

Table of Contents

Introduction

Mission Statement

Board of Trustees

Administration

Employee Handbook

Employment

Compensation and Benefits

Leaves and Absences

Complaints and Grievances

Employee Conduct and Welfare

Faculty Dress Policy

General Information

Termination of Employment

Student Issues

Employee Handbook Receipt

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. This handbook will provide a summary of policy and references to further policy information. Suggestions for additions and improvements to this handbook are welcome and may be sent to my office. This handbook is neither a contract nor a substitute for the official district policy manual. It is, instead, a guide to district policies. District policies and procedures can change at any time. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with an administrator, or call my office. *Policy Online* is accessible from the home page of the Lockney ISD web site, www.lockney.isd.tenet.edu.

Phil Cotham
Superintendent
Lockney ISD

Lockney ISD Mission Statement

For every student entrusted to our care, the Lockney Independent School District mission is to:

- Provide world class instruction
- Encourage academic excellence
- Create a safe and caring environment
- Promote a positive self-image
- Provide real-life experiences through multiple activities
- Help foster an unquenchable thirst for lifelong learning and discovery
- Fully prepare students to function in a free enterprise and informational society

Lockney ISD Board of Trustees

- John Quebe, President
- Lonny Hooten, Vice President
- Aaron Wilson, Secretary
- Jessie Garza
- Robbie Long
- Cheryl Edwards
- Jimmy Kemp

Lockney ISD Administration

- | | |
|----------------------|-----------------------|
| • Phil Cotham | Superintendent |
| • Todd Hallmark | High School Principal |
| • Craig Setliff | Jr. High Principal |
| • Jean Anne Williams | Elementary Principal |
| • Marva Rasco | Curriculum Director |

Employment

Equal Employment Opportunity – *Policy DAA*

Lockney ISD does not discriminate against any employee or applicant for employment because of race, religion, sex, age, national origin, disability, military status, or any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination on any of the bases listed above should contact the superintendent.

Contract and Non-contract Employment - *Policies DC, DCA, DCB, DCC, DCD, DCE*

State law requires the district to employ all full time professional and administrative employees in positions requiring a certificate and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at will.

Probationary Contracts

All professional and administrative employees who are new to the district receive probationary contracts during their first year of employment. This probationary period can be extended up to 3 additional times in one-year increments. At the end of the probationary year, these employees will either receive a term contract, be terminated, or receive another probationary contract.

Term Contracts

All professional and administrative employees who have successfully completed the probationary period will be issued term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract.

Paraprofessional and Auxiliary Employees

All paraprofessional employees 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.

Alcohol and Drug Testing – *Policy DBBA*

Any employee who is required to have a commercial driver's license (CDL) is subject to drug and alcohol testing. Employees with questions or concerns relating to alcohol and drug testing should contact the superintendent.

Reassignments and Transfers – *Policy DK*

All personnel are subject to assignment and reassignment by the superintendent. The principal at the receiving campus must approve campus reassignments. Employees with the required qualifications for a position may request a transfer to another campus or department. A written request for a transfer must be completed and signed by the employee and the employee's supervisor.

Workload and Work Schedules – *Policy DL*

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. Classroom teachers will have daily planning periods a minimum of 45 minutes per day.

Paraprofessional and auxiliary personnel are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

Outside Employment and Tutoring – *Policy DBF*

Employees who wish to accept outside employment or engage in other activities for profit may do so provided it does not interfere with the regular assignment.

Performance Evaluation – *Policy DN, DNA, DNB*

Evaluation of an employee's job performance should be a continual process that focuses on improvement. All employees will receive a copy of their written evaluation, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation.

Employee Involvement – *Policy BQA, BQB*

At both the campus and the district levels, Lockney ISD offers opportunities for involvement in matters that affect employees. As part of the district's planning and decision-making process, employees may be asked or elected to serve on district or campus level advisory committees.

Staff Development

Staff development activities are an important part of employees being able to stay abreast of new ideas, innovations, and methods in the classroom. Activities are organized locally to train large or specific groups. Employees are encouraged to attend individual staff development opportunities at the service center or other relevant locations.

Compensation and Benefits

Salaries, Wages, and Stipends – *Policy DEA*

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the board. Employees should contact the superintendent's office for more information about the district's pay schedules or their own pay.

Paychecks

All employees are paid monthly. The district will issue paychecks on the 15th of each month. When the 15th falls on Saturday, checks will be issued on Friday. When the 15th falls on Sunday, checks will be issued on Monday. When the 15th falls on a school holiday, the superintendent's office will announce when checks will be issued.

