRANT PROGRAMS.

Employee Group E must be compensated for all hours worked outside of the scheduled workday and/or calendar school year. This group requires PRIOR approval by Central Office Administration for employment beyond a 40-hour week.

**Mission Consolidated Independent School District
TEACHER ANNUAL EVALUATION WAIVER REQUEST FORM**

Teacher Name: _____

Campus: _____

Grade Level/Assignment _____

Last Complete T-TESS Appraisal (NOT Alternative Appraisal) School Year: _____

*** COPY OF APPRAISAL MUST BE ATTACHED***

I am requesting to waive my annual appraisal for the _____ School Year based upon the fact that I meet all of the following criteria.

Type of Waiver: 1st Year of 2-Year Waiver 2nd Year of 2-Year Waiver

(Please check all related criteria that are applicable to you.)

- _____ 1. Appraised under the T-TESS Appraisal System during the last school year
Criteria #1 is not applicable to second year qualifying waive requests
- _____ 2. Employed as a Teacher with Mission CISD during the last 3 years
- _____ 3. Not a new teacher to campus of which I am requesting a waiver
- _____ 4. Currently employed under a Term Contract
- _____ 5. Fully certified by SBEC (not on teaching permit, excluding a permit required due to a district mandated assignment)
- _____ 6. Teaching in area of certification
- _____ 7. Received a rating of at least proficient on all sixteen dimensions and did not identify any area of deficiency during the previous appraisal
(Qualifies for a 2 year waiver, but must apply each year)
- _____ 8. Not being supervised by a New Campus Principal

I understand that during any school year when a complete appraisal under the Texas Teacher Evaluation Support System (T-TESS) is not scheduled, either the teacher or the principal MAY require that an appraisal be conducted by providing written notice to the other party.

I understand that I am required to participate in the Goal-Setting and Professional Development Plan process, the performance of students, and the following year's Goal-Setting and Professional Development plan.

I understand that the principal/supervisor will continue to conduct walkthroughs and informal observations.

I understand that an alternative annual review process, which will produce a written document, will be presented to me, signed by my supervisor and me, and maintained in my personnel file.

Employee's Signature _____
Date

Principal's Signature Approved Denied _____
Date

Reason for Denial _____

Revised 7/20/17cc

Mission Consolidated Independent School District
Compensation Time/Over-Time Approval Form

DATE: _____

TO: Rumalda Ruiz, Assistant Superintendent for Finance

FROM: _____
(Principal, Director, Coordinator, Supervisor)

SUBJECT: Request for Approval of Compensatory Time/Over-Time

(Check one: Comp Time or Overtime Pay)

This is a request to approve **Comp** **Overtime Pay** Time hours for pay period of _____

If overtime pay, the budget account to be coded is: _____

The reason for the request/duties performed: **(Use only one form per event/duty)**
_____ Date worked: _____

Comp time hours will be at the rate of one and one-half hours per hour worked over 40 hours per week.

| Name | Title | Employee ID | Comp Time Balance | Date Comp Time Will be Exhausted |
|------|-------|-------------|-------------------|----------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(Central Office Use Only)

Asst. Supt. for Finance Signature _____ Date _____ (Approved) _____ (Denied) _____

NOTE: This form must be completed and attached to timesheet.

REVISED 07/2016
BY: FINANCE

Health, Dental, and Life Insurance

Policy CRD

Mission CISD pays premium for the high deductible health plan employees. Group insurance coverage is available to all TRS eligible employees. The District's contribution to employee insurance premiums is determined annually by the board of trustees. The insurance plan year begins October 1 and ends September 30. New employees must complete enrollment forms within the first 30 days of employment. Current employees can make changes in their insurance coverage (newborn, marriage, divorce, death) providing this is a qualifying event and the Risk Management Office is notified within 30 days of said qualifying event. Employees should contact Risk Management Department at 323-5545, for more information.

No employee is required to carry these insurance plans. Compensation will not be given in lieu of insurance. Premiums for added insurance will be paid through a payroll deduction.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for additional life insurance, and to supplement insurance benefits in cases of long term, catastrophic illness or disability. Premiums for these programs can be paid by payroll deduction. Employees should contact Risk Management Department at 323-5545 for more information.

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 pre-tax basis (i.e., health, dental and cancer). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit at the time they are hired. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' Compensation Insurance

Policy CRE

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on-the-job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. All work-related accidents or injuries should be reported immediately to the Risk Management Office at 323-5545. 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. (*See Worker's Compensation benefits, page 36 for information*)

Payment for Unused Sick and Personal Leave

Policy DEC

Effective with the beginning of the 2003-2004 school year, an employee who has at least ten continuous years of service with the District and meets the membership requirements for the Teacher Retirement System shall be entitled to: a one-time payment of \$60.00 a day for professional employees or \$30.00 a day for paraprofessional employees with a limit of 100 days for any unused state and local personal and sick leave earned. Sick leave shall be pro-rated for employees who worked less than a full year but more than one-half year. Payment to professional employees shall be limited to a maximum of \$6,000.00; payment to paraprofessional and auxiliary personnel shall be limited to a maximum of \$3,000.00.

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 Human Resource Office at 323-5641.

Teacher Retirement

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

Employees who plan to retire under TRS should notify the Office of Human Resources as soon as possible. Information on the application procedures for TRS benefits is available with the Payroll Office at Central Administration. Additional inquiries should be addressed to: 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).

Tuition-Free Attendance

Policy DEB

Children of nonresident employees may attend District schools tuition-free.

