

**PEARLAND INDEPENDENT
SCHOOL DISTRICT
EMPLOYEE HANDBOOK
2016-2017**

**(Pearland I.S.D. Employee Handbook is an electronic document available at
http://www.pearlandisd.org/cms/lib/TX01918186/Centricity/Domain/59/Emp_handbook.pdf)**

PEARLAND INDEPENDENT SCHOOL DISTRICT EMPLOYEE RECEIPT of HANDBOOK for 2016-2017

I hereby acknowledge receipt of the link to the Pearland Independent School District *Employee Handbook*, located at <http://www.pearlandisd.org>. I agree to read and to abide by the standards, policies, and procedures defined or referenced in the Pearland Independent School District *Employee Handbook*. I have read and understand the aforementioned requirements. I agree to do my part to achieve the highest possible degree of responsibility possible for me, my fellow workers and students of the Pearland Independent School District.

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

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

I understand I have an obligation to inform my supervisor /department head and the district of any changes in personal data, such as legal name, phone number, address, etc. I also accept responsibility for contacting my supervisor or human resource services if I have any questions or concerns and need further explanation.

Employee Name (Please print)

Employee ID Number

Employee Signature

Campus/Department

Date

Please sign and date this receipt and forward it to your supervisor.

TABLE OF CONTENTS

EMPLOYMENT PRACTICE	7
Hiring Practices	8
<i>Fingerprinting</i>	8
Contract and Noncontract Employment.....	8
<i>Probationary Contracts</i>	9
<i>Dual Assignment</i>	9
<i>Continuing Contracts</i>	10
<i>Term Contracts</i>	10
<i>Nonrenewal of Contracts</i>	11
<i>Dismissal of Noncontract Employees</i>	12
<i>Resignation</i>	12
<i>Retirement</i>	13
EMPLOYEE STANDARD OF CONDUCT	14
Code Of Ethics.....	15
<i>Standards</i>	15
Administrator Ethics.....	17
Local Guidelines.....	18
<i>Goals</i>	18
<i>Criminal History Background Checks</i>	19
<i>Workload and Work Hours</i>	23
Dress Code.....	25
<i>Business Professional</i>	25
<i>Campus Professional</i>	26
<i>Auxiliary</i>	27
Internet/Network Acceptable Use.....	29
<i>Legal Responsibility</i>	29
Contracts and Agreements.....	30
EMPLOYEE WELFARE	31
Drug Free Workplace	32
<i>Requirements</i>	32
<i>Standards</i>	32
<i>Searches</i>	32
Tobacco Policy	33
ADA	34
INSURANCE BENEFITS.....	34
COBRA	35
Leaves and Absences.....	35
<i>AESOP</i>	36
<i>Workers' Compensation</i>	38
<i>Family Medical Leave</i>	38
<i>Jury Duty</i>	41
<i>Military Leave</i>	42
EMPLOYEE SAFETY.....	46
<i>Health Safety</i>	48
<i>Weapons and Firearms</i>	49
Harassment	49
<i>Solicitation of a Romantic Relationship</i>	52

COMPLAINTS AND GRIEVANCES 54
Background.....55
STUDENT RELATED ISSUES 60
Medication.....61
Release of Information.....61
DISTRICT CONTACTS..... 65

PEARLAND INDEPENDENT SCHOOL DISTRICT LEADERSHIP

Board of Trustees 2016-2017

Rebecca Decker, President
Sean Murphy, Vice-President
Lance Botkin, Secretary
Jeff Barry, Member
Pam Boegler, Member
Rusty DeBorde, Member
Charles Gooden, Jr., Member

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, facilities, and expansions. Trustees serve without compensation, must be registered voters, and must reside in the district. The Board has complete and final control over school matters within limits established by state and federal law and regulations.

The Board usually meets on the second Tuesday of the month in the Pearland Education Support Center. A written notice of regular and special meetings will be posted on the district website and at the Education Support Center at least 72 hours before the scheduled meeting time. In emergencies, a meeting may be held with a two-hour notice. All meetings are open to the public. In certain circumstances, Texas law permits the Board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, personnel issues including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

Administrative Staff

John Kelly, Ph.D. – Superintendent
Nan Weimer – Deputy Superintendent
Don Marshall – Chief Financial Officer
Cary Partin – Senior Assistant Superintendent for Support Services
Sonia Serrano – Senior Assistant Superintendent for Intermediate Education
Brenda Waters, Ed.D. - Senior Assistant Superintendent for Elementary Education
Nyla Watson, Ed.D. - Senior Assistant Superintendent of Instructional Programs

PEARLAND INDEPENDENT SCHOOL DISTRICT MISSION STATEMENT

In partnership with the community, Pearland Independent School District shall **prepare** students to **perform** at their highest potential and **produce** global citizens of tomorrow.

INTRODUCTION TO HANDBOOK

The purpose of this handbook is to provide Pearland Independent School District employees a ready resource containing pertinent information regarding policies and procedures as related to their employment. It is the belief that staff morale improves when everyone understands the relationship of his/her work to the total organization and knows his/her own rights and responsibilities.

The Pearland Independent School District conducts one of the largest and most essential businesses in our city. The district is responsible for the proper investment of millions of dollars of public money and the proper use of the talents of over two thousand employees to ensure that the best possible education is provided for the children of the Pearland area.

Every employee is an integral part of the team whose goal is to serve the best interests of all children. All employees are trustees of an important public confidence and, as such, must be dedicated to performing the most efficient and effective job of which they are capable.

It is essential that all school personnel be thoroughly acquainted with the employee handbook and refer to it frequently. Suggestions for improvements and revisions to this handbook are welcome and may be sent to the Executive Director of Human Resource Services. A printed copy of this handbook can be made available upon request.

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. District policies and procedures can change at any time; these changes shall supersede any handbook provisions not compatible with the change. All policies are subject to change by the Board of Education. For more information employees may refer to Board policies associated with handbook topics, confer with their supervisor, or call human resource services at (281) 485-3203. Policy manuals are located on each campus and are available for employee review during normal working hours. Anyone may access Board policy on-line via the district website at www.pearlandisd.org.

EMPLOYMENT PRACTICE

HIRING PRACTICES

Policy DAA, DIA, DC

Announcements of job vacancies by position and location are posted on a regular basis on the district website (www.pearlandisd.org). Applications are retained for two years unless the applicant requests in writing that the application be removed.

Professional personnel seeking employment must file an application with complete college and certification credentials. After the screening process, the appropriate administrator may invite selected applicants for an interview. Qualifications considered desirable are academic competence, success, and the personal qualities necessary for working in close association with students, parents, and the community. When required, the superintendent makes the final recommendation to the Board. An official contract is offered after confirmation by the Board.

When a job vacancy occurs among auxiliary or support staff, all current applications are considered and screened. Consideration is given to each applicant based on leadership potential, job qualifications, and ability to perform the job, attendance record, and dependability, past evaluations, experience, and other criteria.

Senate Bill 9 (“Fingerprinting Bill”) Requirements

In accordance with Senate Bill 9 passed by the 80th Legislature, the Texas Education Agency (TEA) is required to acquire criminal history reports on certified and currently employed educators, substitutes and non-certified employees hired after January 1, 2008. Prior to Board approval and/or an official start date of employment, applicants are required to be fingerprinted. *Please contact the Human Resource Services Support Specialist, at 281-485-3203 ext. 66152 to receive additional information about this requirement.*

Diversity Action Plan: Equal Employment Opportunity

It has been and continues to be the policy of the Pearland Independent School District as an *Equal Opportunity Employer* that all persons shall receive equal employment regardless of race, color, religion, sex (including pregnancy), national origin, age, disability, military status, genetic information, or any other basis. 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. The district does not discriminate against any employee or applicant for employment in accordance with Title VII 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. Equal employment opportunities include, but are not limited to recruitment, selection, placement, training, promotion, transfer, demotion, rate of pay, benefits, layoffs, terminations, social and recreational programs, and other conditions, obligations and benefits of employment. The Board of Trustees, the superintendent and all persons associated with the Pearland Independent School District are committed to the spirit and letter of the District policy.

The objective of Pearland Independent School District has always been to base employment decisions solely upon job-related criteria and requirements and an individual's related qualifications and abilities. Pearland Independent School District is expanding its efforts to identify and develop a broader range of applicant sources in its employment activities.

To achieve its objectives, Pearland Independent School District will continue to emphasize to applicants, employees, students, parents, the community and others, that opportunities in Pearland Independent School District are made available on a nondiscriminatory basis and that the “best available candidate” is employed.

Should any employee or other individual have questions concerning Pearland Independent School District's equal employment opportunity policies or practices, that person is encouraged to contact the human resource services department.

Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact Sundie Dahlkamp, Ed.D, the district Title IX coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact Pam Wilson, the district ADA/Section 504 coordinator. Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

CONTRACT AND NON-CONTRACT EMPLOYMENT

Policy DC Series

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board of Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Classroom teachers who provide direct instruction for less than four hours per day will not receive contracts. The terms and conditions of employment are detailed in the contract. In addition, a contracted employee may access employment policies referenced below by reviewing Board policy online at www.pearlandisd.org or upon request. Employees in all other positions are employed at-will or by a contract not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code.

Probationary Contract

Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive probationary contracts during their first year of employment. Probationary contracts are one-year contracts. Classroom teachers who provide direct instruction for less than four hours daily will not receive a contract. Former employees who are hired after at least a two-year lapse in district employment also may be employed by probationary contract. The term of the contract is for one year and may be renewed for two more years for a maximum term of three years under probationary status. The probationary period for those who have been employed in public schools for at least five of the last eight years preceding employment by the district may not exceed one school year. For those with less experience, the probationary period will be three school years, with an optional fourth school year if the Board determines it is doubtful whether the teacher should be given a term contract.

Dual Assignment Probationary Contract

Pearland Independent School District issues to a teacher/coach new to the district a one-year dual assignment probationary contract. The employee cannot resign one position without resigning both positions.

Fourth Year Probationary and Dual Assignment Probationary Contract

Teacher probationary contracts are for a one-year period and may be renewed for two additional one-year periods. At the end of the third probationary year, the district must decide to:

- Hire the teacher under a term contract or teacher/coach under a dual assignment term contract;
- Release the teacher; or,
- Extend a fourth year of probation if the Board determines that it is doubtful that the teacher should get a term contract.

At the end of the probationary period, if in the Board's judgment the best interest of the district will be served, it may terminate the probationary contract. The Board's decision not to extend another probationary period, or to offer a term contract, is final and not appealable beyond the district level. The district must notify a teacher of the termination of the probationary contract no later than 10 days before the last day of instruction.

Dual Assignment Term Contract

Pearland Independent School District issues to a teacher/coach a one-year dual assignment term contract after the employee has completed the required probationary period. An employee serving in a dual assignment position shall have continued employment as specified in the terms of the contract, upon satisfactory performance in each position. The employee cannot resign one position without resigning both. A teacher/coach does not have a contractual property interest beyond the term of the contract.

Continuing Contract

Any district employee hired under a continuing contract prior to July 10, 2002, shall remain on a continuing contract until the employee relinquishes the contract. [DCC (LOCAL)] A current teacher employed under a continuing contract is entitled to continue in the teacher's position or a position with the District for future school years without the necessity of annual nomination or reappointment until one of the provisions of TEA Code §21.154 are exercised by the employee and/or the District.

A continuing contract is in effect until such time the teacher:

- resigns;
- retires under the Texas Retirement System of Texas;
- is released from employment by the District because of a reduction in force;
- is discharged for good cause as defined in the contract; or
- is returned to probationary status.

Term Contract

A teacher who successfully completes the series of probationary contracts is eligible for a term contract. A teacher/coach who successfully completes the series of dual assignment probationary contracts is eligible for a dual assignment term contract. A current teacher/coach employed under a dual assignment term contract shall remain on a dual assignment term contract.

Term contracts governed by Chapter 21 of the Education Code shall be provided to SBEC certified employees serving as principals, assistant principals, teachers, counselors, diagnosticians, librarians, athletic directors, and nurses. In addition, term contracts are provided to SBEC certified positions of assistant superintendents, executive directors, and other administrators and professional employees (as designated in each job description).