Payroll Deductions – *Policy CFEA*

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions are required for all employees hired after March 31, 1986. Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, and life, insurance; authorized cafeteria plans; annuities; savings and loan payments through FCS Federal Credit Union. Employees may also request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized, unpaid, or local leave.

Overtime Compensation – *Policy DEA*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Professional and administrative employees are ineligible for overtime compensation. These employees, under provisions of certain grants and programs, may receive stipends or extra duty pay, but only after authorization from their supervisor.

Travel Expense Reimbursement – *Policy DEE*

Before an employee incurs any travel expenses, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for travel expenses not to exceed the budgeted amount. Employees must submit receipts to be reimbursed for expenses. District limits for meals and lodging must not be exceeded.

Deferred Compensation – *Policy DEA(Local)*

New IRS rules addressing deferred compensation may be found in the Lockney ISD *Policy Online*. Employees will be made aware of payment options.

Lockney ISD Travel Policy

The following allowances will be made when the building principal, superintendent, or board has approved travel, and the individual requesting travel and meals properly certifies expenses. Required summer workshops do not apply here.

A. Travel – *In all travel, ground transportation will be the first choice. When available, a school vehicle may be utilized. The transportation director can put fuel in personal vehicles at the schools expense after returning from an approved school trip. School gas cards may also be used, especially on trips where refueling is required before returning to school. Fuel should not be purchased (for reimbursement) by individuals on school trips. (The school card deletes state and federal taxes) Air travel and rental cars may only be considered after advance written approval of the superintendent.*

B. Lodging – *Reimbursement for lodging shall not exceed \$110 per day (before applicable taxes are applied) unless written approval is given by the superintendent (convention rates will be considered). Lodging receipts are required. Employees should always seek the best value in lodging.*

C. Meals – *Reimbursement for meals is not to exceed \$36.00 per day. Partial limit will be \$12.00 per meal. Reimbursement for student meals is not to exceed \$27.00 per day. Partial limit for students is \$9.00 per meal. The actual cost or per-meal limit (whichever is less) will be reimbursed. Meal receipts are required.*

D. Miscellaneous – *Reimbursement for entertainment is not allowed. Reimbursement for taxis, auto parking, registrations, meeting luncheons, and telephone calls related to school business will be reimbursed when receipts are produced.*

In all cases, valid receipts must be submitted. Please keep good records and return receipts to the business office by the next business day after returning.

Lockney ISD Travel Guidelines

Meals:

- *All meals should be purchased and paid for by school sponsors only. Check requests for the meal(s) should be filled out at least one day prior to the trip, and receipts should be turned in no later than the next business day.*
- *Prior approval should be obtained before school funds are used for purchase of meals.*
- *The school cannot purchase meals if the sponsor and/or students depart school later than: 6:30 AM for breakfast, 11:00 AM for lunch, or 5:30 PM for dinner; or if the sponsor and/or students return prior to 8:00 AM for breakfast, 12:30 PM for lunch, or 7:00 PM for dinner.*
- *School funds may only be used to purchase meals for approved school sponsors of the activity or for actual participating students.*
- *School funds may not be used to purchase meals for family members of school sponsors or for non-participating students.*
- *For every organization, a set amount will be allowed for the year's activities. The sponsor of the organization is responsible for keeping expenditures within that amount.*
- *By prior arrangement with the cafeteria, sandwich type meals can be sent on any out of town trip.*
- *If the organization progresses to an advanced level of competition (beyond district), consideration will be given for additional funds if needed.*
- *Maximum amounts allowed for each meal (which includes tax and tips) are set by the board. Daily meal allotments cannot be carried forward to subsequent days. Every effort should be made to stay within (or below) meal allotments. Tax-exempt forms should be obtained from the business office for group meals.*

Lodging:

- *Overnight lodging will be allowed when circumstances dictate. Prior approval must be obtained.*
- *School funds cannot be used to pay for lodging of spouses or other personal guests. Entertainment expenses cannot be paid for with school funds.*
- *Student rooms: Maximum use of rooms should be utilized; i.e.*
 - *Up to 4 students – 1 room allowed*
 - *5 to 8 students – 2 rooms allowed*
 - *9 to 12 students – 3 rooms allowed, etc.*
- *Sponsor rooms: minimum of two per room where there is more than one sponsor; i.e.*
 - *1 to 2 sponsors – 1 room allowed*
 - *3 to 4 sponsors – 2 rooms allowed*
 - *5 to 6 sponsors – 3 rooms allowed, etc.*
- *If a spouse travels with the group, and extra rooms are required, these will not be paid from school funds. Any exception to this must be approved by the superintendent.*