Leaves and Absences

Policy DEC, DECA, DECB

The District offers employees paid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should call the Payroll Department at 323-5527 for information about leave options, continuation of benefits, and communicating with the district.

The District maintains the District cost of health insurance benefits for employees on leave authorized under the Family and Medical Leave Act. Employees are responsible for any health care premiums above the District's share. Arrangements need to be made through the payroll department. Otherwise, the district does not make benefit contributions for employees who are on unpaid leave. Employees who terminate employment with the District may elect to continue with health benefits at their own expense according to COBRA guidelines.

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. Employees are responsible for creating their own absence into AESOP. Any employee who is absent more than five days because of a personal or family illness must submit 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.

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of one-half workday for each 18 workdays of employment. A day of earned personal leave is equivalent to an assigned workday. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. There are two types of personal leave: 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. This type of leave allows very little, if any, advance planning and may be granted to employees in the same manner as sick leave subject to limitations.

Discretionary. Leave that is 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 notice of the request in advance of the anticipated absence to his or her principal or supervisor. Discretionary personal leave will be granted on a first-come, first-served basis. 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.

- Consideration to the effect of the employee's absence on the educational program may affect approval for request.
- Discretionary leave may not last more than five consecutive workdays.
- Discretionary leave may **not** be taken on the following key days: before and after a holiday, staff development/in-services, and first week of school, and last week of school?

State Sick Leave

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. Sick leave can be used only in 5-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.

If an employee uses more sick leave than he or she has earned, the cost of the daily rate will be deducted from the employee's next paycheck(s). Sick leave shall be pro-rated for employees who worked less than a full year but more than one-half year.

Sick leave may be used for the following reasons:

- 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

All absences shall be recorded and documented for all employees. Sick leave used is recorded in half days and whole days only. All regularly employed personnel shall earn state personal/sick leave at the rate of one-half a workday for each 18 workdays of employment, up to the statutory maximum of five workdays per year.

Local Leave

Policy DEC (LOCAL)

Employees shall earn additional local sick leave concurrently with state sick leave. Local sick leave is accrued in the same manner as state leave. Local sick leave shall accumulate to a maximum of 100 equivalent workdays and shall be taken with no pay loss. Two days of your local sick leave may be taken for personal business use.

Extended Sick Leave

After all state personal and sick leave, and all local sick leave have been exhausted, an employee may request as many as five days of extended sick leave to be used only for the employee's personal illness or disability accompanied by a physician's excuse or receipt. The daily rate of pay for substitute shall be deducted for each day of extended sick leave taken by professional employees, or one-fourth the daily rate of pay for a substitute for each day of extended sick leave taken by paraprofessionals and auxiliary employees whether or not a substitute is employed.

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.

Basic Leave Entitlement. The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

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

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. It also includes a family member who is a veteran with an illness or injury that occurs in the line of duty while on active duty and manifests itself before or after the servicemember became a veteran. The veteran must have been on active duty during the five years preceding the need for treatment, recuperation, or therapy.

Benefits and Protections. During FMLA, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements. Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

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

Substitution of Paid Leave for Unpaid Leave. Employer requires the use of accrued paid leave while taking FMLA. In order to use paid leave for FMLA, employees must comply with the district's normal paid leave policies.

Employee Responsibilities. Employees must provide 30 days advance notice of the need to take FMLA-when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. Covered employers must inform employees requesting leave whether they are eligible under the FMLA. If they are eligible, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA, the employer must notify the employee.

Unlawful Acts by Employers. The FMLA makes it unlawful for any employer to: interfere with, restrain, or deny the exercise of any right protected under the FMLA; discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor 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 which provides greater family or medical leave rights.

Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave.

Use of Paid Leave. FMLA 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 FMLA, 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 FMLA 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.

District Contact. Employees that require FMLA or have questions should contact payroll 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 disability leave is not approved, the employee must return to work or be subject to termination procedures.

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

When an employee is ready to return to work, payroll 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. Professional employees returning from leave will be reinstated to the school to which they were previously assigned as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

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 shall be assigned to Family and Medical leave, if applicable.

The Board has adopted the offset option provided by law [see CRE(LEGAL)] whereby an employee absent because of a job-related illness or injury may choose to: 1) receive workers' compensation wage benefits only; or 2) use paid leave 3) 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 he or she chooses to use available paid leave in this circumstance and, if so, may choose to discontinue use at any time.

Effective May 15, 2002, Texas Workers' Compensation Commission Rule 128.7 provides for termination of workers' compensation benefits to any school employee injured on or after December 1, 2001, who usually does not work during the summer months.

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 injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

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

Policy DEC (LOCAL)

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.

Jury Duty

Employees shall be granted leave for jury duty without loss of pay or accumulated leave. A copy of the jury duty summon shall be attached to the Absence on AESOP. If the jury duty is for one-half day, the employee shall report for duty for the other one-half day. The employee shall be required to present documentation of service and shall be allowed to retain any compensation for this service. If more than one day is served, attendance verification is required.

Other Court Appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Other absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Military Leave

Paid leave for military service. Any employee who is a member of the Texas National Guard, Texas State Guard, or reserve component of the United States Armed Forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days each federal fiscal year (October 1-September 30). 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 state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the District will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the Office of Human Resources. In most cases, the length of military service cannot exceed five years, and the employee must apply for re-employment within the period of time specified in law.