Noncertified Professional/Administrative Employees

As designated by Board policy and job description, the Board may employ by written contract personnel not eligible for a contract under Chapter 21 of the Education Code. However, the provisions of Chapter 21 of the Education Code shall not govern such contracts. Personnel receiving a written contract are expected to hold a valid Texas Certificate, out-of-state certification, or shall provide evidence of eligibility for certification. The State Board of Educator Certification is charged with regulating and overseeing the State's certification of professional employees. Questions concerning certification should be directed to human resource services.

Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are not employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

Administrative Instructional Support and Auxiliary Employees

All administrative instructional support 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. District employees in positions normally requiring less than 12 months of service, who are expected to report to work at the beginning of the following school year, shall be provided a letter of reasonable assurance of employment.

Payroll/Miscellaneous Records

In addition to records required by law and TEA regulations, district personnel shall be required to have on file the following forms: W-4, Pre-tax, Insurance election, and I-9. All requests for payroll changes must be made in writing. A request for a change will not be accepted by phone. To change marital status or exemptions for tax purposes, the employee must complete a new W-4 form.

Paychecks

All employees are paid twice a month, on the 15th and 30th. If the 15th or 30th fall on a non-workday or holiday, pay day will be distributed the day before the scheduled payday. Paychecks delivered to the campus or job location will not be released to any person other than the district employee named on the check without the employee's written authorization and proper identification

Paychecks will include payment for any paid services beyond normal job assignment. For employees, all taxable income is paid through payroll in order to comply with IRS rules and regulations. At the end of the calendar year, the

business office will issue W-2 forms to all employees and 1099 forms to non-district employees for taxable income. A fee of \$10.00 shall be charged to replace a lost paycheck or W-2 form.

Employees on direct deposit may access their pay stubs on the district website at any time. In addition a confirmation will be emailed to employees with an email on file. Employees hired July 1, 2007 or later will be paid through direct deposit. Authorization forms can be found in the business office or on the website. These forms must be submitted no later than 4 working days prior to that payroll date.

Employee Performance Evaluation

Evaluation of an employee's job performance is a continuous process focusing 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 memos 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.

Teacher Appraisals

The district will provide Texas Teacher Evaluation and Support System (T-TESS) orientation to employees as required by state guidelines. For detailed information concerning appraisal guidelines, contact your immediate supervisor or Roxana Rigdon, Teacher Services Specialist.

Job Reclassification

All positions will be assigned to pay grades based on the level of skill, effort, and responsibility required of the job assignments. Superintendent or designee will determine job classifications or reclassifications with input from TASB for positions based on an assessment of job requirements and comparability to other district positions.

Change in placement of a job is not a promotion or demotion. Classification change signifies modifications of job duties or qualifications.

An employee may request a job reclassification by submitting a job analysis questionnaire within the prescribed time period. The designated time period is typically late February through March each year. The job supervisor is expected to review and complete the supervisor section of the job analysis.

Human resource services must receive all forms and supporting documents by the set deadline. Reclassification recommendations are subject to final approval by the superintendent. The decision of the superintendent is final and not subject for review. Approved job reclassifications become effective beginning with the next school year.

SEPARATION OF EMPLOYMENT

Policy DF Series

Dismissal or Nonrenewal of Contract Employees

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on term contracts can be non-renewed at the end of the contract term. An employee whose position requires SBEC certification or state licensure is responsible for maintaining current credentialing. Failure to do so may result in immediate dismissal. A teacher employed under a continuing contract may be discharged at any time for good cause as determined by the Board. Good cause is defined as being the teacher's failure to meet accepted standards of conduct for the profession as generally accepted and applied at similarly situated school districts in Texas.

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 time lines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee. Advanced notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct.

Exit Interviews and Procedures

Policies DC

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete 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 (TEA)

Policy DF

The dismissal of a certified employee must be reported to the Division of Investigations at TEA whenever the termination is based on evidence that the employee was involved in any of the following:

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

The superintendent is also required to notify TEA when a certified employee resigns and there evidence that the educator engaged in the conduct listed above.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges and dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Dismissal of Noncontract Employees

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 employee must follow procedures according to current Board policy: DGBA (LOCAL). The district process is further addressed in the Employee Complaints Procedures section of this handbook.

Dismissal for Job Misconduct

Job misconduct is the mismanagement of a position of employment by action or inaction, neglect that places in jeopardy the lives or property of others, theft, tobacco/drug use, intentional wrongdoing or malfeasance, intentional violation of a law, or violation of a policy or rule adopted to ensure orderly work and the safety of employees and students.

Resignation from Contract

A teacher employed under a probationary, term, or continuing contract may relinquish the position and leave the employment of the district at the end of any school year without penalty, provided the teacher submits a resignation to the superintendent at least 45 days before the first day of instruction of the next school year. Receipt of a letter of resignation (first class or certified) shall be considered submitted on the post office date stamped. The superintendent shall have the authority to accept resignations.

In the event a teacher under contract which obligates the district to employ the teacher during the ensuing school year neither performs under the contract nor submits a timely resignation, the district may file a complaint to the State Board of Educator Certification (SBEC). SBEC has the authority to impose sanctions against a teacher.

A teacher resigning is expected to complete the ***Request for Release from Contract*** form and submit it to human resource services. A written letter of resignation may be substituted for the above mentioned form.

For further information or clarification, contact human resource services at (281) 485-3203.

Resignation of Noncontract Employees

Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to the principal or department director 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.

Renewal/Nonrenewal

Certified professional employees and nurses whose contracts are about to expire shall be notified by the Board not later than the 10th day before the last day of instruction whether the Board intends to renew or not renew the contract. Term contract employees may be terminated at any time for: (1) good cause as determined by the Board; or, (2) a financial exigency that requires a reduction in personnel.

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

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

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). Substitute's 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 payroll 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).

Employment after Retirement

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

Nepotism Policy

Related employees may teach, work, and be assigned to the same department, division, campus or building. However, a related employee may not supervise, be evaluated by, or recommend for benefit or promotion their own relative.

**EMPLOYEE
STANDARD
OF
CONDUCT**

CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS

Policy DH

Standards of Conduct

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

- Recognize and respect the rights and property of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify immediate supervisor in advance or as early as possible in the event that an employee 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 including termination.
- Know and comply with district and campus or department procedures and policies.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.
- Refrain from any participation in an organized work stoppage against the district.

All employees are expected to perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violations of policies, regulations, or guidelines may result in disciplinary action, including termination. Allege 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.

All employees, as public servants, must follow the *Educators' Code of Ethics*, which 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 knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

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

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

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

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

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

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

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

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

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

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

Standard 1.13 The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or 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.

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.

ADMINISTRATOR CODE OF ETHICS

Honesty

The administrator shall not deliberately or knowingly misrepresent facts regarding a student, parent, staff member or community member.

The administrator shall not knowingly make false statements about colleagues or the school district.

The administrator shall not knowingly engage in deceptive practices regarding official policies or administrative guidelines of the district.

Financial Ethics

The administrator shall follow district purchasing guidelines and ensure that all employees under his/her supervision follow the same guidelines.

The administrator shall not use his/her position as an opportunity to sell services or products for personal gain. (See conflicts of interest p. 20 Employee Handbook)

Communication

The administrator shall communicate with the board of trustees through the superintendent regarding school business. If an administrator is contacted by an individual board member regarding school business, he/she will relay to the superintendent the communication that occurred.

The administrator shall communicate and support the district's mission and goals with students, parents, staff, and community members.

The administrator shall communicate and implement a vision of learning that is shared and supported by the school community and district.

The administrator shall effectively communicate with his/her constituents and with his/her supervisors both formally and informally.

Public Relations

The administrator shall respond to inquiries from the public (parents, community members, and staff) within 24 hours or appropriate time period.

The administrator shall maintain open communication resulting in positive public relations through newsletters and other media.

The administrator shall be an exemplar for the professional dress code espoused by the district and shall ensure that all employees under his/her supervision adhere to the professional dress code. (See Dress Code Guidelines)

Revised 04.16.04

LOCAL GUIDELINES

Goals of Employee Conduct Standards

It is absolutely essential that the District and its employees abide strictly by the letter and spirit of district policies and procedures to preclude the fact or perception of illegality or impropriety. The goals are:

- To provide parents, students, and taxpayers access to the highest quality education at the best possible price.
- To support employees of the District in their daily business conduct. Individual conduct is the basic building block of District performance.
- To help fellow employees by giving directions and providing ways to receive needed assistance and thus avoid wrongdoing.
- To work cooperatively with others to maintain workplace harmony.
- To enhance the administrative performance of the District in basic business relationships.
- To help build the bond of trust between the school district and citizens of the community.

Changes to Name and Address

It is important that employment records be kept up to date. Employees must notify the District 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 name change can be obtained on the website at http://www.pearlandisd.org/cms/lib/TX01918186/Centricity/Domain/59/name_change_form.doc. Changes in address and other important personal information can be made by logging into Employee Self-Service at <https://ess.pearlandisd.org/mss/>.

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 educators' criminal history to the Division of Investigations at TEA.

Reporting Crime

The Texas Whistleblower Act protects district employees who make good faith re-ports 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.

Criminal History Background Checks

The District may obtain criminal history record information that relates to a person the District intends to employ or a person who has indicated, in writing, an intention to serve as a volunteer with the District, Education Code 22.083 (a).

The District may obtain criminal history record information that relates to:

1. A District volunteer or employee; or
2. An employee or applicant for employment by a person that contracts with the District to provide services if:
 - a. The employee or applicant has or will have continuing duties related to the contracted services; and
 - b. The duties are or will be performed on school property or at another location where students are regularly present.

Employees may be subject to a review of their criminal history record information at any time during employment. In accordance with Senate Bill 9 ("The Fingerprinting Bill"), all employees must be fingerprinted prior to 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 the Texas Education Agency (TEA) with access to an employee's current national and local criminal history and updates to the employee's subsequent criminal history. An email notification will be received in the human resource services office if an employee is arrested, indicted, convicted, or has pleaded no contest or quality plea. Once the email is received, a designated human resource services representative will contact the employee to discuss the information listed in the Clearinghouse. After reviewing the information, the superintendent will make a decision regarding the employee's employment status. The employee will be contacted by the designated human resource services representative notifying them of the final decision regarding their employment status.

The Superintendent shall promptly notify the Texas Education Agency (TEA) in writing if an applicant for or holder of a certificate issued under Chapter 21, Subchapter B of the Education Code has a reported criminal history. Education Code 22.083(c)

Conflicts of Interest

Policy CB, DBD

A conflict of interest occurs when an entity engages in business or transactions with the school district and an employee of the school district has an interest, direct or indirect in such entity, which is incompatible with the proper discharge of the employee's duties.

Public employees should consider themselves as persons in positions of trust and conduct themselves accordingly. All district employees must be particularly sensitive to the many situations, on and off the job, where a conflict could originate. Such conflicts could involve present or prospective entities. 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.

Political Activities/Association Membership

Policy DGA (LOCAL)

An employee's participation in community, political, or employee organization activities shall be entirely voluntary and shall not:

1. Interfere with the employee's performance of assigned duties and responsibilities.
2. Result in any political or social pressure being placed on students, parents, or staff.
3. Involve trading on the employee's position or title with the District.

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 district 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.

Outside Employment

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.

An employee shall not use his or her position with the District to attempt to sell products or services.

Outside Interests

A conflict with the interest of the District can arise when an employee holds an interest in or is an official, director, or employee of another enterprise, particularly if that enterprise is a supplier of products or services to the District. While such circumstances are not automatically prohibited, they are not desirable, and must not be entered into or exist without prior written disclosure to and approval by the school district.

Inside Information

In no instance may an employee ever use or share inside information, that is not otherwise available to the general public, or take unfair advantage of others using this information.

Fraud and Financial Impropriety

Policy CAA

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

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

District Resources

Employees shall not make improper use of District resources nor permit others to do so. This particularly prohibits the acceptance of bribes, kickbacks, or illegal payments of cash in any form or in any amount.