- *Maximum amounts allowed for lodging are set by the board. Every effort should be made to stay within those amounts. Detailed receipts must be submitted to the business office no later than the next business day after returning from the trip. Tax-exempt forms should be obtained from the business office*

Transportation:

- *Ground transportation should be considered first. Airline travel must be necessary and approved by the superintendent.*
- *School vehicles are available for approved school trips. If fuel must be purchased on a school trip, arrangements should be made to take a school gas card.*
- *If a personal vehicle is used for a school trip, the transportation director can purchase fuel for you when you return. If fuel must be purchased on a trip, arrangements should be made to take a school gas card.*
- *Fuel purchased by individuals (for reimbursement) should be avoided. Schools can purchase fuel at a much-reduced price and are not required to pay tax on it.*

Additional Staff Guidelines:

- *For personnel in specialized programs who have individual budgets, a specific amount may be budgeted for travel (conferences, clinics, etc.)*
- *School time missed for these activities must be approved by the building principal.*
- *The amount of funds available for travel is dictated by the board approved budget. This amount may not be exceeded unless extenuating circumstances exist and prior approval is received from the superintendent.*
- *It is the responsibility of the employee requesting funds to be aware of the amount of funds available. This information is readily available in the business office.*
- *All lodging, meal, and transportation guidelines apply to staff travel for workshops, clinics, and conferences as well as trips to sponsor students.*
- *A travel voucher should be filled out and approved prior to making any travel arrangements.*
- *Employee conduct on all school-sponsored trips should be the same as if the employee was at school.*

Additional Student Guidelines:

- *Time missed from school should be kept to a minimum. Students, or groups of students, should not leave school any earlier than absolutely necessary.*
- *All departure times must be approved by the building principal in advance. It will be the responsibility of the principal and the sponsor to minimize lost instructional time.*
- *When scheduling extra-curricular and co-curricular activities, which are within control of the organizational sponsor, travel time and possible loss of school time should be a prime consideration. Every effort should be made to schedule activities which keep travel to a minimum and which keep students in school.*
- *Student conduct on all school-sponsored trips should be the same as if the employee was at school*

Health, Dental, and Life Insurance

Group health insurance coverage is available to all full-time employees. The district and the state contributions will determine how much is to be paid by the employee. Detailed descriptions of insurance coverage, prices, and eligibility requirements will be distributed annually to all participants. The insurance plan year is from September 1 through August 31.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis and allows a pre-tax deduction for certain unreimbursed medical expenses. A third-party administrator handles employee claims made on these accounts and may or may not charge a fee to participating employees for this service.

Workers' Compensation Insurance – *Policy CRE*

This district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. All work-related accidents, injuries, or illnesses should be reported immediately to the superintendent's office.

Unemployment Compensation Insurance – *Policy CRF*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the superintendent's office.

Teacher Retirement – *Policy DEG*

All personnel employed on a regular basis for at least one-half of a normal work schedule are members of the Texas Teacher Retirement System (TRS).

Substitutes, not receiving TRS service retirement benefits who work at least 90 days a year, are also eligible for TRS membership and to purchase a year of credible service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the superintendent's office as soon as possible. Information on the application procedures for TRS benefits is available from that office. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, Texas 78701-2698, or call 800-223-8778 or 512-397-6400.

Leaves and Absences

General Policy – *Policy DEC*

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

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. The district will pay health care benefits for employees on paid leave as if they were working. This is authorized under the Family and Medical Leave Act. The district does not make benefit contributions for employees who are not actively working.

Local Leave Days

Each full-time employee receives 5 days of non-cumulative local leave each year. Three of these days are designated for sick leave and two are designated for personal leave. Professional staff will be docked \$50 (price of a substitute) for each absence, and auxiliary staff will be docked \$17.50.

State Leave Days

Each full-time employee receives 5 days of cumulative state leave each year. These days may be used for illness or personal reasons. Employees will not be docked for these absences. These days will accumulate from year to year.

Extended Leave Days

Under certain conditions, employees may qualify for 10 extra leave days. This leave must be approved by the superintendent's office. Employees will be docked \$50/\$17.50 for each of these days used. Extenuating circumstances such as extended illness or maternity leave must exist before this leave will be granted. All local and state leave days must be used before this policy applies.