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 Payroll Office at 323-5521 or 323-5522 for details on eligibility, requirements, and limitations.

Sick Leave

The District sick leave pool shall be established by voluntary donations from District staff of local sick leave days for the purpose of assisting a fellow full-time employee who has a catastrophic illness or disability and has exhausted all paid leave. The plan can also be established for an employee who has an immediate family member with a catastrophic illness or disability.

Professional Meetings

District employees may be permitted to attend meetings of professional organizations during a work day, with pay, if a direct school-related purpose will be accomplished. Such release time shall not be granted if the meetings are primarily to pursue the business of the organization. Atty. Gen. Op. MW-89 (1979) Personal business leave may be requested to attend organizational business meetings.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at board meetings, in the District newsletter, and through special events and activities. Recognition and appreciation activities also include teacher of the year, luncheons, staff member of the year, service awards, etc.

District Communications

Throughout the year, the Public Relations Office publishes a number of newsletters, brochures, calendars, fliers, news releases and other materials as needed. Many of these publications and other information are made available to employees and the general public through the Internet as well as their printed forms. These publications offer employees and the community information pertaining to school activities, issues and achievements. They include but are not limited to the following:

Mission CISD e-Messenger- This is the district's external newsletter designed to reach a broad audience in the community. It is emailed weekly. Anyone can subscribe by using the link in the lower right portion of the district webpage.

Board Highlights- Board Highlights is an electronic publication and audio podcast made available to everyone in the district. Employees with district e-mail addresses are sent links to the latest publication upon its posting to the district Website. Board Highlights is designed to provide a brief summary of actions taken by the Board of Trustees at regular and special meetings. Printed copies of this publication are also made available for employees who do not have easy access to a computer.

Calendars- Traditionally, the Public Relations Department provides printed calendars. One is a folding pocket sized calendar. The other is a larger planning calendar that includes more information including: holidays, observances, phone numbers. Calendar information is also available through the district's Webpage.

Social Media- The Public Relations Department utilizes three Social Media tools. Currently, the district can be "followed" through Twitter at, www.twitter.com/missioncisd. The district also has a fan page on Facebook, www.facebook.com/missioncisd. Users can select to be notified of updates through phone text messages. The district also has a YouTube Channel and Instagram account.

In addition to the above publications, the Public Relations Office also provides printed informational pieces as needed to help communicate important information to parents and/or the community as needed. The Public Relations Department also maintains the News and Announcements section of the main District webpage. Time Warner Cable channel 135.17 is another source of district information for the community. District news and information is also regularly used in The Progress-Times, The Monitor, the Town Crier, El Mañana.

Working with the Media

Policy GBBA

The Public Relations Office is the district contact for the news media. Any information requested by the news media should be directed to the Superintendent or the Director of Public Relations and Marketing, Craig Verley at 323-5530. This includes statements concerning current issues and requests for school information, including enrollment reports and school funding figures. Employees who would like a news item to be given to the media should forward the information to the Public Relations Office. It is then distributed to the appropriate media outlets which may include: several local newspapers, six local television news operations, two local news radio outlets, and several out of town newspapers with area reporters.

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 grievance 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 grievance procedures are exhausted, employees can bring grievances to the board of trustees. For ease of reference, the district's policy concerning the process of bringing complaints and grievances– (See DGBA (LOCAL) pages 148-156)

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

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident.

The Code of Ethics and Standard Practices for Texas Educational Employees, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS

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. 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.

1. Professional Ethical Conduct, Practices, and Performance.

Standard 1.1. The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.

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

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

- Standard 1.4.** The educator shall not use institutional or professional privileges for personal or partisan advantage.
- Standard 1.5.** The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, 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 applicable 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.

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, sex, disability, or family status.
- 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 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 knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.
- Standard 3.3.** The educator shall not deliberately or knowingly 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, sex, disability, national origin, religion, or family status.

Standard 3.5. The educator shall not engage in physical mistreatment of a student.

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

Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

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 (*See pages 144-156, 171-173*)

Harassment of Students

Policies DH, DHB, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. (*See Reporting suspected child abuse, page 55 for additional information.*)

The district's policy that includes definitions and procedures for reporting and investigating harassment of students (*See pages 157-161, 183-190, 191-197, 198-209, 210, 198-209, 211-214*)

Any person who has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as required by law. Any professional who has cause to believe that a child has been or may be abused or neglected shall make a report as required by law. The report must be made within 48 hours after the professional first suspects abuse or neglect. A professional may NOT delegate to or rely on another person to make the report. Employees with questions or concerns relating to the alleged sexual harassment of a student may contact the Title IX Coordinators Deborah Garza or Lazaro Ramirez at 323-5641.

Alcohol and Drug-Abuse Prevention

Policies DH, DI

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

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.

Reporting Suspected Child Abuse

Policies DG, DH, DHB, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by Texas Family Code and also includes any sexual conduct involving an educator and a student or minor. Reports to Child Protective Services can be made to the Texas Abuse Hotline (800)-252-5400, or on the web at <https://www.txabusehotline.org>. State law specifies that an employee may not delegate to or rely on another person 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 retaliating against an employee 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. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Code of Ethics and Standard Practices for Texas Educators.