Other examples of improper use include unauthorized appropriation, possession or personal use of District assets, technology, software, computer, and communication, copying equipment or office supplies. Also forbidden is the unauthorized possession, use, alteration, destruction or disclosure of district data.

Gifts, Gratuities, and Entertainment

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.

"Gift and Gratuity" means a payment, loan, subscription, and advance, deposit of money, services, goods, merchandise, tickets, and cash, present or promised, unless consideration of substantially equal or greater value is received. Gift and gratuity may include any tangible or intangible benefit in the nature of gifts, favors, entertainment, discounts, passes, transportation, accommodation, hospitality, or offers of employment. An employee shall not receive, under any pretense, or seek, ask, or share in any fee, reward, or other reimbursement or gratuity for the performance of his official duties.

All prohibitions herein apply equally where the beneficiary is the:

- spouse
- former spouse
- children
- stepchildren
- parents
- grandchildren
- grandparents
- brothers
- sisters
- uncles
- aunts
- nephews
- nieces
- children-in-law
- parents-in-law
- grandchildren-in-law
- grandparents-in-law
- brothers-in-law
- sister-in-law
- uncles-in-law
- aunts-in-law
- nephews-in-law
- nieces-in-law

Exceptions to these guidelines are as follows:

- solicitation or acceptance of anything from a friend or relative unrelated to any employee duties or District business based upon a personal or family relationship;
- participation in the activities of or the acceptance of an award for, a meritorious public contribution or achievement from a charitable, religious, professional, social, or fraternal organization, or from a non-profit educational, recreational, public service, or civic organization;
- participation in widely attended luncheons, dinners, hospitality rooms, and similar gatherings sponsored by industrial, technical, educational or health associations for the discussion of matters of mutual interest to the District;
- acceptance not otherwise prohibited by law or policy of unsolicited advertising products or promotional material, such as pens, pencils, note pads, calendars, and other items under nominal value of not more than \$50.00;
- a gift or gratuity extended to the entire district or an entire department extended through and approved by the superintendent.

Upon offer of any gift/gratuity to an employee, the responsible employee, through their supervisor, may, in case of question as to application of this policy, submit the gift/gratuity proposal to the superintendent.

District Funds for Political Purposes

It is unlawful for an officer or employee of the District to expend or authorize the expenditure of the funds of such district for the purpose of political advertising. This subsection shall not apply to any advertising which describes the factual reasons for a measure and which does not advocate the passage or defeat of such measure.

Employee Involvement

At both the campus and district levels, Pearland Independent School District offers opportunities for involvement in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees 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 Assistant Superintendent of Instructional Programs.

Misrepresentation

From time to time an employee may attempt to harm or slander another employee through false accusations, malicious rumors or other irresponsible actions. Such attempts, if proven, will be subject to discipline including termination.

Tampering with a Governmental Record

Tampering with a governmental record is a third degree felony if the record is a public school record or report, or assessment instrument under Chapter 39, of the Education Code.

Work Load and Work Hours

Policy DEA, DEAB, DK, DL

Exempt Employees

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

Non-Exempt 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 overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation below for additional information.

Overtime Compensation

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

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

Full-time Teachers/Librarians

1. Full-time teachers, including teachers who direct extracurricular activities, must teach an average of four hours a day.
2. Planning and preparation time for teachers is set at the campus level but must be at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day.
3. Full-time teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students one day a week during lunch when no other personnel are available.
4. Itinerant teachers may be assigned duty at the home campus, but not at other locations.

Half-time [50%] Teachers

1. Half-time teachers are compensated at one-half of proper placement in the teacher salary range.
2. Half-time teachers who are active contributing members of TRS are eligible to participate in the district's self-funded medical plan.
3. Half-time teachers will report a minimum of three hours and twenty minutes [200 minutes] but not to exceed four hours [240 minutes].
4. Half-time teachers are expected to teach a minimum of three hours per day.
5. Half-time teachers are required to attend half of the scheduled workdays. (Attendance beyond the half-day will be optional with no additional compensation.)
6. At the discretion of the principal, half-time teachers may be required to perform tasks expected of full-time teachers during work hours and to attend after school meetings.
7. Half-time teachers will have a minimum of 20 minutes a day for instructional preparation and parent conferences but not exceed 30 minutes.

Duties

Teachers should become familiar with the provisions of the district and campus handbooks which constitutes an expression of the administrative procedures for the guidance of the teachers in their respective workplace.

Faculty Meetings

Principals may schedule or call faculty meetings whenever they feel it would be in the best interest of their campus. These meetings may be held within the working day or beyond the normal working hours if needed. Faculty meetings may be scheduled or called with reasonable advance notice.

Breaks for Expression of Breast Milk

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.

Employment-Related Policies

The following Board policies may be of interest to district employees and are available on-line at the district website [www.pearlandisd.org] or by contacting human resource services.

DAA—Equal employment opportunity
DBAA—Criminal history and credit reports
DBD—Conflict of interest
DC Series—Employment practices
DEA Series —Salaries and wages; incentives and stipends
DEC Series—Leaves and absences
DFAC—Return to probationary status
DFB Series—Termination of term contracts
DFD—Hearings before hearing examiner
DFE—Resignations
DFF—Reduction in force
DG—Employee rights and privileges
DGBA—Employee complaints
DH—Employee standards of conduct
DHE—Searches and drug/alcohol testing
DI—Employee welfare
DIA—Discrimination, harassment, and retaliation
DK—Assignments and schedules
DN Series—Performance appraisal

Transfer/Reassignment

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent determines that the assignment or reassignment is in the best interest of the district. Those employed under a Board approved contract are not employed to fill a specific position or assignment. Therefore, the employee may be assigned or reassigned to other or additional duties for which he or she is professionally certified or otherwise qualified to perform.

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 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 may be assigned to a different location in a position of the same salary level/pay grade. This is referred to as a **transfer**. If the request is made by the employee, it is a voluntary transfer, if the transfer is caused by the teacher's being surplus in the present location or by other administrative need, it is an involuntary transfer.

Cell Phone Use

Use of cell phones during instructional time is prohibited for employees.

Copyrighted Materials

Policy EFE

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

DRESS CODE

Dress Code Guidelines: Business Professional

[Administration (principals and assistant principals) on campus will adhere to the Business Professional Dress Code.]

The personal appearance of Pearland Independent School District (PISD) employees affects the respect those outside the school district have for the organization as well as respect employees have for themselves and one another. As a representative of PISD, employees are expected to dress in a manner that is tasteful and not offensive, suggestive, revealing or insulting to others.

GENERIC:

- Hair shall be clean, neatly groomed and non-distracting
- Clothing and accessories *unacceptable* for Pearland ISD employees include;
 - Jeans
 - Overalls
 - Shorts of any length (except for PE teachers and coaches)
 - Skorts, mini-skirts
 - T-shirts, unless an approved campus spirit shirt on Friday
 - Bare midriiffs, halter tops, sleeveless
 - Sweat suits, leggings
 - Gaucho pants, split skirts
 - Form-fitting casual pants
 - Caps/Hats
 - Tongue and facial piercing
 - Any body piercing and/or tattoos must not be visible.
- Shoes must be worn.
 - No athletic shoes
 - No house shoes
 - No rubber sole flip-flops
 - If non-dress code shoes are to be worn, a doctor's note is required. Such a doctor's note would need to specify if any soft-soled shoe is prescribed, or if it specifically must be an athletic shoe, etc. The note must also specify the time period for wearing non-dress code shoes and the note must be renewed by a physician each semester.

MEN:

- Appropriate professional attire for men would include slacks and a dress shirt and/or similar collared shirt. Suits/jackets are optional.
- Other required items of clothing are undergarments and socks.

- Accessories unacceptable for men include earrings.

WOMEN:

- Dresses, skirts, blouses, slacks or suits are recommended.
- Slacks are to be ankle length and are appropriate when worn with a suitable blouse and/or jacket.
- Dressy Capri pants
 - Must be mid-calf or below
 - No cargo
- Skirts/dresses as well as slits, flaps, or openings in skirts/dresses should cover $\frac{3}{4}$ of the thigh while standing or sitting.
- Other required items of clothing are undergarments.
- Pierced jewelry for women is to be limited to the ears with a maximum of two piercings per ear.

GENERAL:

- Specific job assignments or campus activities may require deviations from this code.
- Departments that require uniforms include school nutrition, maintenance, and custodial.
- This code applies to all school days, including staff development days on and off campus.
- If attending meetings on other campuses, Region IV, etc., attire should be as on a regular school day.
- On relaxed dress code days, employees should remember to dress appropriately for the work environment.

5/2014

Dress Code Guidelines: Campus Personnel

[Administration (principals and assistant principals) on campus will adhere to the Business Professional Dress Code.]

The personal appearance of Pearland Independent School District (PISD) employees affects the respect those outside the school district have for the organization as well as respect employees have for themselves and one another. As a representative of PISD, employees are expected to dress in a manner that is tasteful and not offensive, suggestive, revealing or insulting to others.

The new, relaxed dress code does not apply to employees housed at the ESC. The ESC serves as a standards bearer for the district. Staff, press, parents and the public come to the ESC to transact business, to interview, for meetings, for grievance hearings, etc. The role of the ESC is unique and staff housed there work in a business environment. Whereas campuses deal primarily with children, the ESC deals primarily with adults.

GENERIC:

- Hair shall be clean, neatly groomed and non-distracting.
- Clothing and accessories **unacceptable** for Pearland ISD campus employees include;
 - Jeans (except on Fridays)
 - Overalls
 - Shorts of any length (except for PE teachers and coaches)
 - Skorts, mini-skirts
 - T-shirts, unless an approved campus spirit shirt
 - Bare midriffs, halter tops, sleeveless
 - Low-cut shirts
 - Sweat suits, leggings
 - Form-fitting casual pants
 - Caps/Hats
 - Tongue and facial piercing
 - Any body piercing and/or tattoos must not be visible
- **Jeans Exception:**
 - Jeans, including Capri jeans and athletic shoes (**Fridays only**) with spirit shirt or shirt with school colors
 - No holes or frays in jeans
 - Athletic shoes may be replaced with shoes of choice as long as dress code guidelines are followed.
- **Shorts Exception:**
 - Knee length/walking shorts and t-shirts on **teacher workdays only**
- Shoes must be worn.

- No athletic shoes (Except on Fridays & STAAR, district benchmarks & release test days only)
 - No house shoes
 - No rubber sole flip-flops
 - If non-dress code shoes are to be worn, a doctor's note is required. Such a doctor's note would need to specify if any soft-soled shoe is prescribed, or if it specifically must be an athletic shoe, etc. The note must also specify the time period for wearing non-dress code shoes and the note must be renewed by a physician.
- Athletic Shoes Exceptions:***
- Employees who are a campus nurse, PPCD, BSI or Life Skills teachers, may deviate from the dress code and wear athletic shoes on a daily basis.
 - Athletic shoes may be worn by employees when testing is being done on their campus (**STAAR, district benchmarks and release tests only**).
- With the express permission of the principal, dress may vary from the norm on special days (theme/team days) in order to foster a climate of esprit de corps. Participation is encouraged. Notices for such days will be posted and reported. A maximum of fifteen (15) non-dress code days for campuses/departments is allowed.
 - On teacher workdays (currently three per year), teachers and classroom aides are allowed to wear jeans, knee length/walking shorts, t-shirts and tennis shoes due to the large amount of time spent moving furniture, books, display charts, etc.

MEN:

- Appropriate professional attire for men would include slacks and a dress shirt and/or similar collared shirt. Suits/jackets are optional.
- Other required items of clothing are undergarments and socks.
- Stud earrings are acceptable, no spacers.

WOMEN:

- Dresses, skirts, blouses, slacks or suits are recommended.
- Slacks are to be ankle length and are appropriate when worn with a suitable blouse and/or jacket.
- Dressy Capri pants (Capri jeans allowed on Friday only)
 - Must be mid-calf or below
 - No cargo
- Skirts/dresses as well as slits, flaps or openings in skirts/dresses should cover $\frac{3}{4}$ of the thigh while standing or sitting.
- Other required items of clothing are undergarments.
- Pierced jewelry for women is to be limited to the ears with a maximum of two piercings per ear.