Sick Leave Pool

Sick leave pool days may be donated anonymously and voluntarily by any employee who has state or local days to give. These days may only be used by an employee who has used all available leave days and extended leave days. The criteria for use of this leave is the same as extended leave. All other leave must be exhausted before this policy applies.

Discretionary Leave

Leave that is taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. Discretionary leave may not be taken on the following key days:

- Day before or after a school holiday
- Days scheduled for end-of-semester exams
- Days scheduled for TAKS or other state mandated exams
- Professional development days

Other Leave

Employees may take the following leave without loss of pay or accumulated days:

- Jury duty
- Court appearances where a valid subpoena to appear was served
- Military leave (maximum 15 days)

Complaints and Grievances

Policy DGBA

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

The formal grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring grievances to the board of trustees. The district's policy concerning the process can be found in the *Policy Online* (DGBA Local) found on the school's website.

Employee Conduct and Welfare

Standards of Conduct – *Policy DH*

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

- Recognize and respect the rights and property of students and co-workers and maintain confidentiality in all matters relating to students and co-workers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor as early as possible (preferably in advance) in the event that they must be absent or late.
- Know and comply with department and district procedures and policies.
- Observe all safety rule and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All employees, as public servants, must follow the Code of Ethics and Standard Practices for Texas Educators, which is printed in the *Policy Online* (Policy DH under Forms/Exhibits) found on the school's website.

Faculty Dress Policy

The following guidelines were revised on September 28, 2005, and approved by the Lockney ISD Board of Trustees on October 11, 2005.

1. Staff should always dress in a manner that appears professional to students, other staff members, and the community as a whole.

It is realized that teachers should be comfortable and dressed in a manner that allows a degree of comfort in carrying out their assigned duties. However, there should be a distinction between teacher and student dress, and teachers should dress in a manner that sets them apart from students in this regard.

2. The committee did not produce a long list of “do’s” and “don’ts”. Rather, they agreed that teachers should dress in a manner consistent with their title of “teacher” and should set the example for students in that respect.

3. With that basic philosophy in mind, the following are general guidelines:

- a. No shorts will be worn in the classroom.
- b. Examples of appropriate dress for men: slacks, Dockers, shirt with a collar, dress shoes, suit, sports coat, etc.
- c. Examples of appropriate dress for women: dresses, slacks, skirts, pant suits, etc.
- d. Colored jeans with appropriate coordinated top or shirt will be allowed. These should appear to be more than jeans.
- e. More casual dress will be allowed on Fridays including nice jeans. Faculty members should use good judgment here.
- f. Facial hair may be worn provided it is neatly trimmed at all times.

4. Exceptions will be made for teachers in areas that dictate other dress; i.e., Agriculture Science teachers may wear clothes appropriate for working in a shop or handling animals; or coaches may wear shorts or sweats in P.E. or athletic classes.

5. Building principals will discuss concerns with individuals who do not follow these guidelines. Any questions about appropriate dress and grooming should be posed to the building principal.

General Information

Discrimination, Harassment, and Retaliation – Discrimination, harassment (including sexual harassment) and retaliation are prohibited by Lockney ISD. Violations of these policies should be reported immediately. See Policies DH, FNC, DIA(Local), and FFH(Local) for more information.

Bullying

Bullying is a form of harassment and is prohibited on school property or during any school activity. Teachers and other school personnel should ensure the welfare of all students by immediately reporting any instances of bullying to the proper administrator. All reports of bullying should be taken seriously and should be investigated immediately after being reported. See Policy FFI(Local).

Sexual Harassment (Employee-to-Employee)

Sexual harassment of a coworker is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

- Submission to such conduct is explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as a basis for employment decisions.
- The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe that they have been subject to sexual harassment are encouraged to present information to the appropriate administrator or to the superintendent. The district will promptly investigate all allegations of sexual harassment and take appropriate disciplinary action.

Sexual Harassment (Employee-to-Student)

Sexual harassment of students includes any welcome or unwelcome sexual advances; requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between district employees and students are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexual oriented conversations for the purpose of personal sexual gratification.
- Electronically communicating with students at home or elsewhere and engaging in inappropriate social relationships.
- Engaging in physical contact that would reasonably be construed as sexual in nature.
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the building principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Any finding of sexual abuse will be immediately reported to the proper authorities.

Drug Abuse Prevention – *Policy DH, DI*

Lockney ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Substance Control Act during working hours may be dismissed.