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 agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal or nurse does not relieve the employee of the requirement to report to the appropriate state agency. 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. *Refer to page 55 to obtain a copy of the Alleged Child Abuse or Neglect Reporting Form to assist in documenting notification.*

State law requires that the identity of a person making a report of suspected child abuse or neglect be kept confidential

By failing to report a suspicion of child abuse or neglect:

- You may be placing a child at risk of continued abuse or neglect;
- You are violating the law and may be subject to legal penalties, including criminal sanctions;
- You are violating Board policy and may be subject to disciplinary action, including possible termination of your employment; and
- Your certification from the State Board for Educator Certification may be suspended, revoked, or canceled.

State law specifically prohibits school officials from:

- Denying and investigator's request to interview a child at school in connection with an investigation of child abuse or neglect; or
- Requiring that a parent or school employee be present during the interview.

School personnel must cooperate fully and may not interfere with an investigation of reported child abuse or neglect.

Child Sexual Abuse

The district has established a plan for addressing child sexual abuse, which may be accessed at www.mcsd.net. 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. 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. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Employees are required to follow 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.

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 includes 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 propriety 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 person providing services or materials to the district, except as otherwise permitted by law or district policy
- Destroying, removing, or inappropriately 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 DBD

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

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

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 vendors, may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

Associations and Political Activities

Policy DGA

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

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

Safety

Policy CK

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

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

Employees with questions or concerns relating to safety programs and issues can contact Risk Management Department at 323-5545. (See pages 60-62 for *School Safety Procedures*)

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.

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 two calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, any offense involving moral turpitude, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part of 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
- Drug or alcohol-related offenses
- Acts constituting abuse or neglect under the Texas Family Code

Possession of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students 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. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy must report it to their supervisors or call Mr. Jesse Trevino, Coordinator for Student Services at 323-5578, immediately.

Visitors in the Workplace

Policy GKC

ALL VISITORS must 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.

Employee ID Badges

Each full-time employee shall be provided an ID badge indicating their name, title and campus/department following the employment process. The ID badge must be worn at all times while on MCISD premises. The use of the ID badge by any other person is prohibited. ID badges must be surrendered to the immediate supervisor upon termination of employment.

District – Issued Uniforms & Safety Equipment

Certain staff are provided district-issued uniforms. These employees shall be required to wear the uniform while on duty. Personal use of district-issued uniforms may result a tax liability accruing to the employee; therefore, employees are prohibited from wearing district-issued uniforms when off duty except for commuting to and from work. Uniforms shall include work shirts, pants, shoes, glasses, and/or any other item/protective item of clothing, or logged clothing sponsored by the District.

Copyrighted Materials

Policy CY

Employees are expected to comply with the provisions of federal copyright laws relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Computer Use and Data Management

Policy CQ

The district's electronic communications systems, including its network access to the Internet, is primarily for administrative and instructional purposes only.

Limited personal use of the system 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 electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Employees who are authorized to use the systems are required to abide by the provisions of the District's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact Mr. Noe Peña, Administrator for Technology Systems at 323-5300.

Personal Use of Electronic Media

Policy DH

Electronic media 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 media 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 *Use of Electronic Media with Students*, below, for regulations on employee communication with students through electronic media.

Use of Electronic Media with Students

Policy DH

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

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. 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 media* 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 media* also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, 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 uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
 - 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;
 - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
 - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district e-mail address.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 9:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
 - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
 - Copyright law [Policy CY]
 - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DHB]
- 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.

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 Maintenance Department and is available for inspection during normal business hours.

Pest Control Treatment

Policies DI, CLB

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 school building or other school facility 48 hours before the treatment begins. Notices are generally located at a central bulletin board. Pest control information sheets are available from campus principals or facility managers upon request.

Work-Related Injuries

Employees who experience a work-related injury or illness must report the incident to their supervisor or principal immediately. An accident report form should be completed and filed with the Risk Management Office at 323-5545. Accident report forms are available from building principals, supervisors, district website and the Risk Management Office.

General Procedures

Bad Weather Closing

The District may close schools for a full day or part of a day 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 or to release students early, the following radio and television stations will be notified by school officials: *(See pages 60-62 for School Safety Procedures)*

| | | |
|----------------------|----------------|------|
| KVEO-TV (Channel 23) | | |
| KGBT-TV (Channel 4) | KGBT (AM 1530) | KQXX |
| KRGV-TV (Channel 5) | KIWW (FM 96.5) | KIRT |
| KNVO-TV (Channel 48) | KKPS (FM 99.5) | KTEX |
| Cable Channel 135.17 | | KBFM |
| KTLM-TV (Channel 40) | | |

The District also uses an automated notification system which can send messages to employees and parents via phone calls, email and text messages. Official district social media accounts and district webpage will also be used.

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety 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 other devices and procedures for their use. *(See pages 60-62 for School Safety Procedures)*

Purchasing Procedures

Policy CH

All requests for purchases must be submitted using the online requisition system with the appropriate approvals. No purchases, charges, or commitments to buy goods or services for the District can be made without an Official District Purchase Order. 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 Roosevelt Rios, Purchasing Coordinator at 323-5524 for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees should notify the Payroll Office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the Payroll office.

Personnel records

Policy GBA

Most district records, including personnel records, are public information and must be released upon request. A limited amount of personal information may be withheld. Employees may choose to have the following personal information withheld:

- Address
- Phone number
- Social Security number
- Information that reveals whether they have family members

The choice to not allow public access to this information may be done at any time by submitting a written request to Human Resources. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

Building use

Policies DGA, GKD

Designated District facilities shall be available for use by nonprofit community service and education groups. Requests for use shall be directed to the Superintendent or designee. Requests shall be denied if the time and place of requested use would interfere with instruction or other scheduled school activities. Approval shall not be granted for any purpose that would damage school property, to groups that are known to have damaged other rented property, or to any commercial group for profit. Fees for use shall be assessed in accordance with the fee schedule approved by the Board.