GENERAL:

- Specific job assignments or campus activities may require deviations from this code.
- Departments that require uniforms include school nutrition, maintenance, and custodial.
- This code applies to all school days, including staff development days on and off campus.
- If attending meetings on other campuses, Region IV, etc., attire should be as on a regular school day.
- On relaxed dress code days, employees should remember to dress appropriately for the work environment.

5/28/2014

Dress Code Guidelines: Auxiliary

The personal appearance of Pearland Independent School District employees affects the respect those outside the school district have for the organization, as well as respect employees have for themselves and one another. As a representative of the District, employees are expected to dress in a manner that is tasteful and not offensive, suggestive, revealing or insulting to others.

GENERIC:

- Hair should be clean, neatly groomed and non-distracting
- Clothing and accessories unacceptable for maintenance, operations, food service and transportation employees include:
 - Bare midriffs
 - Halter tops, tube tops, tops without backs

- Clothing that advertises, bears the brand name or the likeness of alcohol, tobacco products or drugs. In addition to clothing, this restriction applies to purses, bags, backpacks, caps, jackets, belts, belt buckles, etc.
- Clothing that has obscene or vulgar language or inappropriate pictures. In addition to clothing, this restriction applies to purses, bags, backpacks, caps, jackets, belts, belt buckles, etc.
- Tattoos that are visible
- Any body piercings that is visible, other than earrings on female employees. Female employees may wear a maximum of two earrings per ear. Male employees are not allowed to wear earrings.
- The following items are required.
 - Shoes must be worn at all times. The shoes must be closed toe and secured at the heel. House shoes or beach type shoes are prohibited. Non-skid shoes/boots are recommended. Shoes with heels over one-half inch in height are prohibited.
 - Appropriate undergarments must be worn at all times.
 - School identification badge must be worn at all times when on school property or in a district vehicle.

Food Service Department

- Employees are expected to be in proper uniform upon arrival.
- Uniforms are to be neat and clean. School shirts may be worn on approved campus day.
- Rubber soled leather or vinyl shoes. No open toe shoes or backless shoes or slides.
- Fingernails must be clean and trimmed. No fingernail polish or artificial nails are permitted.
- Acceptable jewelry is limited to medical bracelets/necklaces.
- Colognes and perfumes are to be avoided.
- Hair restraints are required while on duty and must cover all hair.
- No tongue and/or facial piercing.
- Any body piercing and/or tattoos must not be visible.
- Additional requirements and standards are listed in the Food Service Department Manual and are acknowledged as such by the Pearland Independent School District.

Maintenance Department

- Maintenance workers will wear a uniform, which consists of a shirt with PEARLAND INDEPENDENT SCHOOL DISTRICT logo and the employees name with industrial style pants or jeans.
- Uniforms are to be neat and clean.
- Shirts are to be tucked in at all times.

Operations Department

- Operations employees will wear a uniform, which consists of a shirt/smock with the PEARLAND INDEPENDENT SCHOOL DISTRICT logo and the employee's name with full-length pants or jeans. Exceptions may be considered when employees are working in a building without air conditioning.
- Shirts worn under the uniform shirt/smock must provide adequate coverage of the upper body. Tops that are low cut or expose the midriff may not be worn.
- Shirts/smocks are to be tucked in at all times.

Transportation Department

- Bus drivers are allowed to wear pants, skirts, or shorts. The skirts or shorts must be loose fitting and must extend at least halfway to the knee while in a seated position. Lace or other material may not be added to meet the length requirement. Cut-offs (pants without hems that have been cut off to make shorts) jogging, wind, athletic, biker or other shorts designed for a casual or recreational setting are not permitted.
- Shirts without sleeves must be tight enough around the arms to prevent undergarments or skin on the sides of the body from being visible.
- Shirt sleeves must be tight enough to prevent undergarments or skin on the sides of the body from being visible when the arms are raised parallel to the ground.
- Mechanics will wear a uniform consisting of a shirt with a Pearland Independent School District logo and the employee's name, as well as, industrial style pants or jeans.
- Uniforms are to be neat and clean.
- Shirts/tops are to be tucked in at all times for all Transportation Department Employees.

INTERNET/NETWORK ACCEPTABLE USE

Policy DH

Internet and Network access are privileges that are available to employees and other designated individuals of Pearland ISD. The goal in providing this service is to promote educational excellence at Pearland ISD by facilitating communications for resource sharing, collaborative work, and innovations. The Internet is not meant to replace education, but rather, to facilitate the educational process. It should be used as an adjunct to teaching. The district has taken precautions to restrict access to controversial material however; on a global network it is impossible to control all material.

The successful operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. The following rules of acceptable use are provided so that users are aware of the ethical and legal responsibilities associated with the use of network resources.

Legal Responsibilities

Pearland ISD staff members must comply with all state, federal and international laws concerning copyright, intellectual property rights, privacy laws as well as district policies and guidelines. It is all staff members' responsibility to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. It is also the responsibility of all staff members to monitor students' online activity for appropriate behavior

The below notice of confidentiality will be placed in all staff members' signature file:

NOTICE OF CONFIDENTIALITY: This electronic mail transmission may contain confidential information, belonging to the sender, which is legally privileged. The information is intended only for the use of the individual or entity listed above. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, use, or taking of any action on reliance of the contents of this electronically-mailed confidential information is strictly prohibited and may violate Pearland ISD Board policy (legal) and the Family Education Rights and Privacy Act (FERPA). If you have received this electronic mail in error, please notify us by telephone immediately to arrange for return and correction of internal records; in addition, please delete the original message.

Disclaimer

The district shall not be held liable for the following:

- Author's inappropriate use of district's electronic communication resources
- Negligence or violation of policies and/or IAUP
- Author's abridgement of copyright
- Unauthorized cost incurred by authors

The Director of Technology will report inappropriate behaviors, complaints and/or violations to the employee's supervisor who will take appropriate disciplinary action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved.

Personal Use of Technology Resources

Policy DH

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

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for

personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours; unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. [See Policy FL]
 - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
 - Copyright law [See Policy EFE]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

Failure to comply can result in disciplinary and legal action including termination. Employees with questions about computer use and data management may contact the Director of Technology at (281) 485-3203.

CONTRACTS & AGREEMENTS

Policy CH (LEGAL)

The purchasing authority of the district is the Chief Financial Officer and persons making unauthorized purchases shall assume full responsibility for all such debts.

All purchase orders, agreements, and contracts are signed by the staff of the business office, superintendent or members of the school board. However, campus principals are authorized to enter into a limited type of agreements if: 1) the contract period is one year or less; 2) the agreement does not subject the district to a financial liability; 3) the nature of the agreement does not conflict nor compete with the efforts of the district's support service departments; and 4) the agreement does not violate any conditions of an "exclusive agreement" previously negotiated by the district.

EMPLOYEE WELFARE

DRUG FREE WORKPLACE

Policy DH, DI

Requirements

The district 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 prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illicit drug, and alcohol, as those terms are defined in state and federal law, in the workplace, on school premises, or as part of any of the District's activities. 41U.S.C. 702(a) (1) (A); 28 TAC 169.2

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. Information on available rehabilitation or employee assistance programs and contacts shall be posted throughout the workplace. 41 U.S.C. 702(a) (1) (A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction the employee incurs for a violation in the workplace no later than five days after such conviction. 41 U.S.C. 702(a) (1) (D)

Within 30 calendar days of the Superintendent's receiving notice from any source of a conviction for any drug statute violation occurring in the workplace, the Superintendent or designee shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug and alcohol abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. The cost of any such program shall be borne by the employee. 41U.S.C. 702(a) (1) (D)

Standards of Conduct

Employees are required to follow the Standards of Conduct regarding the unlawful possession of illicit drugs and alcohol. DH(Local) states: Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any toxic glue, aerosol paint, or any other chemical substance for inhalation.
- An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

(Exception: This policy does not include prescription drugs when taken as directed by a licensed physician.)

Employee is subject to immediate dismissal for any participation in any of the above activities.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

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

areas including district-owned computers, lockers, and private vehicles parked on district premises or worksites or used in district business.

The district is committed to ensuring employees are not abusing drugs, prescription drugs, alcohol, or any other substances that may impair their ability to perform the functions of their jobs safely and effectively; or that may increase the potential for accidents, or substandard performance; or that may tend to undermine the safety and efficiency of District schools, offices, or departments. The District shall foster and maintain a program to achieve a drug-free workplace and to provide a consistent model of substance-free behavior for students.

Basis for Testing Employees for Drugs and Alcohol
All Employees May Be Tested

Reasonable Suspicion

Reasonable suspicion exists when a designated district employee who has received the district's training on drug and alcohol signs and symptoms observes behavior in an employee provides reasonable cause to believe the employee is under the influence of alcohol or drugs in violation of DHE (LOCAL). The district's decision to require testing must be based on current and specific observations as outlined in DHE (LOCAL).

Reasonable suspicion also exists if an employee is involved in an accident while operating a district motor-driven vehicle or motor-driven equipment in the course and scope of his or her job.

Post-Accident

An employee in a designated safety-sensitive position is subject to alcohol/drug testing following an incident involving a district motor-driven vehicle or motor-driven equipment. An employee involved in or contributing to an accident in which the use of alcohol or drugs is reasonably suspected, or an employee involved in a pattern of repetitive accidents, is subject to testing.

Random

Only a position designated as a safety-sensitive position is subject to random drug and/or alcohol testing. Human resource services will develop a plan including test dates reasonably spread throughout the school year. The employee must report to a designated collection site for testing immediately after being notified by their supervisor. Employees may return to work upon completion of the testing process and only notified if the test is positive for drugs or alcohol. Failure to report immediately is considered positive.

The district is committed to providing a safe and productive learning environment for students and staff. It is the responsibility of all employees to report concerns of reasonable suspicion of the use of drugs and/or alcohol to their supervisor.

Employees are prohibited from reporting for work or remaining on duty while under the influence of alcohol or illegal drugs.

Reasonable Suspicion Searches

The District reserves the right to conduct searches when the District has reasonable cause to believe that a search will uncover evidence of work-related misconduct. The District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on District premises or worksites or used in District business.

TOBACCO POLICY

Policy DH, FNCD, GKA

The use of tobacco products including but not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, and dip on and within all district property is strictly prohibited. This Policy applies to all persons on school property.

Tobacco Products and E-Cigarette Use Prohibited

State law prohibits smoking using a 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. A notice stating smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Use of tobacco is grounds for termination of employment.

AMERICANS WITH DISABILITIES ACT

If an employee informs his/her supervisor he/she has a potential disability regardless of the situation or the severity of the disability, it must be reported to Human Resource Services so the district can start an official ADA investigation.

INSURANCE BENEFITS

Health, 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 regularly 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. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the benefits office for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for dental, vision, supplemental life, disability, critical illness, cancer, GAP, accident, and legal. Premiums for these programs are by payroll deduction. Employees should contact the benefits office for more information, or see further information on the Benefits page of the District website.

Flexible Spending Accounts

In addition to Health and Supplemental benefits, the District offers two Flexible Spending Accounts (FSA). The FSA Healthcare account allows you to pay for medical, dental and vision expenses with pre-tax dollars. While the FSA Dependent Care account allows you to pay for dependent care expenses with pre-tax dollars. For more information, employees may go online to the District website at www.pearlandisd.org or contact the Benefits Office.

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage through Texas Mutual, effective September 1, 2012 to current date.

All work-related accidents or injuries should be reported immediately to the human resource services office. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits*, page 40 for information on use

of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

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

COBRA

All information regarding COBRA can be found on the Benefits website.

LEAVES AND ABSENCES

Policy DEC, DECA, DECB

The district offers employees paid and unpaid leave of absences in times of personal need. Employees who have personal needs requiring an absence greater than five consecutive days should contact the Employee Benefits Specialist for counseling about leave options and communicating such absence with the district. Information may also be found on the district website at www.pearlandisd.org.