Reporting Suspected Child Abuse – *Policy FFG*

All employees are required by state law to immediately report any suspected child abuse or neglect to Child Protective Services. Teachers and other professional staff are required to make a report to a law enforcement agency or to Child Protective Services within 48 hours of the event that led to the suspicion. Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. Employees who suspect that a student has been abused or neglected should report their concerns to the campus principal.

Associations and Political Activities – *Policy DGA*

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization. An individual's employment will not be affected by membership or a decision not to be a member of any employee organization.

Safety – *Policy CK*

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

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

Tobacco Use – Policies DH, GKA, FNCD

Law on all district-owned property prohibits smoking or using tobacco products. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle.

Possession of Firearms and Weapons – Policies FNCG, GKA

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

Visitors in the Workplace – Policy GKC

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

Copyrighted Materials – Policy EFE

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

Computer Use and Data Management – Policy CQ

The district's electronic communications systems, including its network access to the Internet, are to be used for administrative and instructional purposes only. Electronic mail transmissions and other use of the electronic communication systems are not confidential and can be monitored at any time to ensure appropriate use. Failure of employees and students to abide by the provisions of the district's communication systems policy can result in suspension or termination of privileges, and may lead to disciplinary action.

Asbestos Management Plan – Policy CKA

This 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 superintendent's office and is available for inspection during normal business hours.

Pest Control Treatment – Policy DI

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Pest control information sheets are available from campus principals or facility managers upon request.

Bad Weather Closings – Policy CKC

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district facilities. It is also sometimes necessary to open late or release students early. When school hours are altered by inclement weather, school officials will notify the following radio and television stations:

- Television: Channel 11, Channel 13, Channel 28, Channel 34 (Lubbock)
- Radio: KKYN – 106.9 FM, KFLP – 106.1 FM

Emergencies – Policy CKC

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

Purchasing Procedures – Policy CH

All requests for purchases must be submitted to the principal's office on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office.

Name and Address Changes

It is important that employment records are kept up to date. Employees should notify the superintendent's office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary.

Building Use – Policy GKD

The building principal is responsible for scheduling the use of facilities after school hours. Contact the principal to request to use school facilities and to obtain information on the fees charged.

Drug-free Workplace – Policies DH(Local) & DI(Exhibit)

All new employees are required to read these policies establishing a drug-free work zone.

Termination of Employment

Resignations – Policy DFE

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

Non-Contract Employees. Non-Contract employees may resign their positions at any time. A written notice of resignation should be submitted to the superintendent at least two weeks prior to the effective date.

Dismissal or Non-renewal of Contract Employees

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

Employees on probationary, term, and continuing contracts can be dismissed during the school year and non-renewed at the end of the year according to the procedures outlined in district policies. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The time lines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee. Information on the time lines and procedures can be found in the *DF* policies that are provided on the *Policy Online* on the Lockney ISD website.

Employees on probationary contracts may be non-renewed by the board without cause and without appeal. This action must occur at least 45 days before the last day of school.

Dismissal of Non-Contract Employees – Policy CDC

Non-contract employees are employed at will and may be dismissed without notice, a description of reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected rights. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in the *Policy Online* on the Lockney ISD website.

Student Issues

Equal Educational Opportunities – Policy FB

The Lockney Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 as amended. Questions or concerns about discrimination of students on any of the bases listed above should be directed to the superintendent.

Student Records – Policy FL

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

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

Materials which are not considered educational records and do not have to be made available to a parent or student include teachers' personal notes concerning a student which are shared only with a substitute teacher. Parents or students who want to review student records should be directed to the campus principal for assistance.

Parent and Student Complaints – Policy FNG

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

- Teacher or employee against who the complaint was made.
- Campus Principal or Athletic Director
- Superintendent
- School Board

Administering Medications to Students

Only designated employees can administer medication to students. A student who must take medicine 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 school nurse for information on procedures that must be followed when administering medication to students.

Student Discipline – Policy FN and FO (Series)

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

Teachers must file a written report with the principal when they have knowledge that a student has violated the Student Code of Conduct. The principal will send a copy of this report to the student's parent within 24 hours.

Bullying

Bullying is a form of harassment and is prohibited on school property or during any school activity. Teachers and other school personnel should ensure the welfare of all students by immediately reporting any instances of bullying to the proper administrator. All reports of bullying should be taken seriously and should be investigated immediately after being reported.

Employee Handbook Receipt

Name _____

Campus _____

I hereby acknowledge receipt of my personal copy of the Lockney ISD Employee Handbook.

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

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

Signature

Date

Note: Please sign and date this form and give a copy to your building principal.