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 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Superintendent and a copy sent to the Human Resources Office. (See page 59 for *Notice of Separation from Employment Form*). Contract employees may resign at any other time only with the approval of the Superintendent. Resignation without the consent of the Superintendent may result in disciplinary action by the State Board for Educator Certification (SBEC).

The superintendent will notify the State Board for Educator Certification when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in the Report to the State Board for Educator Certification.

Non-contract Employees. Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to employee's supervisor at least two weeks prior to the effective date (See page 59 *Notice of Separation from Employment Form*). Employees must include the reasons for leaving in the letter of resignation.

Dismissal or Nonrenewal of Contract Employees

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

Employees on probationary or term contracts can be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary or term contracts can be non-renewed 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 non-renewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online on the District website (www.mcisd.net).

Dismissal of Noncontract Employees

Policy DCD

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, 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. Non-contract employees who are dismissed have the right to grieve the termination. To present a grievance, the employee must follow the District process outlined in this handbook (See *Complaints and grievances, pages 39, 144-156 of this manual [DGBA(LOCAL)]*).

Exit Interviews and Procedures

Policy DC

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 the Exit Interview Form (See page 57 & 58) that provides the District with feedback on their employment experience.

All District keys, books, property, and equipment must be returned upon separation from employment to their immediate supervisor. Last payroll check will be held until all keys, property, books and equipment are returned.

Reports to Texas Education Agency

Policy DF, DHB

The dismissal of a certified employee must be reported to the Division of Investigations at TEA whenever the termination is based on 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 superintendent is also required to notify TEA when a certified employee resigns and there is evidence the educator engaged in the conduct listed above.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, 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 to the court and the individual receiving the support (Texas Family Code §§8.210, 158.211). Notice of the following must be sent to the court and support recipient:

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

STUDENT ISSUES

Equal education opportunities

Policies FB, FFH

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

Questions or concerns about discrimination students based on any of the reasons listed above should be directed to the Superintendent or the district's Title IX Coordinators.

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 (if 18 or older or emancipated by the court)
- School officials with legitimate educational interests

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

Parent and Student Complaints

Policy FNG

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

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response. Once all administrative complaint procedures are exhausted, parents and students can bring complaints to the board of trustees.

Administering Medication to Students

Policy FFAC

Only designated employees can administer medication to students. A student who must take any over the counter or prescribed 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 more information on procedures that must be followed when administering medication to students.

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 authorized 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 Code of Conduct and Student Handbook. 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.

Teachers must file a written report with the principal or another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct.

Student Attendance

Policy FEB

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

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.

Bullying

Policy FFI

All employees are required to report student complaints of bullying to the campus principal or designee.

Procedures for Reporting Allegations of Bullying

The district prohibits bullying on school property, at school-sponsored or school-related activities, or in any vehicle operated by the district. Bullying may be verbal or written expression or expression through electronic means, or physical conduct. Bullying is not tolerated by the district and any student or parent of a student who believes that the student or another student has experienced bullying or that a student has engaged in bullying is encouraged to immediately report the incident to a teacher, counselor, principal, or other district professional employee. Retaliation against anyone involved in the complaint process is a violation of district policy and is prohibited.

Students or parents may report an alleged incident of bullying, orally or in writing, to a teacher, counselor, principal or other district employee. Students or parents may contact the district to obtain a report form that may be used to submit the complaint. This form will be available at the front office of all district schools, the central administrative office building and online through the district website. The online forms will be found under departments-student services-forms.

Please note that after submission of the complaint to the district employee, the district may assign the complaint to a campus administrator to follow up on the submitted complaint and any other important matters pertaining to the complaint. We encourage you to communicate with your designated campus administrator during this time. More information about the district's bullying policy can be found at [http://pol.tasb.org/Policy/Download/639?filename=FFI\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/639?filename=FFI(LOCAL).pdf) or the campus administration office.

APPENDIX I

Mission Consolidated Independent School District Sexual Harassment Policies Student Welfare: Child Abuse And Neglect Policies Employee Standards of Conduct Policies

The following is a recommended list of employment policies, including (legal) and (Local) policies and exhibits, to be distributed:

- *DAA Legal – Equal employment opportunity p.63-71*
- *DBAA Legal – Criminal history and credit reports p.72-80*
- *DBD Legal, DBD Local– Conflict of Interest p.81-88*
- *DEA Legal, DEA Local – Salaries and wages p.89-97*
- *DEAA Legal – Stipends and incentives p.98-102*
- *DEAB Legal – Compensation and Benefits Salaries and Wages p.103-107*
- *DEC Legal, DEC Local – Leaves and Absences p.108-120*
- *DF Legal – Termination of Employment p.121-124*
- *DFAC Legal – Return to probationary status p.125*
- *DFD Legal, DFD Local – Hearings before hearing examiner p.126-131*
- *DFE Legal, DFE Local – Termination of Employment p.132-134*
- *DFE Legal – Reduction in Force p.135-136*
- *DG Legal – Employee Rights and Privileges p.137-142*
- *DGB Legal – Employee Rights and Privileges p.143*
- *DGBA Legal, DGBA Local – MCISD Employee Welfare: Freedom from Harassment (Employee Complaints & Grievances) p.144-156*
- *DH Local – MCISD Employee Standards of Conduct p.157-161*
- *DH Exhibit – MCISD Employees Standards of Conduct p.162-164*
- *DHE Legal, DHE Local – Searches and Drug/Alcohol Testing p.165-170*
- *DI Legal, DI Local – Employee welfare p.171-173*
- *DIA Legal, DIA Local – MCISD Employee Welfare: Freedom from Harassment (Discrimination, Harassment, and Retaliation) p.174-179*
- *DK Legal, DK Local – Assignments and schedules p.180-182*
- *FFG Legal, FFG Exhibit – MCISD Student Welfare: Child Abuse & neglect p.183-190*
- *FFH Legal, FFH Local, FNG Legal, FNG Local – MCISD Student Welfare: Freedom from Harassment and retaliation p.191-197, 198-209*
- *FNC Legal – MCISD Employee Welfare: Freedom from Harassment (Student Rights & Responsibilities) p.210*
- *GRA Legal, GRA Local – MCISD Student Welfare: Child Abuse & neglect p.211-214*