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

Leave/Payroll Deductions

Leave without Pay

The District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

Leave Proration: Employed for Less than full year

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 and local leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave and local leave the employee used beyond his or her pro rata entitlement for the school year.

Recording of Leave

Leave shall be recorded as follows:

1. For exempt positions, leave shall be recorded in half-day increments, even if a substitute is not employed.
2. For nonexempt positions, leave shall be recorded on an hourly basis.
3. If the employee is taking intermittent FMLA leave, leave shall be recorded in one-hour increments.

Order of Use

Earned compensatory time shall be used before any available paid state and local leave. [See DEA]

Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

1. State sick leave accumulated before the 1995–96 school year.
2. State personal leave.
3. Local leave.

State Personal Leave

The Board requires employees to differentiate the manner in which state personal leave is used:

1. Non-discretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC (LEGAL)]
2. Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

Limitations: Request for Leave

The employee shall submit a written request for discretionary use of state personal leave to the immediate supervisor or designee one full workday in advance in accordance with administrative regulations. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or District operations, as well as the availability of substitutes and the District's discretionary leave calendar.

Duration of Leave

Discretionary use of state personal leave shall not exceed five consecutive workdays.

Local Leave

All employees shall earn five paid local leave days per school year in accordance with administrative regulations.

Local leave shall accumulate without limit.

Local leave shall be used according to the terms and conditions of state personal leave. [See STATE PERSONAL LEAVE, above]

Reinstatement of Local Leave

Upon termination of employment, any unused local leave shall be reduced to zero. For an employee who was previously employed by the District for at least two consecutive years, however, the District shall restore the balance of local leave if the employee returns to District employment within three calendar years following termination. The District shall not reinstate local leave for which an employee has been reimbursed upon retirement.

Reimbursement for Leave upon Retirement

The following leave provisions shall apply to local leave earned beginning with the 1981-82 school year.

An employee who separates from employment with the District shall be eligible for reimbursement for local leave under the following conditions:

1. The employee's separation from employment is voluntary, i.e., the employee is retiring or resigning and is not being discharged or non-renewed.
2. The employee retires through the Teacher Retirement System of Texas upon separation or within 75 days after separation.

The employee shall be reimbursed for each day of local leave, to a maximum of 100 days.

The amount shall be determined by multiplying the number of eligible days of unused local leave by the final year's annual salary (divided by twice the number of days employed per year) and by the number of years of service in the District (divided by 20).

If the calculated lump sum payment is less than \$100, no payment shall be made.

Leave for which reimbursement has been made shall be deleted from the service record and shall not be reinstated if the employee returns to District employment.

TimeClock Plus (TCP)

All employees must utilize TCP as their method of tracking attendance. For assistance using TCP, contact the payroll department. Employees will use their employee ID numbers to access TCP.

Automated Educational Substitute Operator (AESOP)

Procedures for ALL Employees

AESOP is an automated telephone and online system that all employees use to report an absence. An employee is required to report the absence as soon as the employee knows he/she will be absent for any reason. The AESOP system secures a substitute for the reported absence and documents when a substitute accepts the job. The campus/department secretary can access AESOP to find out what employees will be absent for the day and what substitutes have accepted

the job. If there is an emergency and the employee is unable to enter an absence into AESOP, it is the responsibility of the campus/department secretary to enter the absence.

Reporting an Absence

- Report an absence online by accessing www.aesoponline.com. Enter your ID and PIN number at the top right-hand corner of the screen, then click Go. Click on the “Create an Absence” link from the function menu to the left side of your Homepage. AESOP will present a screen on which now you can enter all your absence information. Please read the AESOP QuickStart Guide for Employees to be familiar with AESOP online website system.
- Report an absence by telephone by calling 1-800-942-3767. Enter your ID number followed by the # sign. Enter your PIN number followed by the # sign. From the Main Menu Press 1 to “Create an Absence”. Enter your absence information from the oral instruction given on the AESOP telephone line. You may also refer to the green pocket reference card provided by HRS.
- If you forget your ID and PIN number, contact your campus/department secretary for assistance.
- The AESOP QuickStart guide and telephone instructions are available in Spanish.

Reporting an Absence for Workshop/Seminars

A Workshop/Seminar Request form is available through your campus/department secretary. The timelines below will serve as a guide to teachers when scheduling absences that require approval from various departments. Entering absences into AESOP following these timelines will allow enough time to secure a substitute for the absence.

- Prof. C&I requires 10 business days
- Prof. Bilingual requires 10 business days
- Prof. GT/Advanced Academics requires 10 business days
- Prof. Special Programs requires 5 business days
- Prof. Athletics requires 3 business days

Note: Failure to adhere to these timelines could result in you being unable to attend your professional meeting and/or possible disciplinary action.

Teacher Responsibilities When Absent from the Classroom

- Provide a daily lesson plan book.
- Provide a copy of the campus faculty handbook.
- Provide an answer key for student assignments, tests, etc., if applicable.
- Provide additional information or assistance to the substitute by telephone, unless the nature of the absence makes it impractical.
- Notify the campus administrator or designee of intent to return by 2:00 p.m. that day. This practice will enable the substitute to know before the end of the school day whether or not to return the following day.
- Instruct the class to instill an atmosphere of goodwill, courtesy, and cooperation toward a substitute teacher.

If you have questions or problems with the AESOP system, call the **AESOP/Substitute Clerk, at 281-485-3203 ext. 66146** or contact **Lily Galindo, HRS Specialist-Support Services and AESOP Administrator, at 281-485-3203, ext. 66152**.

Medical Certification

Any employee who is absent more than 5 consecutive days because of a personal or family illness must submit a medical certification from a qualified health care provider, by the 15th day from the first day of absence, confirming the specific dates of the illness, the reason for the illness, and fitness to return to work. This form may be obtained by contacting Victoria Trevino, Employee Benefits Specialist. Any employee who is absent more than five consecutive days will be placed on the appropriate leave of absence.

A supervisor may require medical certification to substantiate absences from an employee who demonstrates a pattern of chronic absenteeism. Medical certification should confirm that the employee received treatment and was unable to work during the absence. Medical certification may also be required for the treatment of an employee’s child if the employee claims the child could not be left in the care of someone other than the child’s parent.

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.

Workers' Compensation and Assault Leave (What Happens If You are Hurt on the Job)

Workers' Compensation and if applicable, Assault Leave, pertain only to reported incidents.

All employees are required by district policy to report any on the job injury to their supervisor immediately. The supervisor must complete and submit a "First Report of Injury" form to Lily Galindo, HRS Support Services Specialist within 24 hours of the injury. If unable to work after five (5) consecutive days absent, the employee will be placed on the appropriate leave until able to return to work.

Pearland Independent School District has a fully funded workers' compensation plan providing coverage to its employees who are injured on the job or suffer a work-related illness. 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 (7) calendar days. The employee has the choice of using available leave or receiving weekly worker's compensation benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all designated leave is exhausted. Weekly compensation benefits could be lower than the current hourly rate of pay. The benefits include payment of medical expenses and, in some cases, partial replacement of lost earnings. 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.

Assault leave provides extended job and income benefits protection to an employee who is injured as a result of a physical assault during the performance of his/her job.

More information can be obtained regarding workers' compensation rights from any office of Texas Department of Insurance, Division of Workers' Compensation Commission or contact the HRS Support Services Specialist at 281-485-3203.

Family and Medical Leave (FML)

Basic Leave Entitlement

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

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

Family Medical Leave packets are available online at www.pearlandisd.org

Military Family Leave Entitlements

An eligible employee whose spouse, son, daughter or parent is on covered active duty or called to covered active duty status may use his or her 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical

treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

Definition of Serious Injury or Illness for a Service Member

A serious injury or illness is one that is incurred by a service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of his or her office, grade, rank, or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty.

Definition of Serious Injury or Illness for a Veteran

A serious injury or illness for a covered veteran as an injury or illness that was incurred by the veteran in the line of duty on active duty in the Armed Forces or that existed before the veteran's active duty and was aggravated by service in the line of duty on active duty, and that manifested before or after becoming a veteran, and that is either:

1. a continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
2. a physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and the need for military caregiver leave is related to that condition; or
3. a physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service, or would do so absent treatment; or
4. an injury, including a psychological injury, on the basis of which the veteran is enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

The family member of a veteran only needs to show that the veteran meets one of these definitions to establish that the veteran has a serious injury or illness.

Benefits and Protections

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

Use of FML cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. During FML, employees must continue to pay their portion of all benefit premiums.

Eligibility Requirements

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

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

Definition of Serious Health Condition

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

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

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a

reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FML. In order to use paid leave for FML, employees must comply with the district's normal paid leave policies.

Employee Responsibilities

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

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

Employer Responsibilities

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

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

Unlawful Acts by Employers

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

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

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

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300 (a) may require additional disclosures.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of paid or unpaid leave in the 12-month period from July 1 through June 30.

Use of Paid Leave

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

Combined Leave for Spouses

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

Intermittent Leave

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

District Contact

Employees that require FML or have questions should contact the benefits office 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.

Non-Certified Employees

After all available paid leave has been exhausted, an employee in a position for which educator certification is not required shall be eligible for unpaid local temporary disability leave. The maximum length of a local temporary disability leave shall be 60 calendar days.

When an employee is ready to return to work, the benefits office should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming 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.

Returning to Work

A **"Return to Work Notice"** is required and will be granted if the terms are acceptable. To return to work after a leave of absence of more than 5 consecutive days, the employee must provide a medical release stating the employee is capable of performing the essential functions of their job with or without reasonable accommodations. To obtain this notice contact human resource services **prior to returning to the job location**. If an employee presents any work restrictions, they will not be allowed to return to work until they have been cleared through human resource services.

Jury Duty

Texas public schools are prohibited from penalizing or discriminating against an employee for complying with a jury summons. School districts are required to pay the employees regular salary while the employee is engaged in jury service and may not reduce the employee's personal leave. Employees shall advise the principal or department head in order that a substitute can be notified, in plenty of time, prior to the service. **When the court has released an employee he/she is to report to his or her principal or department head immediately.** Employees are required to submit court documentation confirming their service.

Other Court Appearances

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 paid leave. Absences due to compliance with a valid subpoena related to District business or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Military Leave

Any employee who is a member of the Texas National Guard, Texas State Guard, or reserve component of the United States Armed Forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days each 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.

Employees who leave the district to enter into the United States uniformed services or who are ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to human resources. In most cases, the length of military service cannot exceed five years, and the employee must apply for reemployment within the period of time specified in law.

Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Employee Benefits Specialist for details on eligibility, requirements, and limitations.

Unauthorized Absences from Duty

Payroll deductions for each day of unauthorized absence from duty shall be made based on the employee's current daily rate of pay as determined by dividing the annual base salary by number of days employed. An unauthorized absence shall be defined as an absence from the assigned duty not covered by the District's adopted policies for vacation, non-duty, personal leave, civic duty, local sick leave, maternity leave, military leave, sabbatical leave, or for an unauthorized leave as determined by the superintendent or designee.

Exhausting Available Leave

If you do not qualify for family medical leave or any other leave option, the district will use all of your available leave. If you are still unable to return to work after all leaves has been exhausted regardless of the reason, your employment will be recommended for termination.

Catastrophic Leave Program

Overview

The Pearland ISD created the Catastrophic Leave Program on April 9, 2014 and remains in effect for each school year thereafter as provided herein. The program is designed to aid employees who experience a catastrophic medical condition for themselves or for an immediate family member and who have insufficient leave to meet those circumstances.

The creation of the catastrophic leave program does not, in any way, create a right or an entitlement to leave days by an applicant (employee) from the District or its employees. The number of days, if any, is solely dependent upon the goodwill of employee donees and will be limited to the number of days, if any, that are donated in accordance with the program process and procedures.

The existence and operation of the leave program is subject to suspension or termination at any time if it is determined by the Superintendent that the financial condition of the District so dictates. The program may also be suspended or terminated by the Superintendent if it is determined that the program is not operating as originally intended or is being abused by one or more District employees. Any such termination or suspension

shall not affect any employee that is already receiving donated leave at the time the termination or suspension takes effect. All pending applications that have not been approved at the time of the termination or suspension will be automatically rejected.

Program Eligibility

A Pearland ISD employee may apply to the Catastrophic Leave Program if he or she meets all of the following criteria:

1. Be a full or part-time employee. Part-time employees to be eligible must work a minimum of twenty (20) hours/week. The leave program is not applicable to substitute or temporary employees.
2. Be in good standing with the District. The leave program will not apply to any employee that is subject to State or District disciplinary, suspension, non-renewal, or termination proceedings at the time the employee makes application to the leave program. The determination of such eligibility shall rest with the Pearland ISD Human Resource Services.
3. Has been an employee for a minimum of 90 calendar days. A catastrophic medical condition that occurs during the first 90 calendar days of employment is not eligible for participation in the leave program.
4. Has exhausted all leave available to the employee including, but not limited to existing local sick leave, state leave, or vacation days, if applicable.
5. The employee or the employee's immediate family member has a catastrophic illness, condition, or injury as those terms (immediate family member and medical condition) are defined below.

Definitions

1. A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Complications resulting from pregnancy shall be treated the same as any other condition.

Catastrophic conditions are additionally elaborated upon as follows:

- a. Serious debilitating illnesses, impairments, or physical/mental conditions that involve treatment in connection with a stay in a hospital, hospice, or other medical or residential facility. Conditions of mental illness can be considered when diagnosed by a licensed psychiatrist.
 - b. High intensity/high frequency treatments necessary for a chronic or long-term condition that is so potentially life-threatening that, if not treated, would likely result in an extended period of incapacity or death.
 - c. Terminal illness.
 - d. Conditions that are determined to be short term or normal/natural experiences are not considered catastrophic under the program. Such conditions include but are not limited to flu, childhood/adult diseases (measles, mumps, chicken pox, etc.), non-debilitating bone fractures, routine pregnancies/births, etc.
 - e. The Pearland ISD reserves and retains the right to determine whether the illness or condition meets the foregoing definitions and criteria based on the information it receives from the applicant and his or her medical providers.
2. "Immediate family member" is defined as to include only 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 and any person residing in the employee's household at the time of illness or death.
 3. It is permissible for one employee spouse to donate leave to the other employee spouse.
 4. A determination that the employee is eligible for light duty work will preclude the employee from applying to or continuing in the leave program.
 5. A medical physician is defined as a physician licensed by the appropriate medical board or licensing division of any state in the United States. PISD reserves and retains the right to make the final determination as to who shall meet the definition of a medical physician.
 6. The Pearland ISD shall have the right to require the employee to submit to an independent medical examination at the time the employee makes application to the leave program or at any time the employee is an active participant in the leave program.

Application and Donation Process

The operation of the catastrophic leave program shall be governed by the following additional terms and conditions:

1. The program is not applicable to any employee who has sustained or suffered a work-related injury and is receiving worker's compensation income and benefits.
2. An employee may make application to and participate in the leave program only once during every 12 month period as calculated from the date of the employee's last application to the program.
3. The maximum number of donated days a single employee may receive through this program is 90 days per 12 month period as described in number 2 immediately above.
4. The maximum period of time that the employee can benefit from leave afforded by the District or by leave afforded by virtue of the catastrophic leave program is 180 calendar days from the date when the illness, medical condition, or injury occurred. It is therefore incumbent upon the employee to make application to the program as soon as it appears that the employee has a qualifying condition.
5. Employee may donate state or local leave days (leave days) only and may only donate if he/she has an excess of 10 leave days at the time of donation.
6. An employee may donate no more than 10 leave days per school year – July 1 through June 30 – regardless of the number of potential donees.
7. An employee may donate no more than 4 leave days per school year to a single donee.
8. The donation of leave is irrevocable and cannot be returned to the employee donor once the leave is transferred to the donee.
9. The donation of leave is personal to the donee and will not be accumulated for the benefit of other eligible employees. Any donated leave days not used for a particular donee shall be returned to the employee donor. Human Resource Services will post the number of donated leave days for any particular donee so that donors know before making a donation of their local leave.
10. All leave will be donated anonymously. Therefore the names of donors will not be shared with the donee.
11. Notice of an employee's application to the leave program will be distributed in a manner deemed by Human Resource Services as being most effective. Among the methods to be considered will be district-wide e-mails, campus postings and the intranet.
12. Any employee wishing to make application to the program must use the form titled "Catastrophic Leave Program Application Form". Human Resource Services may require additional supporting documentation and will inform the employee. Such form, together with any necessary supporting documentation, must be submitted to Human Resource Services promptly. Human Resource Services has the right to deny or delay the consideration of the application until such time as the supporting documentation is submitted. Any employee wishing to make a donation must use the form titled "Catastrophic Leave Program Donation Form". Such form must identify the name of the employee to receive the donation. All leave program forms are available through Human Resource Services.
13. When the employee makes application to the program, he or she agrees to a disclosure of information about the illness, condition, or injury that is sufficient in detail to inform potential leave donors of the need for additional leave. To this end, the employee by virtue of signing and submitting their application releases and holds Pearland ISD and its Board of Trustees, administrators, and employees harmless from any liability whatsoever as it relates in any manner to the publication of such information. The employee expressly waives any claim of confidentiality to such information whether such protection is afforded by the state or federal law. Human Resource Services will seek the employee's approval on any information that is published when feasible.
14. Donation of leave days may be made any time the donee is eligible to participate in this program. For example, a donor may donate when the donee first becomes eligible or at a later time when the donee is still eligible for leave under the program.
15. All decisions and determinations made with respect to the application of the catastrophic leave program shall rest with Human Resource Services. Appeals or grievances concerning such decisions shall be governed by the then existing Board Policies.

16. Direct solicitations of leave made by the donee to any potential donor are strongly discouraged. Inappropriate or unacceptable conduct or behavior by the donee can be reason for termination or exclusion from the leave program on a temporary or permanent basis.
17. The leave program shall apply only to paid work days.

EMPLOYEE SAFETY

Bad Weather Closing

If schools will be closed because of severe weather, the district website will be updated by 6 a.m. on the day in question.

School closing information will also be available from these resources:

- Blackboard Connect automated phone/email notification system
- District switchboard message
- Facebook
- SMS Text
- Twitter

When severe weather causes hazardous driving conditions or any other conditions exist that might delay the opening of school or cause schools to be closed, parents and students are encouraged to listen to radio or television stations for current news reports.

The superintendent considers several factors before deciding to close schools, delay school start times or dismiss early:

- The health, safety and welfare of students
- The transportation of students
- The disruption to the home when school starts late, dismisses early or is closed

No announcements will be made when campuses will remain open with regularly-scheduled hours.

The director of communications will notify the following television stations if there will be any changes in the normal operating procedures of the district:

Television Stations

- KTRK-TV Channel 13
- KHOU-TV Channel 11
- KPRC-TV Channel 2
- KXLN-TV Channel 45
- KRIV-TV Channel 26

Building Use

Policy DGA, GKD

The Energy/Risk Manager is responsible for scheduling the use of school district facilities after school hours. Contact the Energy/Risk Manager at 281-485-3203 to request to use school facilities and to obtain information on the fees charged.

Duplication of Issued Keys

No employee may duplicate a key issued by the District with the exception of authorized maintenance and operations personnel.

Asbestos Management Plan

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of district property. A copy of the district's management plan is kept in the Maintenance and Operations office and is available for inspection during normal business hours. For more information, contact the Director of Facilities at 281-485-4545.

Pest Control Management

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. The district's integrated pest management program (IPMP), developed in accordance with the requirements of the Texas Structural Pest Control Act, shall govern the district's use of pesticides, herbicides, and other chemical agents for the purpose of controlling pests, rodents, insects, and weeds in and around district facilities.

Before treating a school building for pest control, the district shall ensure that the necessary signs and information for employees and parents of students are posted or made available. Contracted vendors or district employees who perform pest control are required to have the necessary training and licensure.

Pest control information is available from the Director of Facilities at 281-485-4545.

Emergencies

Policy CKC, CKD

During actual emergency conditions, students and employees will remain at their work stations unless otherwise directed by the superintendent. Buses will not be made available for transportation until authorized by the superintendent or a designee. Civil Defense vehicles, ambulances, firefighting units, police, and other authorized vehicles shall have priority in the vicinity of a school or other district property.

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

Health Safety Training

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), and extracurricular athletic activity safety. Certification or documentation 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 valid certification to the respective program supervisor.

Identification Badges

All employees are issued an ID badge upon acceptance of an official job offer. All employees are required for safety purposes to display their ID badges while on duty. Replacement cost is \$10.00 and can be obtained from the Human Resource Services Department.

Loan of Equipment and Furniture

No equipment or furniture shall be loaned to individuals and outside organizations when the loan requires the removal from the premises without the permission of the superintendent or designee.

Physical Assaults or Threats on School Employees

In the event of physical assault the following procedures shall be implemented:

1. Employees shall report cases of assault to the supervisor immediately.
2. After discussion with the employee, the supervisor shall call the appropriate assistant superintendent to report the incident and to activate the police department investigation.
3. In the event of injury, the supervisor shall see that medical attention is secured.
4. If necessary, the supervisor shall complete the workers' compensation form and submit to the Human Resource Services office. The supervisor shall also assist the police department and the district attorney's office.
5. The superintendent or designee shall secure a detailed statement of the incident and provide whatever assistance is necessary to aid the employee. Such a statement shall be made available to the employee and supervisor and may be utilized for third party hearings, juvenile department review, court hearings, etc.

In the event of a threat to do bodily harm, the following procedures shall be implemented:

1. Employees shall report threats to do bodily harm to the supervisor.
2. After discussing the threat with the employee and ascertaining that, in the opinion of the employee, it is sufficient gravity to cause fear of bodily injury, the supervisor shall call the superintendent or designee.
3. The superintendent or designee shall notify the police department, provide counseling and outline district security measures available.
4. The superintendent or designee shall be available to assist the employee to implement the action deemed necessary for protection.

Possession of Firearms and Weapons

Policies 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. 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 Cary Partin, Senior Assistant Superintendent for Support Services, at 281-485-3203 immediately.

For the safety of staff and students the following verbiage has been placed at the main entrance to each building:

CONCEALED HANDGUNS PROHIBITED

PERSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY HOLDER OF LICENSE TO CARRY A CONCEALED HANDGUN) A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411 GOVERNMENT CODE (CONCEALED HANDGUN LAW) MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

Safety Program

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 employees have training and authorization

Employees with questions or concerns relating to safety programs and issues can contact their immediate supervisor or Cary Partin, Senior Assistant Superintendent for Support Services.

DISCRIMINATION, HARASSMENT AND RETALIATION

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, including termination.

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 or supervisor is the subject of a complaint, the complaint should be made directly to the superintendent.

Racial harassment is strictly prohibited. You should report prohibited conduct directly to the district coordinator, Superintendent, at (281) 485-3203.

The District Title IX Coordinator for employees is Sundie Dahlkamp, Director of Human Resource Services. She may be reached at (281) 485-3203.

Note: The following information is a direct quote from Board policy and applies to all District employees.

The definitions and procedures for reporting and investigating discrimination, harassment, and retaliation are as follows:

Statement of Nondiscrimination

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

Discrimination

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

Harassment

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's performance, environment or employment opportunities.

Examples

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.

Sexual Harassment

Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples

Examples of sexual harassment may include sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

Retaliation

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

Examples

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

Prohibited Conduct

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

Definition of District Officials

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

Title IX Coordinator

Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name: Sundie Dahlkamp, Ed.D.
Position: Director of Human Resource Services
Address: 1928 North Main Street, Pearland, TX 77581
Telephone: (281) 485-3203

ADA/Section 504 Coordinator

Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Pam Wilson
Position: Executive Director of Special Programs
Address: 1928 North Main Street, Pearland, TX 77581
Telephone: (281) 485-3203

Superintendent

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

Alternative Reporting Procedures

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

Notice of Report

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

Investigation of the Report

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Concluding the Investigation

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

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action

If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality

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

Appeal

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA (LOCAL), beginning at the appropriate level. The complainant may have a right to file a complaint with appropriate state or federal agencies.

Records Retention

Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

Access to Policy

This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

Solicitation of a Romantic Relationship

“Solicitation of a romantic relationship” means deliberate or repeated acts that can be reasonably interpreted as soliciting a relationship characterized by an ardent emotional attachment or pattern of exclusivity. Acts that constitute the solicitation of a romantic relationship include:

1. Behavior, gestures, expressions, communications, or a pattern of communication with a student that is unrelated to the educator’s job duties and that may reasonably be interpreted as encouraging the student to form an ardent or exclusive emotional attachment to the educator, including statements of love, affection, or attraction. When evaluating whether communications constitute the solicitation of a romantic relationship, the following may be considered:
 - a. The nature of the communications;
 - b. The timing of the communications;
 - c. The extent of the communications;
 - d. Whether the communications were made openly or secretly;
 - e. The extent to which the educator attempted to conceal the communications;
 - f. If the educator claims to be counseling a student, TEA staff may consider whether the educator’s job duties included counseling, whether the educator reported the subject of the counseling to the student’s guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate law enforcement agencies; and
 - g. Any other communications tending to show that the educator solicited a romantic relationship with a student.

2. Making inappropriate comments about a student's body.
3. Making sexually demeaning comments to a student.
4. Making comments about a student's potential sexual performance.
5. Requesting details of a student's sexual history.
6. Requesting a date.
7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.

COMPLAINTS AND GRIEVANCES

Background

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 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 current policy and related forms concerning the process of bringing concerns or complaints is reprinted below. Since Board policy DGBA (LOCAL) is subject to change, you may secure the latest version from your supervisor or human resource services. You may also access policy and filing forms on the district website at www.pearlandisd.org.

The human resource services staff is available to explain the complaint/grievance process or answer any procedural questions.

Note: The following information is a direct quote from Board policy and applies to all District employees.

Guiding Principles

Informal Process

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

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

Direct Communication with Board Members

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

Formal Process

If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form.

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

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

Notice to Employees

The District shall inform employees of this policy.

Freedom from Retaliation

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

Whistleblower Complaints

Whistleblower complaints shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the complaint.

[See DG]

Complaints Against Supervisors

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

Complaints

In this policy, the terms "complaint" and "grievance" shall have the same meaning. This policy shall apply to all employee complaints, except as provided below.

Exceptions

This policy shall not apply to:

1. Complaints alleging discrimination, including violations of Title IX (gender), Title VII (sex, race, color, religion, national origin), ADEA (age), or Section 504 (disability). [See DIA]
2. Complaints alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII. [See DIA]
3. Complaints concerning retaliation relating to discrimination and harassment. [See DIA]
4. Complaints concerning instructional materials. [See EFA]
5. Complaints concerning a commissioned peace officer who is an employee of the District. [See CKE]
6. Complaints arising from the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code. [See DFBB]
7. Complaints arising from the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term. [See DFAA, DFBA, or DFCA, respectively]

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline.

Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Response

At Levels One and Two, “response” shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the employee’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

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

Representative

“Representative” shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.

The employee may designate a representative through written notice to the District at any level of this process. If the employee designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.

Consolidating Complaints

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

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

Untimely Filings

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

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

Costs-Incurred

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

Complaint Form

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

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents, information from witnesses, or other information may be submitted or offered by the employee unless the employee did not know of the information, or it did not exist, before the Level One conference.

Additionally, if the administrator who conducts the conference at Level One or Level Two obtains information that is not shared at the conference and relies on such information, the employee may present at subsequent conference additional information, including witnesses and documents that relate to the information obtained by the administrator who conducted the conference.

A complaint form that is incomplete in any material aspect may be dismissed, but may be resubmitted with all the required information if the re-filing is within the designated time for filing a complaint.

Audio Recording

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

Level One

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.
In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.
If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forwards the complaint form to the appropriate administrator.

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

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

Level Two

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

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

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

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.

4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues presented by the employee at Level One and identified in the Level Two appeal notice.

Additionally, the employee may not provide at the conference witnesses or documents that were not presented at the Level One conference, except that additional information, witnesses, and documents may be presented only if they relate or refer to information obtained by the administrator who conducted the Level One conference after the conference, and only if the administrator relied upon the additional information in preparing the Level One response. The Superintendent or designee may set reasonable time limits for the conference.

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

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

Level Three

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

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

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

The Superintendent or designee shall provide the Board the record of the Level Two complaint. The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The Level Two complaint form.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The presentation before the Board shall be limited to the Level Two record. If, and only if, the administration notifies the employee that it intends to rely on information not included in the Level Two record, the employee shall be permitted to present witnesses, documents, or other information and only if the witnesses, documents, or other information relate only to the new information that is not included in the Level Two record. If at the Level Three hearing, the administration intends to present or rely on information not included in the Level Two record, the administration shall provide the employee notice of the nature of the evidence at least three days before the hearing.

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

The presiding officer may set reasonable time limits and guidelines for the presentation including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

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

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

**STUDENT
RELATED
ISSUES**

Administering Prescription Medication

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

State law prohibits district employees 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.

Distribution of Samples and Other Advertising Matter to Students

The school may accept samples or other advertising materials such as rulers, pencils, etc., when it is of value to the school program. Book covers are accepted exclusively from Walraven. Contact district textbook custodian at (281) 412-1234 if book covers are needed.

Fund Collecting for Outside Firms

Teachers are not permitted to collect funds from students for sales by firms outside the schools.

Hazing

Any district 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 their supervisor or campus principal.

Psychotropic Drugs

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

Release of Student Directory Information

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.

Tutoring

Teachers are not allowed to privately tutor their own students for pay, except during the summer months.

Harassment of Students

Policies DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 66 and *Bullying*, page 67 for additional information. The district's policy that includes definitions and procedures for reporting and investigating harassment of students is located on line at the following link: <http://www.tasb.org/policy/pol/private/020908/pol.cfm>

Reporting Suspected Child Abuse

Policies: DG, DH, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

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

Reports to Child Protective Services can be made to www.txabusehotline.org 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 retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Code of Ethics and Standard Practices for Texas Educators.

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

Child Sexual Abuse

As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

Student Conduct and Discipline

Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management procedures that have been adopted by the district. Other employees that have concerns about or observe a particular student's misconduct should notify the teacher or campus administrators.

Bullying

All employees are required to report student complaints of bullying to the respective campus administrator or immediate supervisor. Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property. Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, and destruction of property, theft of valued possessions, name calling, rumor spreading, and ostracism.

Use of Electronic Media with Students

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

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

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;
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), wikis, electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, , Twitter, LinkedIn, Instagram). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

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

- The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
- The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
- For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district e-mail address.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).
- It is suggested that the employee refrain from knowingly communicating with students through a **PERSONAL** social network page.
- If the employee chooses to communicate with students using a social network page, he/she should create a separate social network page ("**professional page**") for the purpose of communicating with students.
- 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 and Standard Practices, 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 EFE]
- Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

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

**DISTRICT
CONTACT
INFORMATION**

EDUCATION SUPPORT CENTER

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

EDUCATION SUPPORT CENTER

1928 N. Main

281.485.3203

Mailing Address:
Pearland I.S.D.
P.O. Box 7
Pearland TX 77588

Delivery Address:
Pearland I.S.D.
1928 N. Main
Pearland TX 77581

Web Address:
www.pearlandisd.org
fax: 281.412.1231

ADMINISTRATION

<i>Name</i>	<i>Ext.</i>	<i>Title</i>
Kelly, John	66126	Superintendent
Dawson, Bobbie	66127	Secretary to Superintendent
Weimer, Nan	74973	Deputy Superintendent
Rountree, Jennifer	74980	Secretary to Deputy Superintendent
Waters, Brenda	74976	Sr. Assistant Superintendent for Elementary Education
Carter, Denise	66136	Secretary to Assistant Superintendent for Elementary Education
Serrano, Sonia	74993	Sr. Assistant Superintendent for Intermediate Level Ed.
Griffin, Linda	66147	Secretary to Executive Director for Intermediate Level Ed.
Partin, Cary	66132	Sr. Assistant Superintendent for Support Services
Christman, Janet	66149	Secretary to Assistant Superintendent for Support Services
Watson, Nyla	66101	Sr. Assistant Superintendent for Instructional Programs
Sloan, Linda	66119	Secretary to Asst. Superintendent for Instructional Programs
Dawson, Tanya	66145	General Counsel
Vershier, Sheila	66153	Secretary to General Counsel

ADVANCED ACADEMICS

Gigee, Margo	66102	Advanced Academic Director
Silva, Lupe	66170	Secretary to Advanced Academics Director
Austin, Meredith	66968	Advanced Academic Specialist
	16967	Advanced Academic Specialist
Pair, Christina	66992	Advanced Academic Specialist
Rayburn, Damon	66994	Advanced Academic Specialist
Thompson, Christal	66993	Advanced Academic Specialist

ATHLETIC DEPARTMENT

Pardo, Ben	11129	Athletic Director
Abel, Shirley	11128	Secretary to Athletic Director

BILINGUAL EDUCATION

Connie Graves	74952	Bilingual Coordinator
Hodgin, Karen	11906	Bilingual Curriculum Specialist
Aleman, Christie		Bilingual Administrator
Rosas, Exie	94947	Bilingual/ESL Clerk

BUSINESS OFFICE

Marshall, Don	66114	Chief Financial Officer
Gonzalez, Maria	66113	Secretary to Chief Financial Officer
Felts, Susan	66125	Payroll Supervisor
Mendoza, Mindy	66123	Senior Payroll Clerk
Hill, Connie	66110	Director of Purchasing
Mason, Moniki	66192	Assistant Director of Purchasing
Skweres, Leslie	66115	Director of Accounting
Rogers, Yvette	66191	Accountant

Juneau, Julie	66140	Director of PEIMS
CAREER AND TECHNICAL EDUCATION		
Nix, Toby	66160	Director of Career and Technical Education
Yost, Lisa	66159	Secretary to Director of Career and Technical Education
Knight, Rhonda	74996	Career Coordinator
Grazioli, Craig	66978	Career Specialist
Louviere, Jaime	66977	Career Specialist
COMMUNICATIONS		
Hocott, Kim	66180	Director of Communications
Watkins, Donna	66176	Secretary
Marshall, Lexi	66179	Coordinator, Communications
Morris, Courtney	74998	Specialist, Communications
Wellhausen, Barbara	66164	Webmaster
Hall, Melissa	66171	Communications Clerk
Benedix, Mandy	66504	Specialist, Mentoring/Volunteer
Clogston, Natalie	74987	Chief Education Foundation Officer
Brown, Cindy	66104	Receptionist, Switchboard Operator
Stanley, Martha	66100	Receptionist, Switchboard Operator
CURRICULUM AND INSTRUCTION		
Watson, Nyla	66101	Assistant Superintendent for Instructional Programs
Sloan, Linda	66119	Secretary to Asst. Superintendent for Inst. Programs
Booker, Nicki	66168	Language Arts Specialist
Moore, Beth	66964	Language Arts Specialist
Anderson, Ann	66962	Federal Programs Clerk
Cooper, Mindi	66960	Language Arts Specialist
Deiter, Bernadette	66188	Science Specialist
Sanchez, Toni	66965	Dual Language Translator
Gleitz, Caroline	74978	Language Arts Specialist
Gray, Noel	66118	Director of Instructional Programs
Greer, Jennifer	74974	Math Specialist
Haecker, Jennifer	66928	Science Specialist
O'Banion, Brenda	66902	Math Specialist
Landis, Tori	74949	Grant Writer and Federal Programs Specialist
Weaver, Stephanie	66172	Math Specialist
Lyssy, Dawn	74953	Language Arts Specialist
Melton, Elizabeth	66900	Testing Specialist
Minter, Sheri	66961	Social Studies Specialist
Nixon, Lisa	66177	Director of Testing and Program Evaluation
Lee, Elizabeth	66576	Clerk, District Textbooks
Rivera, Edilia	66161	Clerk, C & I
Trom, Amanda	66904	Math Specialist
Staley, Greg	66901	Testing Specialist
Tate, Donna	66963	Science Specialist
Trevino, Sidelia	66178	Secretary to Director of Testing and Program Eval.
ENERGY/RISK/FACILITIES		
Tillis, Don	66503	Director of Planning and Facilities
Ordeneaux, Keith	74989	Energy/Risk Manager
Jones, Jennifer	74988	Secretary to Director of Planning and Facilities
FINE ARTS		
Bell, Tom	66167	Director of Fine Arts
Rabago, Stacy	66905	Secretary to Director of Fine Arts
GUIDANCE SERVICES		
Fikac, Natalie	74983	Coordinator Specialist
HUMAN RESOURCE SERVICES		

Moody, David	66135	Assistant Superintendent of Human Resource Services
Dombrosky, Gina	66156	Secretary to Executive Director
Dahlkamp, Sundie	66130	Director of Human Resource Services
Davis, Teresa	66133	Teacher Certification Officer
Banuelos, Carrie	66906	Senior Benefits Clerk
McWilliams, Melanie	74959	Compensation/Position Management Specialist
Trevino, Victoria	66120	Benefits Specialist
Maldonado, Mireya	66134	Receptionist
Rigdon, Roxana	66155	Teacher Services Specialist
Ortega, Nadia	74905	Benefits Clerk
Rogers, Angie	74991	Senior Position Management Clerk
Galindo, Lily	66152	Human Resource Services Spec. for Support Services
Elizondo, Dekna	66908	Position Management/Staffing Clerk
Fernandez, Samantha	66146	AESOP/Substitute Clerk
OUTREACH INTERVENTION/ATTENDANCE		
Holloway, Susan	66903	Student Outreach Services Coordinator
Berryhill, Robin	74971	Student Outreach Services Clerk
Galan, Roberto	66995	Attendance Officer
Malbrough, Lavenda	74992	At-Risk Intervention Specialist
Vereen, Anthony	66184	Attendance Officer
SPECIAL PROGRAMS		
Wilson, Pam	66141	Executive Director of Special Programs
Martin, Edna	66144	Secretary to Director of Special Programs
Calvillo, Alexis	74925	Clerk, Medicaid, Records
Brandon, Michael	66151	District Psychologist
Castille, Clifford	74926	Specialist, Behavior
Chohrach, Mary	66150	Homebound Teacher, Gen. Ed.
Coats, Christina	74923	Specialist, Special Programs
Fitzgerald, Edith	74962	Specialist, Special Programs
Grant, Jennifer	74958	Homebound Teacher, Sped
Lesco, Shelley	74972	Specialist, Special Programs
Freeman, Jackie	66148	Clerk, PEIMS
Lopez, Maria	66143/66148	Clerk, Receptionist
Puna, Mary Kate	74957	Lead Speech Pathologist
Beyer, Haley	66162	Specialist, Special Programs
Weddington, Christy	66142	Director, Special Programs
Sebok, Nicole	74956	Assistive Technology
Knowles, Cindy	74927	O&M
Gibbs, Emily	74928	Vision
Denton, David	66157	Adaptive PE Teacher
Kanipes, Holly	66157	Adaptive PE Teacher
Norman, Lisa	66128	Adaptive PE Teacher
Broussard, Karen	74933	Lead Nurse- West Side
Dinhobl, Ruth	74932	Lead Nurse- East Side
TECHNOLOGY		
Bartay, Greg	66163	Chief Technology Officer
Fake, Janet	66138	Technology Secretary
Barrios, Bo	74979	Telecommunications Network Manager
Benavides, Yanira	74919	Student Data Analyst
Block, Jon	66913	Manager Technology Services
Garcia, Emilio	66174	Network Coordinator
Gonzalez, Art	66165	Network Manager
	66116	Technology Clerk
	66938	District Student Data Specialist
Landa, Laura	66117	Student Information Specialist
McLeod, Gary	74939	Telecommunications Network Manager

O'Banion, Adam	66181	Analyst, Programmer
Torres, Olga	66183	Student Information Manager
Reeves, Laura	74986	Assistant Director of Educational Technology
FOOD SERVICE		281-412-1244
Simpson, Dorothy	66555	Director of Food Services
Gutierrez, Norma	66550	Secretary to Director of Food Services
Kopenhafer, Mark	66552	Training Specialist
Lane, Wilda	66554	Training Specialist
Reyes, Marisa	66518	Receptionist
Mendoza, Diana	66551	Food Services Clerk
Sanchez, Claudia	66556	Food Services Clerk
Shetler, Ann	66557	Dietician
Shields, Sherri	66558	Assistant Director of Food Services
Shriver, Katrina	66553	Training and Production Supervisor
MAINTENANCE AND OPERATIONS		1702 Mykawa Rd. 281.485.4545
Berger, Larry	66526	Director of Facilities
King, Susan	66505	Secretary to Director of Maintenance and Operations
Alaniz, Cynthia	66536	Operations Assistant
Andrada, Blas	66531	Maintenance Clerk
Cline, Matt	66510	Assistant Director of Maintenance
Cerrose, Frank	66508	Operations Supervisor
Rodriguez, Paula	66530	Maintenance Clerk
Vasquez, Manuel	66529	Assistant Director of Operations
Melton, Robert	66523	Grounds Supervisor
Murphy, Jay	66520	M.E.P. Supervisor
Christensen, Patrick	66540	Warehouse Supervisor
TBA	66507	Operations Asst. Supervisor
TRANSPORTATION		202 Plum St. 281. 485.3562
Cruz, Raul	66561	Director of Transportation
Anderson, Patricia	66560	Secretary to Director of Transportation
Allen, Betty	17793	Route Coordinator
Clegg, Kirk	66568	Shop Foreman
DeWeese, Laura	66566	Student Transportation Manager
Lacy, Tracii	66567	Route Coordinator
MacAllister, Laura	17792	Lead Transportation Coordinator
Roswell, Christine	66563	Driver Coordinator
LaTouche, Mike	66562	Assistant Director of Transportation

CAMPUS SUPPORT PERSONNEL

BARBARA COCKRELL			3500 McHard Road	832.736.6600
Behrendsen, Kathy	66601	Principal		
Santos, Juanita	66602	Assistant Principal		
Escobar, Sharleen	66603	Secretary		
H. C. CARLESTON ELEMENTARY			3010 Harkey Road	281.412.1412
Beverly, Amy	74897	Principal		
TBA	74899	Assistant Principal		
Plancarte, Cecelia	74896	Secretary		
CHALLENGER ELEMENTARY			9434 Hughes Ranch Rd.	281.485.7912
Nelson, Lisa	66454	Principal		
Cook, Kara	66456	Assistant Principal		
Gomez, Linda	66452	Secretary		
C.J. HARRIS ELEMENTARY			2314 Schleider Dr.	281.485.4024
Keimig, Brenda	74851	Principal		
Bernal, Brigitte	74857	Assistant Principal		
Bertrand, Yvette	74868	Secretary		
E.A. LAWHON ELEMENTARY			5810 Brookside Road	281.412.1445
Walker, Jennifer	66763	Principal		
Sanchez, Alex	66767	Assistant Principal		
Cromwell, Pat	66769	Secretary		
MAGNOLIA ELEMENTARY			5350 Magnolia Road	281.727.1750
Gifford, Sharon	71751	Principal		
Mathis, Rebecca	71752	Assistant Principal		
Schluntz, Sherry	71753	Secretary		
MASSEY RANCH ELEMENTARY			3900 Manvel Road	281.727.1700
Block, Heather	71701	Principal		
Kargbo, Kate	71702	Assistant Principal		
Hill, Opal	71703	Secretary		
RUSTIC OAK ELEMENTARY			1302 Rustic Lane	281.482.5400
West, Beth	66634	Principal		
Newell, Brooke	66635	Assistant Principal		
Guerrettaz, Maria	66633	Secretary		
SHADYCREST ELEMENTARY			2405 Shadybend	281.412.1404
Kiefer, Michelle	66671	Principal		
Gosnay, Lacreacia	66675	Assistant Principal		
Phillips, Kim	66674	Secretary		
SILVERCREST ELEMENTARY			3003 Southwyck Parkway	832.736.6000
Campbell, Lori	66001	Principal		
Grote, Melanie	66008	Assistant Principal		
Moulton, Michelle	66002	Secretary		
SILVERLAKE ELEMENTARY			2550 CR 90	713.436.8000
McGrew, Shayla	66052	Principal		
Greenfield-Brown, Deborah	66075	Assistant Principal		
Frank, April	66054	Secretary		
ALEXANDER MIDDLE SCHOOL			3001 Old Alvin Rd.	832.736.6700
Nowell, Jimmy	66701	Principal		
Sarafin, Laura	66702	Assistant Principal		
Coleman, Christine	66703	Secretary		
SAM JAMISON MIDDLE SCHOOL			2506 Woody	281.412.1440
Bradley, Sharon	11812	Principal		
Beaman, Martha	11813	Assistant Principal		
McGlothlin, Chris				
Cook, Roxane	11811	Secretary		
ROGERS MIDDLE SCHOOL			3121 Manvel Rd.	832.736.6400
Henson-Vaughn, La'Kesha	66410	Principal		
Hagar, Doug	66402	Assistant Principal		
Foster, Teresa	66432	Assistant Principal		
Eckler, Patti	66409	Secretary		

SABLATURA MIDDLE SCHOOL			2201 N. Galveston	281.412.1500
Tipton, Verna	61308	Principal		
Burrell, Eric	66326			
Mishlan, Lea	61303	Assistant Principal		
Whaley, Geraldine	61307	Secretary		
BERRY MILLER JUNIOR HIGH			3301 Manvel Road	281.997.3900
Brooks, Kim	73901	Principal		
Barcelona, Tony	73902	Assistant Principal		
Felix, Crystal	73908	Assistant Principal		
Chapa, Annette	73903	Secretary		
PEARLAND JUNIOR HIGH EAST			2315 Old Alvin Road	281.485.2481
Allen, Charles	66257	Principal		
Farrington, Ed	66258	Assistant Principal		
Thomas, Ajunta	66267			
Bazan, Melinda	66256	Secretary		
PEARLAND JUNIOR HIGH SOUTH			4719 Bailey Rd.	281.727.1500
Frerking, Jason	71504	Principal		
Goldman, Jonathan	71516	Assistant Principal		
Stoever, Mydah	71567	Assistant Principal		
Gilstrap, Tina	71503	Secretary		
PEARLAND JUNIOR HIGH WEST			2337 N. Galveston Ave.	281.412.1222
Miles, Dana	66211	Principal		
Gabino, Jennifer	66203	Assistant Principal		
Shields, Kenneth	66244	Assistant Principal		
Dies, Jamie	66210	Secretary		
PACE CENTER			2314 Old Alvin Rd.	281.412.1599
Darden, Kimberly	66351	Principal,		
Merrill, Ann	66352	Assistant Principal		
Novak, Debbie	66375	Secretary		
DAWSON HIGH SCHOOL			2050 Cullen Blvd.	281.412-8800
Holt, Kelly	28803	Principal		
Black, Shelly	28850	Assistant Principal		
Caviness, Mindy	28804	Assistant Principal		
Hinton, John	28897	Assistant Principal		
Hamann, Erin	28811	Associate Principal		
Roberts, Gerri	28808	Assistant Principal		
Ward, Melissa	28812	Assistant Principal		
Breaux, Carla	28802	Secretary		
PEARLAND HIGH SCHOOL			3775 South Main	281.997.7445
Palombo, John	73215	Principal		
Akin, John	73247	Assistant Principal		
Johnson, Audie	73257	Associate Principal		
Maxwell, Eric	73211	Assistant Principal		
Scheidt, Bonnie	66904	Assistant Principal		
Walker, Lynn	73240	Assistant Principal		
Williams, Tasha	73209	Assistant Principal		
Zalenski, Shane	21622	Assistant Principal		
Lemons, Darla	73207	Secretary		
TURNER COLLEGE & CAREER HIGH SCHOOL			4717 Bailey Road	281.727.1602
Morrow, Jennifer	71601	Principal		
Kilgore, Marcette	71604	Associate Principal		
McDonald, Kevin	71617	Assistant Principal		
Rigsby, Joan	71664	Secretary		