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Employee Handbook Receipt

Name ____________________________________________

Campus/Department ____________________________

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

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

*The electronic version will be available on the District website and will be included in PISD’s mandatory compliance training.*

Please indicate your choice by checking the appropriate box below:

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

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

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

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

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

_________________________________  _________________________
Signature                      Date

Please electronically sign through the online records management platform.
Introduction

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

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed online at www.pampaisd.net.
District Information

Mission Statement, Goals, and Objectives
Policy AE

VISION: Pampa ISD will become the premier destination district in the Panhandle!

MISSION: Our mission is to produce learners who are compassionate, competent, confident, and future-ready!

BELIEFS:

P Purposefulness

We believe that the core business of schools is to ensure that every student every day is provided challenging, engaging, and meaningful work; therefore, we will purposefully prepare ourselves and our students for authentic experiences that ensure they are future-ready.

A Authentic Engagement

We believe that students and adults learn best when they are actively involved in the learning process; therefore, we will promote engaging and active learning opportunities to staff and students that develop an attitude of being a life-long learner.

M Mindset for Growth

We believe that all students are capable of high achievement and that intelligence is developed and that achievement results from consistent and effective effort; therefore, we will support and encourage students and staff to have a growth mindset in order to meet expectations of excellence.

P Preparedness

We believe that students must be prepared for a future of rapid change; therefore, we will foster the abilities to reason, to solve problems, to be challenged, and to use technology as a significant tool for learning.

A Assurances

We believe we have a collective responsibility to create and sustain a safe environment that is respectful, caring, engaging, vibrant, and culturally responsive. We believe the alliance of home, school, and community promotes both school and student success; therefore, we will promote ongoing stakeholder communication and seek authentic, trusting relationships.
Board of Trustees  
*Policies BA, BB series, BD series, and BE series*

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

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

Current board members include:

- Richard Qualls  Member  term ends 5/2023
- Matt Brock  President  term ends 5/2023
- Cay Warner  Member  term ends 5/2021
- Luis Nava  Secretary  term ends 5/2021
- Denise Inteman  Member  term ends 5/2023
- Lance DeFever  Vice President  term ends 5/2021
- Dr. David Godino  Member  term ends 5/2021

The board usually meets every fourth Monday at 5:45 pm at PISD Central Office. In the event that large attendance is anticipated, the board may meet at the PHS commons. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and in the bulletin board near the entrance to PISD Central Office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

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

Administration
_Pampa ISD Administration Building_
1233 N. Hobart Street
_Pampa, TX 79065_
_(806) 669-4700_
Superintendent, Dr. Tanya Larkin
Assistant Superintendent, Dr. Abigayle Barton
Chief Financial Officer, Todd Hubbart
Director of Special Education, Jennifer Studebaker
Director of Information Technology, Melody Baker
Director of Student Services, Stuart Smith
Director of Operations, Heath Parker
Payroll/Insurance, Glenda Bowen
Child Nutrition Manager, Rebel Fulton

School Calendar
[www.pampaisd.net](http://www.pampaisd.net) homepage

School Directory
_Pampa High School_
111 East Harvester
_Pampa, TX 79065_
_(806) 669-4800_
Principal, Hugh Piatt
Assistant Principal,
PLC Director, Carrie Williams
Counselor, Kate Devoll
Counselor, Brittany Stark
District Social Worker, Suzanne Pingel

Athletic Department
101 Randy Matson
_Pampa, TX 79065_
_(806) 669-4830_
Athletic Director, Greg Poynor

Bright Beginnings Day Care
1011 North Frost Street
Pampa, Texas  79065
(806) 669-4758
Director, Dreamia Klein

Pampa Jr. High School
4000 Bad Cattle Company Rd.
Pampa, TX  79065
(806) 669-4900
Principal, Jamie Winborne
Assistant Principal, Lisa Smith
Assistant Principal, Sachio Petit

Austin Elementary
1900 Duncan
Pampa, TX  79065
(806) 669-4760
Principal, Kristal Floyd
Counselor, Lori Valentine

Lamar Elementary
1234 South Nelson
Pampa, TX  79065
(806) 669-4880
Principal, Troy McClendon
Assistant Principal, Bethany Davis
Counselor, Wendy Monds

Travis Elementary
2300 Primrose
Pampa, TX  79065
(806) 669-4950
Principal, Byron May
Counselor, Alicia Ortner

Wilson Elementary
801 East Browning
Pampa, TX  79065
(806) 669-4930
Principal, Keana Daughtry
Employment

Equal Employment Opportunity
Policies DAA, DIA

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

In accordance with Title IX, the district does not discriminate on the basis of sex and is required not to discriminate on the basis of sex in its educational programs or activities. The requirement not to discriminate extends to employment. Inquiries about the application of Title IX may be referred to the district’s Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: Dr. Abigayle Barton, Assistant Superintendent, abigayle.barton@pampaisd.net, 1233 N Hobart Pampa, TX 79065, 806-669-4700. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Jennifer Studebaker, Director of Special Programs, jennifer.studebaker@pampaisd.net, 1233 N Hobart Pampa, TX 79065, 806-669-4700.

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements
Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the district’s website.

Pampa ISD Employee Handbook
Revised June 2020

Employment after Retirement
Policy DC
probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

**Probationary Contracts.** Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

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

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

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

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

**Certification and Licenses**

*Policies DBA, DF*

Professional employees whose positions require SBEC certification or a professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the HR office in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the HR office when there is action against, or revocation of, their license.
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 Dr. Abigayle Barton if you have any questions regarding certification or licensure requirements.

**Recertification of Employment Authorization**  
*Policy DC*

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Dr. Abigayle Barton (abigayle.barton@pampaisd.net) if you have any questions regarding reverification of employment authorization.

**Searches and Alcohol and Drug Testing**  
*Policy CQ, DHE*

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

**Employees Required to Have a Commercial Driver’s License.** Any employee whose duties require a commercial driver’s license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.
Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

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

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact Dr. Abigayle Barton (abigayle.barton@pampaisd.net).

**Health Safety Training**
*Policies DBA, DMA*

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Dr. Abigayle Barton (abigayle.barton@pampaisd.net) by August 15 of the current school year.

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

**Reassignments and Transfers**
*Policy DK*

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).
An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee’s supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by April 1st. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the HR office and must be approved by the receiving supervisor.

**Workload and Work Schedules**

*Policies DEAB, DK, DL*

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

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

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

**Breaks for Expression of Breast Milk**

*Policies DEAB, DG*

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

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

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

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

**Outside Employment and Tutoring**  
*Policy DBD*

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

**Performance Evaluation**  
*Policy DN series*

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

**Employee Involvement**  
*Policies BQA, BQB*
At both the campus and district levels, Pampa ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district’s planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Superintendent’s Office.

**Staff Development**

*Policy DMA*

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

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

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

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

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

Employees should contact Glenda Bowen for more information about the district’s pay schedules or their own pay.

Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid every two weeks. Paychecks will not be released to any person other than the district employee named on the check without the employee’s written authorization.

The schedule of pay dates for the 20-21 school year follows:

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**Automatic Payroll Deposit**

Employees can have their paychecks electronically deposited into a designated account. A notification period of one pay period is necessary to activate this service. Contact Glenda Bowen for more information about the automatic payroll deposit service.

**Payroll Deductions**  
*Policy CFEA*

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

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

Other payroll deductions employees may elect include deductions for the employee’s share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations and certain charitable contributions approved by the board. Salary deductions are automatically made for unauthorized or unpaid leave.

**Overtime Compensation**  
*Policies DEAB, DEC*

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

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee’s regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:00 am Sunday and ends at 11:59 pm Saturday.
Nonexempt employees that are paid on a salary basis are paid for the hours set by the normal work schedule. Hours worked beyond the normal schedule up to 40 hours will be paid at a regular rate of pay.

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

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

**Travel Expense Reimbursement**

*Policy DEE*

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

**Health, Dental, and Life Insurance**

*Policy CRD*

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

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week
TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Glenda Bowen for more information.

**Supplemental Insurance Benefits**

*Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs for life, cancer, long-term care, disability, dental, and vision. Premiums for these programs can be paid by payroll deduction. Employees should contact Glenda Bowen 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 pretax basis (i.e., disability, accidental death and dismemberment, cancer and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

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

**Workers‘ Compensation Insurance**

*Policy CRE*

The district, in accordance with state law, provides workers‘ compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers‘ compensation coverage from Texas Association of School Boards, effective upon employment.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the building supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.
Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. 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 Glenda Bowen.

Teacher Retirement

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

Employees who plan to retire under TRS should notify TRS and Glenda Bowen as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov).
Leaves and Absences

Policies DEC, DECA, DECB

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

Paid leave must be used in ½ day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Leave
- Accumulated State Leave
- State Personal Leave

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

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

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

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

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

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

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

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

Personal Leave

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

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

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

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

**State Sick Leave**

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in ½ day or full day increments, except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers’ compensation benefits.

State sick leave may be used for the following reasons only:

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

**Local Leave**

**Vacation**  
*Policy DED*

**Sick Leave Bank (or Pool)**
Family and Medical Leave Act (FMLA)—General Provisions

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

Leave Entitlements

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

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

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

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

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

Benefits and Protections

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

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

**Eligibility Requirements**

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

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

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

**Requesting Leave**

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

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

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

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

**Employer Responsibilities**

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

**Enforcement**

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

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

For additional information:


www.wagehour.dol.gov

**Local Family and Medical Leave Provisions**

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured backward from the date an employee uses FML.

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

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

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

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

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

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

District Contact. Employees that require FML or have questions should contact Glenda Bowen for details on eligibility, requirements, and limitations.

Temporary Disability Leave

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

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

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

When an employee is ready to return to work, a direct supervisor and/or building administrator should be notified at least 30 days in advance. The return-to-work notice must be accompanied
by a physician’s statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

**Workers’ Compensation Benefits**

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

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

**Assault Leave**

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to your direct supervisor and the HR office.

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

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

Jury Duty  
*Policies DEC, DG*

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee’s attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

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

Compliance with a Subpoena

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

Truancy Court Appearances

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

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

**Military Leave**

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

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

**Continuation of Health Insurance.** Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact Glenda Bowen for details on eligibility, requirements, and limitations.
Employee Relations and Communications

Employee Recognition and Appreciation

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

District Communications

Throughout the school year, the Superintendent’s and Public Relations office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:
Complaints and Grievances

Policy DGBA

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

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

http://www.pampaisd.net/page/School%20Board
Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

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

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

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

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

Enforceable Standards
1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
Standard 1.9  The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

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

3. Ethical Conduct toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
**Standard 3.2** The educator shall not intentionally, knowingly, or recklessly treat a student or
minor in a manner that adversely affects or endangers the learning, physical health, mental
health, or safety of the student or minor.

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

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

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

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

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

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

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

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

(ii) the subject matter of the communication;

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

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

(v) whether the communication was sexually explicit; and

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

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action. Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board. Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of the handbook. The district’s policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:


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

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

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


Reporting Suspected Child Abuse  
*Policies DG, GRA*
All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §261.001, to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported to CPS.

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

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

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

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

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

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

**Sexual Abuse and Maltreatment of Children**

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at www.pampaisd.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 or maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in Reporting Suspected Child Abuse.

**Reporting Crime**  
*Policy DG*

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

**Scope and Sequence**  
*Policy DG*

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district’s scope and sequence. The district may take appropriate action if a teacher does not follow the district’s scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

**Technology Resources**  
*Policy CQ*

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

- Imposes no tangible cost to the district.

- Does not unduly burden the district’s technology resources.

- Has no adverse effect on job performance or on a student’s academic performance.
Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the district’s acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact Melody Baker, Director of Technology.

**Personal Use of Electronic Communications**  
*Policy CQ, DH*

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

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

- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.

- The employee shall not use the district’s logo or other copyrighted material of the district without express written consent.
• An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee’s immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

• The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators’ Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. [See Policy FL]
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DH (EXHIBIT)]
  - Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]
  - Copyright law [See Policy CY]
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH (EXHIBIT)]

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

Electronic Communications between Employees, Students, and Parents
Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone number or email address.

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

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

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

- **Electronic communications** means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.

- **Communicate** means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.

- **Certified or licensed employee** means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.

- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who
communicates with a student using text messaging shall comply with the following protocol:

- The employee shall use communication methods approved by the district. Employees should not text message individual students. Text messaging should be approved by your direct supervisor, prior to sending. If you have questions, please contact your supervisor or the HR office.

- 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.

- Employees should only communicate with student groups during reasonable hours. An employee may, however, make public posts to a social network site, blog, or similar application at any time.

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

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

- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.

- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
• An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

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

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

Public Information on Private Devices
Policy DH

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

• Verbal or written directive

• Remote access to district-owned devices and services

Criminal History Background Checks
Policy DBAA

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

Employee Arrests and Convictions
Policy DH

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

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

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

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

Alcohol and Drug-Abuse Prevention
Policy DH

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

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

Fraud and Financial Impropriety
Policy CAA

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

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

**Conflict of Interest**
*Policy CB, DBD*

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

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

Employees should contact their supervisor for additional information.

**Gifts and Favors**
*Policy DBD*

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

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

**Associations and Political Activities**  
*Policy DGA*

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

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

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

**Charitable Contributions**  
*Policy DG*

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

**Safety**  
*Policy CK series*

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

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

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

Employees with questions or concerns relating to safety programs and issues can contact Stuart Smith, Director of Student Services.

**Possession of Firearms and Weapons**

*Policies DH, FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district’s weapons policy should report it to their supervisor or call 911 immediately.

**Visitors in the Workplace**

*Policy GKC*

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

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

Pest Control Treatment  
*Policies CLB, DI*

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

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

Emergency School Closing

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

- KGRO 1230AM KVII Television http://www.kvii.com
- KOMX 100.3FM KAMR Television http://www.kamr.com
- Channel 8 – CableOne KFDA Television http://www.newschannel10.com

Emergencies

*Policies CKC, CKD*

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

Purchasing Procedures

*Policy CH*

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

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

Personnel Records

Policy DBA, GBA

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

Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members

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

Facility Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. Building administrators are responsible for scheduling the use of facilities after school hours. Contact the campus to request to use school facilities and to obtain information on the fees charged.
Termination of Employment

Resignations
Policy DFE

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

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

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

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

Dismissal or Nonrenewal of Contract Employees
*Policies DF Series*

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

**Dismissal of Noncontract Employees**  
*Policies DCD, DP*

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

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

**Discharge of Convicted Employees**  
*Policy DF*

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

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

**Exit Interviews and Procedures**

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

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

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

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

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

**Reports Concerning Court-Ordered Withholding**

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:
- Termination of employment not later than the seventh day after the date of termination
- Employee’s last known address
- Name and address of the employee’s new employer, if known
Student Issues

Equal Educational Opportunities

Policies FB, FFH

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

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Dr. Abigayle Barton (abigayle.barton@pampaisd.net), the district Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to Jennifer Studebaker, the district ADA/Section 504 coordinator for students. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Student Records

Policy FL

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

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights

- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student’s records before this time.

- School officials with legitimate educational interests

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

Parent and Student Complaints

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

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

**Administering Medication to Students**  
*Policy FFAC*

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

**Dietary Supplements**  
*Policies DH, FFAC*

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

**Psychotropic Drugs**  
*Policy FFAC*

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

District employees are prohibited by state law from doing the following:
- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

**Student Conduct and Discipline**

*Policies in the FN series and FO series*

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

**Student Attendance**

*Policy FEB*

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

**Bullying**

*Policy FFI*

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


**Hazing**

*Policy FNCC*

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

**Purpose Statement:** The purpose of the following guidelines is to address the personal appearance of Pampa Independent School District (PISD) employees. Employees’ dress impacts the respect those outside the school district have for the organization and staff, as well as the respect that employees have for themselves and one another. An educator’s professional appearance ultimately impacts the climate and management of the classroom. As a representative of PISD, employees are expected to dress with dignity and professionalism, as well as in a manner that is tasteful and inoffensive. Finally, employees should not dress in a way that is suggestive, revealing, distracting, or insulting to others.

**Staff: General Guidelines:** The dress and grooming of District employees will be clean, neat, in a manner appropriate for their assignments, in compliance with guidelines specified by their supervisors, and in accordance with the following standards:

1. A tailored appearance would necessitate that clothing be clean, wrinkle-free, and not in need of repair at the beginning of each workday. Appropriate attire for women includes: dresses, skirts, slacks with blouses, and suits. Leggings should only be worn with an appropriate-length dress, tunic, or top that reaches the finger tips. Appropriate attire for men includes: slacks with a dress shirt and/or similar collared shirt, and suits.
2. Jeans may only be worn on days designated by the principal or supervisor and teacher work days, as approved by the Superintendent. Staff development days and days spent in teacher/parent conferencing, regional or area meetings, and training workshops will warrant that PISD participants follow regular professional dress code guidelines, unless otherwise notified.
3. Acceptable footwear does not include: house shoes, rubber flip-flops, or pool shoes.
4. Hair must be clean, neatly trimmed, and well groomed.
5. Beards and mustaches will be allowed if they are neatly trimmed.
6. All piercings should be conservative and limited to the ears. Tattoos must be covered.
7. Modesty and measurement guidelines established for PISD students will apply as a minimum standard for PISD staff (see link).
8. Staff on duty at extracurricular events should follow dress code. Employees should check with their supervisor regarding specific assignments.
9. Pampa ISD will abide by any Governor Order regarding face coverings (*Executive Order, July 2, 2020, everyone age 10 or older in county with 20 or more active cases is required to wear a face covering inside a commercial entity or other building or space open to the public, or when in an outdoor public space, wherever it is not feasible to maintain six feet of social distancing from another person not in the same household.*)
   - If the Governor’s Order ceases, students and staff will be highly encouraged to wear face coverings when they cannot maintain social distance as well as in hallways and common areas and during arrival and dismissal. Face coverings include cloth masks, gaiters, face shields or anything else that provides covering over the nose and mouth.
   - Please note that if the number of cases in Pampa and other data points increase past a certain threshold, regardless of a Governor’s Order, face coverings may be required in the future.
Exceptions to Guidelines:

1. Attire may be sensibly modified according to a staff person’s medical needs, the job they perform, inclement weather, special field trips or field days, and the designated school spirit or theme days on individual campuses, as approved by the Superintendent.

2. Auxiliary employees in maintenance, custodial, transportation, food service and positions requiring uniforms are exempted from the general guidelines, but must comply with dress and grooming guidelines specified by their supervisors.

3. Exceptions to these general guidelines are to be made as necessary to allow staff to observe religious customs or beliefs and accommodate medical needs.
Pampa ISD
Responsible Use Technology Agreement

TECHNOLOGY RESOURCES

To prepare students for an increasingly technological society, The Pampa Independent School District ("Pampa ISD" or "District") provides an array of technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in the District's schools by facilitating resource sharing, innovation, creativity, and communication with the support and supervision of parents, teachers, and staff. The use of these technology resources is a privilege, not a right.

This agreement sets forth the standards governing Pampa ISD staff and student use of those technology resources. This agreement also sets forth the rules under which authorized users may continue their access to and use of the resources. This agreement promotes the ethical, legal, and school-related use of the Pampa ISD Network ("Network") and ensures Pampa ISD's compliance with the Children's Internet Protection Act. Personal electronic devices will be governed under this agreement when such devices are attached to the Network.

Access to computers brings the potential availability of material that may not be considered to be of educational value into school setting. Pampa ISD firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the District.

DISTRICT RESPONSIBILITIES

Pampa ISD's Superintendent, Administrators, Director of Technology, and Teachers will serve to oversee the District's system and will work with the Texas Education Agency, Region 16 Education Service Center, and other agencies as necessary to ensure the safety of all users of the Network and Internet.

The District will establish a process for setting up individual accounts for storage of information, establish procedures for the storage of images, video, and music files, establish training and information as needed, establish a district virus protection process, and coordinate other activities related to the use of the Network.

The District utilizes software designed to block access to certain Internet sites, and to monitor and log all activity of users of the Network, or otherwise act to verify or enforce compliance with District policies and purposes.

Disclaimer

Pursuant to the Children's Internet Protection Act, Pampa ISD uses filtering software to screen Internet sites for offensive material. The goal is to filter pages containing offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: Adult Content; Nudity; Sex; Gambling; Violence; Weapons; Hacking; Personals/Dating; Lingerie/Swimsuit; Racism/Hate; Obscene/Indecent/Vulgar; and Illegal/Questionable. Innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address may lead to receipt of unsolicited e-mail containing offensive content. With this in mind, Pampa ISD reminds authorized users that accessing the Internet is done at the risk of the user. No filtering software is one hundred percent effective and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children and/or staff gain access to inappropriate and/or harmful material, Pampa ISD will not be liable. To minimize these risks, staff and student use of the Network is governed by this agreement. Furthermore, staff and students are responsible for seeking assistance in the event they need help in safely conducting Internet searches.

Definition of District Technology Resources

The District's computer systems and networks include any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local content, externally accessed content (such as the Internet), optical media, digital images, digitized information, communications technologies, and new technologies as they become available. The District reserves the right to monitor/review all technology resource activity.
GENERAL PROVISIONS

Authorized Users

All authorized users shall adhere to the provisions of this agreement (and any other applicable District policy, regulation or administrative directive) as a condition for continued use of the Network. It is a general policy of Pampa ISD to promote the use of computers in a manner that is responsible, legal and appropriate. This agreement is enacted anytime there is a connection to the District's hardwired or wireless network or from any outside line such as Fiber, T-1, BRI, PRI, VPN, Dialup, DSL, Distance Learning Equipment, Cellular Service and other personal electronic devices.

TERMS AND CONDITIONS FOR USE OF THE PAMPA ISD NETWORK

Acceptable Uses

Pampa ISD staff and students may use the various resources provided by the Network to pursue educationally-related activities consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

The District will make training available to all users in the proper use of the system and a copy of the responsible use guidelines is available in the Pampa ISD Employee Handbook, the Student Code of Conduct and on the Pampa ISD website. All training in the use of the District's system will emphasize the ethical use of this resource.

Teachers and other staff should help guide students in their use of the Network so that students will learn how Internet resources such as discussion boards, wikis, and blogs can provide valuable educational information from classrooms, schools, and other national and international sources. In addition to using the Network strictly for educational pursuits, authorized users will be expected to follow generally accepted rules of digital citizenship and network etiquette (also known as netiquette). These include, but are not limited to, the following:

1. Use appropriate language.
2. Do not pretend to be someone else when sending or receiving messages.
3. Do not submit, publish, or display any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually-oriented, or threatening materials or messages either public or private.
4. Never reveal personal information such as addresses or phone numbers of users or others with their knowledge or consent, or if not required to do so by law or duty.
5. Never use the network in such a way that would disrupt the use of the network by other users.
7. Follow existing copyright laws, copies of which may be found in each campus library.
8. Post only allowable Podcasts, Blogs, Forums, Wikis and Streaming Media. Allowable items:
   a. Support district goals and/or supports the Pampa ISD approved curriculum.
   b. Are student or teacher-created.
   c. Are loaded on a district's website or district approved resource.
9. Use only Applications (Apps) that:
   a. Support of district goals and/or the Pampa ISD approved curriculum.
   b. Are not disruptive to district systems or applications.
   c. Do not incur unauthorized charges.
10. Electronic Mail provides a powerful and nearly instantaneous way to communicate and collaborate with people around the world.
    a. Students may be granted e-mail access only through a district approved e-mail system.
    b. District employees will be provided with an individual e-mail account.

   • While most people consider e-mail to be private, users of E-mail should clearly understand that the level of privacy afforded is actually much lower than for postal correspondence. Pampa ISD reserves the right to review all e-mail as it deems appropriate, including for purposes of enforcing adherence to the guidelines for use set forth in this Agreement, other District policies, or other legal requirements.
   • The District is providing e-mail access for the purpose of furthering its educational mission. It is expected that members of the school community will make use of that access for educational purposes. Commercial use of the District's e-mail access or other electronic communications access is not permitted.
Unacceptable Uses

Unacceptable uses of the Network include, but are not limited to:

1. Downloading or installing unauthorized games, programs, files, electronic media, and/or stand-alone applications from the Internet or placing external data on any computer, whether stand-alone or networked to the District's system, without permission from the Technology Department.

2. Attempting to log on or logging on to a computer or e-mail system by using another's password. Assisting others in violating this rule by sharing information or passwords is also unacceptable.

3. Attempting to bypass the district's telecommunication system through the use of software, hardware or outside proxy systems. Assisting others in violating this rule by sharing information or passwords is also unacceptable.

4. Bypassing district network security by connecting a district device to an external network, including cellular service (e.g.-hot spot, tethering, etc.), or any other method while on Pampa ISD property.

5. Improper use of any computer or the network. This includes the following:
   a. Submitting, publishing, or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually-oriented, or threatening materials or messages, either public or private, to teachers, students, parents, or other individuals or groups.
   b. Using the network for cyber-bullying
   c. Using the network for financial gain, political, or commercial activity.
   d. Attempting to harm or harming equipment, materials, or data.
   e. Attempting to send or sending anonymous messages of any kind.
   f. Using the network to access inappropriate material.
   g. Knowingly placing a computer virus on a computer or the network.
   h. Using the network to provide addresses or other personal information that others may use inappropriately.
   i. Accessing information resources, files, and documents to which you have not been granted access or without authorization from another user.

6. Using inappropriate or impolite language.

7. Disclosing personal information, including the names, addresses, and telephone numbers of students or colleagues. If a Pampa ISD employee receives a Public Information Act Request or Freedom of Information Act Request, the request must be immediately forwarded to the Superintendent.

8. Intentionally disrupting the use of the Network for other users, including, but not limited to, disruptive use of any processes or programs, utilizing tools for ascertaining passwords, participating in or commissioning a Distributable Denial of Service (DDoS) attack, or engaging in "hacking" of any kind.

9. Intentionally spreading computer viruses or programs that loop repeatedly, or for the purpose of infiltrating a computer system without authorization or for damaging or altering the software components of a computer or computer system.

10. Disclosing the contents or existence of Pampa ISD computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients.

11. Attempting to harm or destroy Pampa ISD equipment or materials, data of another user of the District's system, or any of the agencies or other networks to which the District has access.

SYSTEM ACCESS

Access to the District's network systems will be governed as follows:

1. Student and staff members are the only authorized user of their assigned device.

2. Students and staff members will have access to the District's resources for class assignments and research.

3. Students and staff members will be responsible for the integrity of their accounts by keeping passwords confidential and will not allow another user access to their account.

4. Any system user identified as a security risk or having violated the Responsible Use Agreement may be denied access to the District's system. Other consequences including discipline or adverse employment action, as applicable may also occur. See "Sanctions" below.

5. Any system user having been denied access rights may be reinstated with a limited access account to reduce the level of security risk to the system. Limits on this type of account may include time
limitations, station access limitations, file access restrictions, and a revocation of Internet access privileges.

6. Personal devices may only be connected to the district network via wired or wireless connection with express permission from the technology department and may not be used as a replacement or in lieu of district provided devices.

7. Student and staff members may be allowed network access using their personal devices. This access may be revoked at any time by the Technology Department.

Campus Level Responsibilities

The campus principal or designee will:

1. Be responsible for disseminating, collecting signed permission forms, and enforcing the Responsible Use Agreement.

2. Ensure that employees supervising students who use the District's systems provide information emphasizing the appropriate and ethical use of this resource.

Individual User Responsibilities

The following standards will apply to all users of the District's computer network systems:

1. The user in whose name a system account is issued will be responsible at all times for its proper use. If a user feels that a password has been compromised, the user is responsible for immediately making a report to an administrator.

2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district guidelines.

3. Users may not use another person's system account.

4. Any App purchased with a Pampa ISD account will become the property of Pampa ISD.

5. Users, if granted access to electronic mail, are asked to archive or delete electronic mail consistent with the District's retention policies.

6. Users are asked to delete unneeded files from the District servers on a regular basis.

7. Users will be responsible for the care and condition of their computer systems.

8. Maintenance issues should be reported to the Technology Department using the established procedures.

9. School issued devices should never be taken to an outside service repair provider. All repairs must be done through the authorization of the Technology Department.

Users will be responsible for following all copyright laws and terms of service, including but not limited to personal subscriptions to Netflix, Amazon Prime Video, Hulu and all other media.

All authorized users are to promptly report any breaches of security, violations of responsible use, (including inadvertent access to prohibited sites), and the transmission of web addresses or e-mail information containing inappropriate material to the campus principal or Pampa ISD Technology staff member. Failure to report any incident promptly may subject the authorized user to corrective action consistent with the Disciplinary Code, District policies, or applicable directives.

Intentional attempts to degrade or disrupt system performance may be viewed as violations of Pampa ISD guidelines and, possibly, as criminal activity under applicable state and federal laws, including the Texas Penal Code, Computer Crimes, Chapter 33. This includes, but is not limited to uploading or creating of computer viruses, system break-in utilities, DDoS attacks, or system hacking programs. Vandalism as defined above will result in the cancellation of system use privileges and possible criminal prosecution. The party will be responsible for restitution of costs associated with system restoration, hardware, or software costs.

AUTHORIZED USER WEBSITES

The district will establish a Web site and will develop Web pages that will present information about the district. The district will have a designated Webmaster, responsible for maintaining the District Web site.

Schools and classes are encouraged to establish Web pages that present information about the school or class activities. The building principal or designee will be responsible for managing the school Web site. All sites must be for educational purposes.
Only authorized users may create web pages as a part of a campus or class activity. Material presented on an authorized users’ website must meet the educational objectives of the class activity. Pampa ISD reserves the absolute right to exercise control over the content and/or style of the authorized users’ web pages.

Only those students whose parent(s) or guardian(s) have completed the Consent and Release Form may post their work or picture on student or school websites. Students whose work, likeness (as captured by photograph, video or other media) or voices are presented on a student website shall be identified by first name only for confidentiality and safety purposes.

MONITORING

The Network is routinely monitored to maintain efficiency. Authorized users should be aware that use of the Network, including e-mail, is subject to monitoring by the Pampa ISD Technology Department and designated administrators. Any activities related to or in support of violations of this agreement (or other District policy) may be reported and will subject the user to sanctions specified either in the Student Code of Conduct, this agreement, other applicable District policy, or administrative directives.

ASSUMPTION OF RISK

Pampa ISD will make a good faith effort to keep the Network system and its available information accurate. However, authorized users acknowledge the following:

- There is no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of any of the data or information available.
- Pampa ISD is not liable for lost or corrupted data. While Pampa ISD utilizes backup software, users are encouraged to safeguard important files.
- Pampa ISD does not warrant that the Network will be error free or free of computer viruses.
- Pampa ISD is not responsible for any damage, physical or software based, that is incurred to personal devices while connected to the Network.
- In making use of these resources, authorized users agree to release Pampa ISD from all claims of any kind, including claims for direct or indirect, incidental, or consequential damages of any nature, arising from any use or inability to use the network, and from any claim for negligence in connection with the operation of the Network.
- The information available through the Internet may be inaccurate. Pampa ISD has no ability to maintain such information and has no authority over these materials. Pampa ISD makes no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of the data and/or information residing on or passing through the Network from outside networks.
- Use of the Network is at the risk of the authorized user.

SOCIAL MEDIA POLICY

Social media is a communication tool in the form of websites or applications that staff and students use to share information and exchange ideas. Pampa ISD understands the value of social media and encourages its use with the understanding that guidelines will be in place to protect district approved accounts/pages.

Users are responsible for their own behavior when communicating with social media. They will be held accountable for the content of the communications that they state/post on social media. Users are responsible for complying with the School District employee, student and conduct policies. Users may not disrupt the learning atmosphere, educational programs, school activities, and the rights of others.

The School District has the right, but not the duty, to inspect, review, retain, or remove electronic communication created, sent, displayed, received or stored on and over the School District network and to monitor, record, check, track, log, access or otherwise inspect its network system.

The School District is not held accountable for any content published using a personal social media account.
Social Media Guidelines – Staff

Any employee publishing content to a district approved social media account/page agrees not to:

- Post material that Pampa ISD determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile to any individual or entity.
- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore subject to misuse.
- Post material that infringes on the rights of Pampa ISD or any individual or entity, including private, intellectual property or publication rights.
- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by Pampa ISD, except in designated areas specifically marked for this purpose.
- Post chain letters, post the same comment multiple times, or otherwise distribute “spam” via Pampa ISD sponsored site.
- Allow any other individual or entity to use your identification for posting or viewing comments.
- Post comments under multiple names or using another person’s name.

It is the employee responsibility to ensure permission has been granted by the parent/guardian before posting a photo on a social media page.

For information regarding private communication using electronic media see Policy DH in the Employee Handbook.

Social Media Guidelines – Student

This Administrative Regulation applies to all School District environments, whether the social media is used on School District property, or beyond School District property (including but not limited to, at a third-party’s contracted property).

In addition to the regulations provided in the School District’s Social Media Policy, some guidelines include but are not limited to the following. The School District reserves the right to determine if any guideline not appearing in the list below constitutes acceptable or unacceptable social media use.

- Students must not promote or appear to promote illegal drugs, illegal activities, violence, drinking, and cyber bullying.
- Students must not impersonate or access another user’s account/page with or without permission.
- Students should state/post only what they want the world to see. Imagine your parents, teachers, and administrators visiting your social media. Essentially, once a student shares something it is likely available after (s)he removes it from the social media and could remain on the internet permanently.
- Students should comply with the rules that have been established for the School District’s educational social media when they use it.

INDEMNIFICATION

The authorized user indemnifies and holds Pampa ISD harmless from any claims, including attorney’s fees, resulting from the user’s activities while utilizing the Network that cause direct or indirect damage to the user, Pampa ISD, or third parties.

SANCTIONS
Students

Failure to abide by this agreement may subject the authorized Student user to corrective action ranging from suspension of some or all access privileges up to and including expulsion and prosecutions according to the Student Code of Conduct.

- If access to the Network is revoked by a school faculty member the Student user has the right to appeal the revocation within thirty (30) days, in writing, to the principal of the school.
- If access to the Network is suspended by the Pampa ISD Technology Department, the Student user may appeal the suspension to the Superintendent or designee.
- Once an authorized user is removed from the Network, there shall be no obligation to provide a subsequent opportunity to access the Network.

Employees

Failure to abide by this agreement and other related policies or administrative directives may subject the authorized Employee user to corrective action, ranging from a reprimand, denial of access to the Network, or adverse employment action (up to and including termination of employment). Once an authorized Employee user is removed from the Network, there shall be no obligation to provide a subsequent opportunity to access the Network.

SIGNATURE (To be retained by Pampa ISD)

I have read the District’s Responsible Use Technology Agreement and its associated administrative regulations and agree to abide by their provisions. By signing this document, I agree as an employee or student of Pampa ISD to adhere to all the terms and conditions specified in this document. I understand that violation of these provisions may result in suspension or revocation of access to the District's technology resources.

EMPLOYEE

Name: ___________________________________________ Campus: ______________________

Employee signature: ___________________________ Date: ______________________

STUDENT

Name: ___________________________ Grade: ___________________________

School: ________________________________________________

Student’s signature: ___________________________ Date: ______________________

PARENT

☐ I do not give permission for my child to access the District’s technology resources.

OR

I have read the District’s Responsible Use Technology Agreement and its associated administrative regulations. In consideration for the privilege of my child using the District’s technology resources, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child’s use of, or inability to use, these
resources, including, without limitation, the type of damage identified in the District’s policy and administrative regulations.

☐ I give permission for my child to access the District’s technology resources and certify that the information contained on this form is correct.

Signature of parent: _________________________  Date: _________________________