DOCUMENTS:

ALLEGED CHILD ABUSE OR NEGLECT REPORTING FORM p.55
PROTOCOL FOR AUTOMATED EXTERNAL DEFIBILLATORS (AED) p.56
EXIT INTERVIEW FORM p.57-58
NOTICE OF SEPARATION FROM WORK FORM p.59
MCISD SCHOOL SAFETY PROCEDURES p.60-62

CONFIDENTIAL

MISSION CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

ALLEGED CHILD ABUSE OR NEGLECT REPORTING FORM (Form A)

Deliver to the Assistant Superintendent for Human Resources and Student Services located at the Administration Offices, 1201 Bryce Drive OR fax to 323-5567 within 2 days of contacting CPS. .

~~~~~  
Texas Department of Family and Protective Services (CPS)

Telephone Number: 1-800-252-5400

Website: <https://www.txabusehotline.org>

Date Reported: \_\_\_\_\_

Name of intake worker: \_\_\_\_\_

Report Number: \_\_\_\_\_

### Other required information:

Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ School (full name) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Name of Parent or Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Describe basis for suspicion of child abuse; describe injuries, if any, and how injuries were allegedly sustained: \_\_\_\_\_  
\_\_\_\_\_

Please list others who were notified: \_\_\_\_\_  
\_\_\_\_\_

Name of Reporting Person: \_\_\_\_\_

~~~~~  
To be filled out by the Mission CISD Investigator:

Initial Agency Disposition:

- _____ is investigating
(Agency name)
- _____ will NOT be investigating
(Agency name) Attach documentation

Final Agency Disposition:

- Criminal Charges Filed
- Criminal Charges Not Filed
- Citation Issued
- Unknown at time of report

Protocol for Automated External Defibrillators (AED)

Purpose:

Medtronic AED is used to assist in the care of sudden cardiac arrest victims

Location of AED's:

Primary unit at every campus will be located:

1 AED mounted on wall directly outside nurse office or hall directly outside nurse office.

In addition to the unit just outside of the nurses office, Secondary campuses also have additional units located in the following areas:

MHS– Outside trainer's office

MHS– Field House

VMHS – Outside trainer's office

VMHS – Field House

MCHS – Outside Nurse's office

MJH– Next to fire extinguisher in lobby of field house

KWJH – Gym – North East wall

AMJH - Gym – North East wall

RCJH - Gym - Southwest wall (next to fire extinguisher)

MHS - Aquatic Center – Inside Pool Office

Roosevelt Alternative & Options Academy:

1 AED mounted on wall in main office of Roosevelt.

Central office:

1 AED mounted on wall outside Information Systems Department

Maintenance Building:

1 AED located on wall next to employee time clock

Central Kitchen:

1 AED located on wall next to employee time clock

Transportation/Warehouse:

1 AED located on wall next to employee time clock in the Transportation building.

Training Requirements:

Any employee expected to provide emergency care to a patient of cardiac arrest will be trained in CPR and AED use by American Heart Association (AHA) or American Red Cross. All employees required to have CPR & AED Certification are to have their cards verified and kept on file by each respective campus nurse yearly.

Health Services Department offers CPR and AED Certification classes throughout the school year.

Up-dated 07/22/15

MISSION CONSOLIDATED INDEPENDENT SCHOOL DISTRICT EXIT INTERVIEW FORM

Name _____ Department/campus _____

Social Security # _____ Dates employed _____

Position _____ Effective date of release _____

Forwarding Address _____

Phone _____

Check appropriate type of release:

- | | | |
|--------------------------------------|--|---|
| <input type="checkbox"/> Dismissal | <input type="checkbox"/> Non renewal | <input type="checkbox"/> Reduction in force |
| <input type="checkbox"/> Resignation | <input type="checkbox"/> Extended disability | <input type="checkbox"/> Retirement |
| _____ with notice | <input type="checkbox"/> Other: _____ | |
| _____ without notice | | |

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

- | | | |
|---|---|--|
| <input type="checkbox"/> Moving from district | <input type="checkbox"/> Family circumstances | <input type="checkbox"/> Took a new position |
| <input type="checkbox"/> Returning to school | <input type="checkbox"/> Dissatisfied with type of work | |
| <input type="checkbox"/> Other: _____ | | |

Comments: _____

Payroll/Human Resources Checkout procedures *(where applicable, review and discuss the following items):*

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Health insurance | <input type="checkbox"/> Group life insurance | <input type="checkbox"/> District property | <input type="checkbox"/> Notification to court |
| <input type="checkbox"/> COBRA _____ decline | _____ accept | _____ Keys _____ Equipment | and recipient of child |
| <input type="checkbox"/> Unemployment insurance | | _____ Books _____ Other | or spousal support |
| <input type="checkbox"/> Disability insurance | Disposition of final check: _____ | | |
| <input type="checkbox"/> If termination is due to medical reasons, do you wish to file for Federal Family and Medical Leave Act (FMLA) if you qualify? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| <input type="checkbox"/> Authorization for release of employment information | | | |

Comments: _____

Interviewed by _____ Date _____

EXIT INTERVIEW FORM

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

| Please rate your experience with the district | Excellent | Good | Fair | Poor | Comments |
|---|-----------|------|------|------|----------|
| Working relationship with your supervisor | | | | | |
| Cooperation within department | | | | | |
| Cooperation with other departments | | | | | |
| Adequacy of orientation and training | | | | | |
| Workload | | | | | |
| Physical working conditions | | | | | |
| Availability of materials and equipment | | | | | |
| Evaluation procedures | | | | | |
| Recognition on the job | | | | | |
| Employee benefits | | | | | |
| Communication within the district | | | | | |
| Central administration support | | | | | |
| Community support for district | | | | | |
| Overall experience | | | | | |
| Additional comments: | | | | | |

What did you like about your experience as a district employee?

What did you dislike about your experience as a district employee?

Do you have any comments or suggestions to improve the district?

Would you recommend the district to other as a place to work?

- Yes
 Yes, with reservations
 No

Why? _____

Employee signature _____ **Date** _____

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE



Mission Consolidated Independent School District
Human Resources Department
 1201 Bryce Drive, Mission, TX (956) 323-5641; Fax (956) 323-8169

HR OFFICE USE ONLY:

School Year: _____

Effective Date: _____

Reason Code: _____

SS# _____

Position: _____

DL# _____

NOTICE OF SEPARATION FROM EMPLOYMENT

Please return this form to your campus principal or director prior to the date you are requesting separation from employment. Note: No faxes will be accepted, only original forms will be processed. To avoid delay in the processing of this request, all items must be completed. See Policy DC (Local) for more information on contracted employees requesting resignation.

| | |
|----------------|-------------------|
| Employee Name | Employee ID# |
| Position Title | Campus/Department |
| | Date of Request |

| | |
|---|--|
| Forwarding Address (Street, City, State, Zip) | Eff. Date of Forwarding Address / / |
|---|--|

Effective Date of Resignation/Retirement ____/____/____

Check one: Resignation Retirement Termination Lapse in Service

I am presently on leave, and now wish to resign: ____ Yes ____ No

State reason for separation from employment: (During contract term documentation is required for justification)

I presently have child(ren) attending MCISD: ____ Yes ____ No

If yes, please indicate the names of the child(ren) and campus. –See Policy DEB (Local)

| | |
|---------------------------|---------------|
| Name of Child(ren) | Campus |
| | |
| | |

Employee Insurance Benefits
 Separating employees are required to report to the Payroll Department on or before their last day of employment. Under certain circumstances employees may continue insurance benefits even after separation from employment.

I have read and understand the information stated above.

| | | | |
|-----------------------------|-------------|-------------------------------------|-------------|
| Employee's Signature | Date | Principal/Director Signature | Date |
| | | | |

*Return to: Human Resources Department
 1201 Bryce Drive
 Mission, TX 78572*

THE BOTTOM PORTION OF THIS FORM IS FOR OFFICE USE ONLY

| | |
|--------------------------------|-------------|
| Administrative Approval | Date |
| | |

| | | | | | | | | | | | |
|--------------|--|---------------|--|------------------------|--|--------------------|--|----------------|--|-------------------|--|
| <i>AESOP</i> | | <i>FC/DPS</i> | | <i>Employee Master</i> | | <i>Inactivated</i> | | <i>HR File</i> | | <i>Days/ Fund</i> | |
|--------------|--|---------------|--|------------------------|--|--------------------|--|----------------|--|-------------------|--|

MISSION CISD
SCHOOL SAFETY
PROCEDURES

Teachers/Staff



FIRE/EVACUATION:

- Help students to calmly exit the building.
- Take rosters, check for any suspicious items as you exit.
- Make sure door is closed and, if possible, unlocked.
- Assemble at assigned evacuation location and initiate accountability.



SHELTER-IN-PLACE:

- Close doors and windows.
- Turn off all fans and other ventilation.
- If chemical odor or effects seep into room, tape door gaps, place paper or towels along door sill.
- Wait for further direction.



LOCKDOWN:

- Move students into nearest securable rooms or safe areas. If outside or unable to get into secure area, run from threat.
- Lock doors, close blinds, cover windows.
- Be prepared to run or fight.
- Once in a safe area do not leave until properly authorized to do so.



SEVERE WEATHER:

- At first sign of bad weather or lightning come indoors.
- Seat students on the floor in the designated safe area.
- Demonstrate protective posture so they are ready to duck when told to do so.

MISSION CISD
SCHOOL SAFETY
PROCEDURES

Office/Library/Aides



FIRE/EVACUATION:

- Close doors to your work area.
- If you have a radio or cell phone, take it with you.
- Help people exit the building.
- Assemble at the assigned evacuation point or report to command post for assignment.



SHELTER-IN-PLACE:

- Close doors and windows in your work area. Turn off all fans and other ventilation in your assigned areas.
- Go to designated secure area.
- If chemical odor or effects seep into room, then tape door gaps, place paper or towels along door sill.
- Wait for further direction.



LOCKDOWN:

- Help move students into nearest securable or safe area. If outside or unable to get into secure area, run from threat.
- Lock doors and, if time permits, cover windows or close blinds.
- Be prepared to run or fight.
- Once in a safe area do not leave until properly authorized to do so.



SEVERE WEATHER:

- At first sign of bad weather or lightning come indoors.
- Move to the designated safe area, and be ready to assume a protective posture if conditions worsen.



Risk Management
1201 Bryce Drive, Mission, TX 78572
(956) 323-5545

MISSION CISD

SCHOOL SAFETY

PROCEDURES

Custodial/Cafeteria/Maintenance



FIRE/EVACUATION:

- Close doors to your work area.
- If you have a radio or cell phone, take it with you.
- Help people exit the building.
- Assemble at the assigned evacuation point or report to command post for assignment.



LOCKDOWN:

- Help move students into nearest securable or safe area. If outside or unable to get into secure area, run from threat.
- Lock doors and, if time permits, cover windows or close blinds.
- Be prepared to run or fight.
- Once in a safe area do not leave until properly authorized to do so.



SHELTER-IN-PLACE:

- Close doors and windows in your work area. Turn off all fans and other ventilation in your assigned areas.
- Go to designated secure area.
- If chemical odor or effects seep into room, then tape door gaps, place paper or towels along door sill.
- Wait for further direction.



SEVERE WEATHER:

- At first sign of bad weather or lightning come indoors.
- Move to the designated safe area, and be ready to assume a protective posture if conditions worsen.

PROCEDIMIENTO DE SEGURIDAD ESCOLAR

Custodial/Cafeteria/Maintenance



INCENDIO/EVACUACIÓN:

- Cerrar las puertas en su área de trabajo.
- Si usted tiene un radio o un teléfono celular, llévelo con usted.
- Ayude a la gente salir del edificio.
- Reúnase en el lugar de la evacuación asignado o repórtese al puesto de comando para asignación.



CERRADO POR EMERGENCIA:

- Ayude a trasladar los estudiantes al área segura más cercana. Si están afuera o no pueden ir al área segura, corran del peligro.
- Ponga seguro a las puertas y, si el tiempo permite, cubra las ventanas o cierre las persianas.
- Este preparado para correr o luchar.
- Una vez en un área segura no se salga hasta autorizado correctamente para hacerlo.



LUGAR-DE-REFUGIO:

- Cerrar las puertas y ventanas en su área de trabajo. Apagar todos los ventiladores y cualquier otra ventilación en sus áreas asignadas.
- Vaya al área segura señalada.
- Si el olor químico o los efectos filtra en el sitio, ponga cinta adhesiva en los boquetes de la puerta, colocar papel o toallas a lo largo del umbral de la puerta.
- Espere hasta recibir dirección adicional.



CLIMA SEVERO:

- En la primera señal del mal tiempo o de relámpagos venir adentro.
- Muévase al área segura señalada, y este listo para asumir una postura protectora si las condiciones empeoran.



Risk Management
1201 Bryce Drive, Mission, TX 78572
(956) 323-5545

Drill & Exercise Documentation Tool

| | | | | | |
|---|--|---|--|--|--|
| Name of School ◆ Drill Report for the Month of _____ | | | | | |
| In accordance with District's Emergency Operations Plan and this campus' commitment to safety and security, this campus conducted a drill with the following results. | | | | | |
| Check all that apply: | | | | | |
| <input type="checkbox"/> Fire/ Evacuation <small>(monthly)</small> | <input type="checkbox"/> Lockdown <small>(1 per semester)</small> | <input type="checkbox"/> Severe Weather/ Tornado <small>(1 per semester)</small> | <input type="checkbox"/> Reverse Evacuation <small>(1 per semester)</small> | <input type="checkbox"/> Shelter-in-Place <small>(1 per semester)</small> | <input type="checkbox"/> Actual Event <small>(drill substitute)</small> |
| Date of Drill: | | Percent of Campus Involved: | | | |
| Drill Start Time: | | Drill End Time: | | | |
| During this drill we tested our ability to do the following: _____ | | | | | |
| _____ | | | | | |
| <small>(if an actual event, summarize what happened)</small> | | | | | |
| Was a Campus Command Post Established? | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| If yes , where?/If no , why not: | | | _____ | | |
| Was the Incident Command System Used? | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| If yes , where?/If no , why not: | | | _____ | | |
| Were first responders or district police involved (including school based law enforcement)? | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| How long did drill and student/faculty accountability process take? | | | _____ | | |
| Were any special circumstances tested? | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| If yes explain and/or indicate below: | | | _____ | | |
| <input type="checkbox"/> Obstructed | | <input type="checkbox"/> Unobstructed | <input type="checkbox"/> Accountability | <input type="checkbox"/> Other | |
| Lessons Learned | | | | | |
| What happened during the drill? | | | _____ | | |
| What was supposed to happen? | | | _____ | | |
| Why were there differences? | | | _____ | | |
| Will this drill result in changes to plans, policies or procedures? | | <input type="checkbox"/> Yes | <input type="checkbox"/> No | Person who will ensure updates: | _____ |
| Report Completed by: | | _____ | | Date Submitted: | _____ |
| Do you have questions for District emergency management or other responders? | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |