Olton I.S.D

EMPLOYEE HANDBOOK

2025-2026

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Introduction

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

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 non contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. Policy manuals are located in each campus office and the central office and are available for employee review during normal working hours. The district policy manual is available online at http://www.tasb.org/policy/pol/private/140905.

District Information

Description of the District

Olton is a community of about 2,300 and is located in Lamb Co. on Highway 70 and 24 miles west of Plainview and midway between the cities of Amarillo and Lubbock. The area's industry almost totally revolves around agribusiness. Area farms are very productive due to excellent growing conditions and irrigation. The principal crops include corn, cotton, wheat, grain sorghum, and various vegetables. Cattle feeding operations are located in the area as well. Excellent teachers provide quality instruction to Olton's students. Approximately 615 students in Pre-K through Grade 12 attend the school. The facilities are a combination of new and old buildings. All are in excellent condition and extremely well kept. The district strongly supports educational technology, computer labs, and a well-trained staff. The district operates three campuses, Webb Elementary, serving grades pre-kindergarten through five, Olton Junior High, serving grades six through eight, and Olton High School, serving grades nine through twelve.

District map – See Appendix A

Vision Statement

Olton ISD will succeed through a strong foundation built on strong relationships, universal accountability, and no excuses.

DISTRICT MISSION STATEMENT

GROW: Every Student, Every Adult, Every Day, Every Way

DISTRICT BELIEFS

We believe the following:

1. Every employee of the District is important to the success of our educational goals and objectives.
2. Education is a joint venture that requires the involvement of families, churches, and the community.
3. Open communication is essential to student success.
4. All stakeholders should demonstrate respect for self and others.
5. We must educate all students to reach their highest potential and become life-long learners.
6. We should be innovative in the use of all our resources.
7. We must foster an environment which attracts and retains high quality personnel.
8. Discipline must be consistent and fair for all students.
9. We must inspire and enable all young people, especially those from disadvantaged circumstances, to realize their full potential as productive, responsible, and caring citizens

District Goals and Objectives

Policies AB, AF

PUBLIC EDUCATION MISSION, GOALS, AND OBJECTIVES

The mission of the Texas public education system is to ensure that all Texas children have access to a quality education that enables them to achieve their full potential and fully participate now and in the future in the social, economic, and educational opportunities in our state and nation. That mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of Texas and for the preservation of the liberties and rights of Texas citizens. It is further grounded on the conviction that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child. The objectives of public education are:

OBJECTIVE 1: Parents will be full partners with educators in the education of their children.
OBJECTIVE 2: Students will be encouraged and challenged to meet their full educational potential.
OBJECTIVE 3: Through enhanced dropout prevention efforts, all students will remain in school until they obtain a diploma.
OBJECTIVE 4: A well-balanced and appropriate curriculum will be provided to all students.
OBJECTIVE 5: Qualified and highly effective personnel will be recruited, developed, and retained.
OBJECTIVE 6: Texas students will demonstrate exemplary performance in comparison to national and international standards.
OBJECTIVE 7: School campuses will maintain a safe and disciplined environment conducive to student learning.
OBJECTIVE 8: Educators will keep abreast of the development of creative and innovative techniques in instruction and administration using those techniques as appropriate to improve student learning.
OBJECTIVE 9: Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration.

The academic goals of public education are to serve as a foundation for a well-balanced and appropriate education. The students in the public education system will demonstrate exemplary performance in:

GOAL 1: The reading and writing of the English language.
GOAL 2: The understanding of mathematics.
GOAL 3: The understanding of science.
GOAL 4: The understanding of social studies.

Education Code 4.001, 4.002

Board of Trustees

Policies BA,BB series, BD series, and BE series

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

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected at large and serve 3-year terms by cumulative voting. Board members serve without compensation, must be qualified voters, and must reside in the district.

Board Members:

President	Tullie Struve
Vice-President	Meghan DeBerry
Secretary	Jesus De La Cruz, Jr.
	Brent Burns
	Dale Falcon
	Chris Ruiz
	Alicia Sanchez

Board Meetings:

Regular meetings of the Board shall be held monthly and the date, time and location of each regular Board meeting shall be posted in accordance with law. When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time. In the event that large attendance is anticipated, the board may meet at the school auditorium or the school cafeteria. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district Web site and outside the administration office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

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

Board Meeting Schedule for 2025-2026 - Dates to be determined by School Board

Administration

Superintendent	Michael Michaleson
Federal & Special Programs Coordinator	Terri Sandoval
Athletic Director	Bobby Workman
High School Principal	Colby Huseman
High School Counselor	Erin Marmolejo
Junior High School Principal	Amanda Richardson
Junior High Counselor	Colleen Wilson
Elementary Principal	Stacie Ramage
Elementary Counselor	Danielle Askins

View the 2025-2026 School Calendar

Helpful Contacts

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

School Department Directory

Superintendent	Michael Michaleson	806-285-2641 ext. 258
Administrative Assistant	Sandi Roberts	806-285-2641 ext. 221
Director of Federal & Special Programs	Terri Sandoval	806-285-2641 ext. 263
Athletic Director	Bobby Workman	806-285-2691 ext. 230
High School Principal	Colby Huseman	806-285-2691 ext. 226
Junior High School Principal	Amanda Richardson	806-285-2681 ext. 236
Elementary Principal	Stacie Ramage	806-285-2657 ext. 265
Business Manager	Deann McGill	806-285-2641 ext. 223
Payroll/Insurance Clerk	Kristen Sandoval	806-285-2641 ext. 222
Maintenance Supervisor	Luis Casares	806-285-2641 ext. 245
Transportation Supervisor	Rosario Gonzalez	806-285-2641 ext. 254

Employment

Equal Employment Opportunity

Policies DAA,DIA

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

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary of Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment should contact Terri Sandoval, Director of Federal and Special Programs , 701 6th Street, Olton, TX. 79064, tsandoval@oltonisd.org, (806)285-2641 ext.263. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees concerns regarding discrimination on the basis of a disability: Terri Sandoval, Director of Federal & Special Programs, 701 6th Street, Olton, TX. 79064, tsandoval@ oltonisd.org, (806) 285-2641 ext. 263.

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

Job Vacancy Announcements

Policy DC

To the extent possible, announcements of job vacancies by position and location are posted on a regular basis and posted on the district's Website.

Employee Dress Code

The dress and grooming of District employees shall be professional, clean, neat, in a manner appropriate for their assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent.

- Teachers are permitted to wear spirit shirts on the game day for their campus, last school day of each week, on college recognition days, and workdays when classes are not in session.

- Business casual dress will be appropriate on all other days when students are present.
- Business casual dress may include professional denim jeans on any day of the week.
- Clothing shall not be frayed, mutilated, or torn.
- The superintendent may approve additional casual dress days.
- Spandex or similar type materials (leggings/jeggings/etc) must be covered by an appropriate garment.
- Hair shall be of a natural color.
- Visible piercings may only be worn in the ears.
- Tattoos determined by administration to be disruptive shall be covered.
- Gauges are not permitted.

Employment After Retirement

Policy DC

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

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 for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

Probationary Contracts. Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive probationary contracts during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher, coach, nurse, librarian, counselor, or position related to these job classifications will follow the provisions outlined in the Local Innovation Plan. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term contract should be given.

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the provisions outlined in the Local Innovation Plan. The terms and conditions of employment are detailed in the contract and

employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online or copies will be provided upon request.

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

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

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Terri Sandoval in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify Michael Michaleson when there is action against, or revocation of, their license.
A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Terri Sandoval if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy, DC

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

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Theresa Williams or Kristen Sandoval if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

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 the district owned technology resources, lockers, and private vehicles parked on district premises or worksites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

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

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

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

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Superintendent at (806)285-2641 ext.258.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification to their campus principal or director by the first day of school with students.

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

Reassignments and Transfers

Policy DK

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

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by July 1st . Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Superintendent's office and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year. Workday for staff will be communicated by each supervisor. . Everyone should sign out and back in anytime during the regular work day if they leave their campus.

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

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

Breaks for Expression of Breast Milk

Policies DEAB, DG

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

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

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact [name, title, phone number].

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact their supervisor to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Federal & Special Programs Coordinator at (806)285-2641 ext.263.

Outside Employment and Tutoring

Policy DBD

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

determine whether it should be prohibited because of a conflict of interest.

Performance Evaluation

Policy DN series

Evaluation of an employee's job performance should be a continual process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation. The OISD Board of Trustees in OISD Policy DNA (LOCAL) PERFORMANCE APPRAISAL: APPRAISAL OF TEACHERS has determined that the annual appraisal of teachers shall be in accordance with the Texas Teacher Evaluation and Support System (T-TESS). A teacher may receive a full appraisal less frequently if the teacher agrees in writing and the teacher's most recent full appraisal resulted in a teacher receiving summative ratings of at least proficient on nine of the sixteen dimensions identified in §150.1002(a) of this title and did not identify any area if deficiency, defined as a rating of Improvement Needed or its equivalent, on any of the sixteen dimensions identified in §150.1002(a) of this title or the performance of teachers' student, as defined in §150.1001(f)(2) of this title. A teacher who receives a full appraisal less than annually must receive a full appraisal at least once during each period of three school years.

Teachers are to be appraised by their campus principal. Administrators will communicate with teachers to determine whether a scheduled or unscheduled appraisal method will be utilized. A teacher may request a second appraiser. Second appraisers are assigned by the superintendent from a Board approved list. When a second appraiser is requested, the superintendent has established that the procedure for calculating scores will be to weigh the first appraiser's score at 60% and the second appraiser's score at 40% to determine a final score in each domain. The appraisal process is more than just a 45 minute observation and includes cumulative data from periodic walk-through, parental communications, professional standards of conduct, the Teacher's Self Report, etc. Cumulative data developed by the first appraiser may be used by the second appraiser in determining the teacher's score in each domain.

Employee involvement

Policies BQA, BQB

At both the campus and district levels, Olton ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the office of the Federal & Special Programs Coordinator.

Staff Development

Policy DMA

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

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

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 18)

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the board. All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors are paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact the Business Manager or Benefits/Payroll Clerk for more information about the district's pay schedules or their own pay.

Early Separation

Policy DEA

If a salaried employee separates from service before the last day of instruction, the employee shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. For purposes of this policy, "separation from service" shall be as defined in IRS regulation CFR 1.409A-1(h).
A salaried employee who separates from service on or after the last day of instruction shall be paid as follows:

1. An employee who is retiring under the Texas Teacher Retirement System shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of

the 12-month pay period until the date of separation. If the employee is eligible and elects to continue enrollment in the District's group health coverage for one or more months of the summer, the employee's share of premiums shall be withheld from the final paycheck.

2. All other employees shall be paid according to the annualized salary provisions above.

Paychecks

All personnel are paid monthly. During the school year, paychecks are delivered to each campus. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. During summer breaks, paychecks will be mailed unless otherwise instructed.

The scheduled pay dates for the 2025-2026 school year are: (**See Appendix B**)

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into an account of their choice. A notification period of 30 days is necessary to activate this service. Contact the Business Manager or Benefits/Payroll Clerk for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions.
- Temporary and part-time employees who are not eligible for TRS membership must contribute to the district 457 FICA Alternative Plan.
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired in this district after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations and the Olton Recreation Club, and TRS buybacks. Employees must provide a written notification to the payroll clerk 30 days prior to any change in salary deductions. Salary deductions are automatically made for unauthorized or unpaid leave.

Overpayments. Employees are not entitled to any funds the district overpays. An agreement between an employee and the district must be in place in order to deduct any overpayment from one or more paychecks if an overpayment occurs.

Overtime Compensation

Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work

schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

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

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

Employees 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 work more than 40 total hours in a week to earn overtime compensation. All overtime must be approved by the Superintendent and supervisor.

At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work (i.e. hours beyond 40 in a workweek)

- Employees can accumulate up to 40 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval as workload permits.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time sheets will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor and the Superintendent must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district and the Internal Revenue Service. **Employees must submit receipts to be reimbursed for allowable expenses other than mileage.** Pursuant to IRS guidelines, no reimbursement will be made for meals other than for trips that include overnight travel, unless the meal is scheduled to be included as part of the meeting or training activity.

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. For the 2023-2024 school year, the district will contribute $300.00 per month ($3,600.00 annually) toward employee health insurance coverage for eligible employees who choose to participate in TRS-ActiveCare. For employees who choose not to participate in TRS-ActiveCare, the district will provide a supplemental health insurance package that costs approximately $50.00 per month ($600.00 annually). In addition to the local contribution, the

state pays a health insurance benefit of $75.00 per month ($900.00 annually) toward coverage to each employee who participates in TRS-ActiveCare. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

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

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for themselves and/or their family. Premiums for these programs can be paid by payroll deduction. Employees should contact the Business Manager or Benefits/Payroll Clerks for more information. The district provides life insurance coverage with a $20,000 death benefit for all employees. Employees are to designate a beneficiary by completing the appropriate form.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., accidental death and dismemberment, cancer or dread disease, vision and dental). A third-party administrator handles employee claims made on these accounts.

Supplemental Local Benefits

- For employees who have been employed and have had membership in a professional organization for 10 consecutive years or more, the district will pay for the cost liability insurance coverage. OISD will provide scholarships to teachers who sponsor UIL Literary events to attend summer workshops that are designed to improve the quality of the UIL Literary program.
- The district in cooperation with the Olton Recreation Club has arranged for school employees to receive membership at the ORC at a reduced rate. See the Business Manager or Benefits/Payroll Clerk to learn more about this rate. The district will deduct the current monthly amount from the employee's check and will make a group payment to the ORC.

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Claims Administrative Services, effective September 1 through August 31. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.
All work-related accidents or injuries should be reported immediately to their supervisor or principal. 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 28 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 Business Manager or Benefits/Payroll Clerk.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.
Employees who plan to retire under TRS should notify the Superintendent as soon as possible.
Information on the application procedures for TRS benefits are available from the Business Office.
Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the Web (www.trs.texas.gov). See employment of retirees in Texas public schools for more information.

Other Benefit Programs

Tuition-Free Attendance
Children of nonresident District employees may attend District schools tuition free.
Insurance / Deferred Compensation
13 Month Compensation Plan for new employees upon request from employee Free Athletic Passes
Any District provisions regarding insurance programs and/or deferred compensation programs are found in policies CRD(LOCAL) and CRG(LOCAL), respectively.

Leaves and Absences

Policy DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call DeAnn McGill or Kristen Sandoval for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.
Paid leave must be used in full and half day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

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

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the district as they were when they were working. Otherwise, the district does not make benefit contributions for employees who are on unpaid leave.
Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification.

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a "no call/no show". An employee who is absent for 3 consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

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

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

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

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

The district may require medical certification due to an employee's questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests FMLA leave under the Family and Medical Leave Act (FMLA) for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave.

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

Continuation of Health Insurance Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.
Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee's unpaid leave extends for more than six months , the district will provide the employee with notice of COBRA rights.
Note: OISD Policy DEC (LOCAL), COMPENSATION AND BENEFITS: LEAVES AND ABSENCES can be found on http://www.tasb.org/policy/pol/private/140905.

Personal Leave

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

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

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

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

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas.
State sick leave may be used for the following reasons only:

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

Local Leave

Employees earn an additional four equivalent workdays of local sick leave per school year concurrently with state personal leave. Local sick leave is cumulative to a maximum of 30 days (DEC Local). Local sick leave days may be taken prior to state leave days as an incentive for employees to accumulate state days which can be traded toward years of service for retirement. Board policy DEC (Local) also has provisions to purchase unused local leave upon an employee's separation from the District. The Board has set this rate to be $125/day for contract employees or the lesser of your daily rate or $125/day for at-will employees.

Sick Leave Bank

OISD operates a sick leave bank program for qualifying employees. See **Appendix D** for guidelines and forms. The forms are also available in TalentEd..

Vacation

Policy DED

Family and Medical Leave (FML)—General Provisions

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

What is FMLA leave? The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons.

The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:

• The birth, adoption or foster placement of a child with you,
• Your serious mental or physical health condition that makes you unable to work,
• To care for your spouse, child or parent with a serious mental or physical health condition, and
• Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember. You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read Fact Sheet #28M(c) for more information. FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave? You are an eligible employee if all of the following apply:
• You work for a covered employer,
• You have worked for your employer at least 12 months,
• You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
• Your employer has at least 50 employees within 75 miles of your work location

Airline flight crew employees have different "hours of service" requirements. You work for a covered employer if one of the following applies:
• You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
• You work for an elementary or public or private secondary school, or
• You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave? Generally, to request FMLA leave you must:
• Follow your employer's normal policies for requesting leave,
• Give notice at least 30 days before your need for FMLA leave, or
• If advance notice is not possible, give notice as soon as possible.

You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave. Your employer may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency. The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights. State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

What does my employer need to do? If you are eligible for FMLA leave, your employer must:
• Allow you to take job-protected time off work for a qualifying reason,
• Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
• Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot reta-iate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing:
• About your FMLA rights and responsibilities, and
• How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information? Call 1-866-487-9243 or visit dol.gov/fmla to learn more. If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. Scan the QR code to learn about our WHD complaint process.

Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period beginning on the first duty day of the school year.

Use of Paid Leave. FMLA runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FMLA, if applicable, and notify the employee that accumulated leave will run concurrently.
Combined Leave for Spouses. Spouses who are employed by the district are limited to a combined total of 12 weeks of FMLA to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

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

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FMLA designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

Reinstatement. An employee returning to work at the end of FMLA will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

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

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

District Contact. Employees that require FMLA or have questions should contact the Central 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.

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

Workers' Compensation Benefits

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

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of

paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury wage.

Short-Term Paid Leave

An employee not eligible for workers' compensation income benefits who has exhausted all paid leave shall be granted up to two days during the period before the employee is released to return to work.

Assault Leave

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

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

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

Bereavement Leave

Policy DEC(Local)

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

Jury Duty

Policies DEC, DG

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

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when

determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Compliance with a Subpoena

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

Truancy Court Appearances

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

Religious Observance

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

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized urban Search and Rescue team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty ordered by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during active military service.

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

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact Theresa Williams or Kristen Sandoval for details on eligibility, requirements, and limitations.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district news provided to the local newspapers, and through special events and activities. Recognition and appreciation activities also include service awards at the completion of each 5 years of local service.

District Communications

Throughout the school year, the Superintendent's office will produce memos, calendars, news releases, social media, and other communication materials. In addition to these publications, the district maintains a web site at http://www.oltonisd.net that offers employees and the community information pertaining to school activities and achievements.

Complaints and Grievances

Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.
The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees.

Note: OISD Policy DGBA (LOCAL), PERSONNEL-MANAGEMENT RELATIONS: EMPLOYEE COMPLAINTS/GRIEVANCES can be found on http://www.tasb.org/policy/pol/private/140905.

Employee Conduct and Welfare

Standards of Conduct

Policy DH

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action up to and including

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

All district employees should perform their duties in accordance with state and federal law, district policy and procedures, and ethical standards. Violations of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC no later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency* on page 48 for additional information.

Texas Educators' Code of Ethics

Purpose and Scope

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

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.
Standard 1.2 The educator shall not intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay. Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.
Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.
Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other state and federal laws.
Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.
Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
Standard 1.11 The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
Standard 1.12 The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, prescription drugs, and toxic inhalants.
Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.
Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.
Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

3. Ethical Conduct toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.
Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation .
Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.
Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard. Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

(i) the nature, purpose, timing, and amount of the communication;
(ii) the subject matter of the communication;
(iii) whether the communication was made openly, or the educator attempted to conceal the communication;
(iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
(v) whether the communication was sexually explicit; and
(vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

in disciplinary action up to and including termination.
Individuals who believe they have been discriminated against or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.
Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

Note: A copy of OISD Policy DIA (LOCAL) , EMPLOYEE WELFARE: FREEDOM FROM HARASSMENT can be found on http://www.tasb.org/policy/pol/private/140905.

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between student 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. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

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 has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, and *Bullying* for additional information.

Note: A copy of OISD Policies DHB (LEGAL) and FFH (LOCAL), and FFH (REGULATION) STUDENT WELFARE:FREEDOM FROM HARASSMENT can be found on http://www.tasb.org/policy/pol/private/140905.

Reporting Suspected Child Abuse

Policies DG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §26.001, are required by state law to make a report to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of a child (including a teacher) must be reported to CPS.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability. Reports to Child Protective Services can be made online at https://www.txabusehotline.org/Login/Default.aspx the campus principal; superintendent or the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

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

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

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators.

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

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at **http://www.oltonisd.net**. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to make a reasonable effort to prevent sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who **has** reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described in *Reporting Suspected Child Abuse.*

Reporting Crime

Policy DG

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

Scope and Sequence

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documentation evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policy CQ

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

- Imposes no tangible cost to the district
- Does not unduly burden the district's technology resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use.
Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures.

Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact their supervisor or campus principal.

Personal Use of Electronic Communications

Policy CQ, DH

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

forms of telecommunication such as landlines, cell phones, and web-based applications.

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

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

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

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

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited.

Employees are not required to provide students with their personal phone number or email address.

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is a 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 communication with the student are accepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

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

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

- The employee is prohibited from knowingly communicating with students using any form of

electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.

- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging / approved communication application , 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 / approved communication application shall comply with the following protocol:
    - The employee shall include at least one additional employee or the parent / guardian as a recipient on each text message to the student so that the employee or parent receives the same message.
    - The employee shall retain digital communication messages so that district administration may review the communication between the employee and students if they determine that it is necessary
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity.
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- Unless justifiable, the employee shall not communicate directly with any student between the hours of 10:00 p.m. and 6:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Educators' Code of Ethics, including:
    - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
    - Copyright law [Policy CY]
    - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

- Other than announcements or reminders, all staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.
- An employee shall notify his or supervisor in writing within one business day if a student engages in improper electronic communications with the employee. The employee should describe the form and content of the electronic communication.

Use of Wireless Communication Devices

- Olton ISD employees will be in compliance with state law regarding the use of wireless communications devices at all times while transporting Olton ISD students in buses, vans, suburbans, cars or any other Olton ISD vehicle.
  State law prohibits passenger bus drivers or any school vehicle transporting minors from using wireless communications devices, except in emergencies or when the vehicle is stopped.
- Olton ISD instructional employees are prohibited from using a wireless communications device during instructional time or any other time designated by their campus principal.
- Olton ISD instructional employees are required to inform their supervisors regarding family emergencies which may require you to operate a wireless communications device during instructional time or any other time designated by your campus principal.

Public Information on Private Devices

Policy DH

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

- Verbal or written directive
- Remote access to district-owned devices and services

Criminal History Background Checks

Policy DBAA

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

This process will require the prospective employee to fill out a criminal background check to be processed and to submit to a fingerprinting process as determined by the State Board of Education and the Texas Education Agency. Olton ISD has incorporated the following guidelines:

A. **Substitutes** (teacher, cafeteria worker, bus driver, custodian, and maintenance) will be reimbursed the cost for the fingerprinting process if the individual is approved as a substitute and works for the district a total of 10 full days.
Substitute Teachers that are enrolled in college as a full-time student will be reimbursed the cost for the fingerprinting process if the individual is approved as a substitute teacher and works for the district one time with proof of full-time college enrollment.
B. **Temporary Employees** will be reimbursed the cost for the fingerprinting process when they have completed their employment.
C. **New hire Para-professionals and Auxiliary Personnel** (secretary, teacher aide, technology assistant, computer technician, cafeteria, maintenance, custodian, and transportation) will be reimbursed the cost for the fingerprinting process when they have completed one full instructional year with the district. If hired after the school year begins, they will be reimbursed after they have completed 12 months of employment.
D. **New hire Professional Personnel** (superintendent, business manager, maintenance & operations director, principal, nurse, counselor, librarian, speech therapist, athletic trainer, teacher or coach) will be responsible for the costs of the fingerprinting process

Employee arrests and convictions

Policy DH, DHB, DHC

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, but is not limited to, 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 Texas Family Code.

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.

Certified Employees. The superintendent and directors are required to report the misconduct or criminal history of a certified employee or individual applying for certification or permit to TEA Division of Educator Investigations. Information about misconduct or allegations of misconduct of a certified employee obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA.

Misconduct or allegations of misconduct include:
• Abused or otherwise committed an unlawful act with a student or minor
• Possessed, transferred, sold, or distributed a controlled substance
• Illegally transferred, appropriated, or expended school property or funds
• Attempted by fraudulent means to obtain or alter any certificate or permit to gain employment or additional compensation
• Committed a criminal offense on school property or at a school-sponsored event, or
• Solicited or engaged in sexual conduct or a romantic relationship with a student or minor

Uncertified Employees. Misconduct or criminal history of an uncertified employee also must be reported to TEA. Information about misconduct or the allegations of misconduct obtained by a means other than the criminal history clearinghouse that results in termination, resignation, or criminal history (e.g., arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) will be reported to TEA. Misconduct or allegations of misconduct include:
• Abuse or unlawful act with a student or minor, or
• Involvement in a romantic relationship with or solicited or engaged in sexual contact with a student or minor

Alcohol- and Drug-Abuse Prevention

Policy DH

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

Note: A copy of OISD Policy DH (LOCAL) can be found at Olton ISD DH(LOCAL) or www.oltonisd.net under District – School Board Policy

Tobacco Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school- related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district- owned vehicles are prohibited from smoking, using tobacco products or e-cigarettes while

inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Fraud and Financial Impropriety

Policy CAA

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

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

Conflict of Interest

Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks,

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

Copyrighted Materials

Policy CY

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

Associations and Political Activities

Policy DGA

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

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of district resources, including work time, for political activities is prohibited.
The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

Charitable Contributions

Policy DG

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

Safety and Security

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries.

See Emergencies for additional information.
To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

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

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

Employees with questions or concerns relating to safety programs and issues can contact their principal or supervisor.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

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

Visitors in the workplace

Policy GKC

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

Asbestos management plan

Policy CKA

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

Pest control treatment

Policies CLB, DI

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

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

General Procedures

Emergency School closing

Policy CKC

The district may close schools because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. All school staff will be required to arrive to work 30 minutes prior to the announced start time. When it becomes necessary to cancel school, schedule a late start or release students early, or to cancel school, district officials will post a notice on the district's Web site and notify the following television stations will be notified by school officials:

Social Media	Olton ISD Facebook Pages
School Messenger	Delivered via phone call, text, and/or email

The central office must have a current phone number on file to be able to update the contact list in order for the employee to be contacted**. If you have a change please notify us as soon as possible so that we can update that information.**

Emergencies

Policies CKC, CKD

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

Purchasing procedures

Policy CH

All requests for purchases must be submitted to the campus principal. The district utilizes electronic purchase orders that are initiated at the direction of the campus principal in each campus office. Submission of an electronic purchase order will create a purchase order (PO) number. **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. Bills are paid twice a month, on the 10th and 25th of each month. Contact Business Manager for additional information on purchasing procedures.

Name and Address Changes

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

Personnel Records

Policy DBA, GBA

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

Employees may choose to have the following personal information withheld:

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

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

Facility Use

Policies DGA, GKD

Employees who wish to use district facilities during and after school hours must follow established procedures. Each campus principal will be responsible for scheduling the use of facilities in their own campus. The Athletic Director will be responsible for scheduling of athletic facilities. Please contact the appropriate administrator to schedule usage of facilities. The superintendent's office will only be responsible for scheduling the use of facilities after school hours for the community. A facilities use form can be obtained in the superintendent's office and also information on the charge fees.

Termination of Employment

Resignations

Policy DFE, DHB

Contract employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Superintendent. Contract employees may resign at any other time only with the approval of the Superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification (SBEC).
The principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* when there is evidence to indicate that the employee has engaged in such misconduct.

Noncontract employees. Noncontract 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. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

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

Dismissal or Nonrenewal of Contract Employees

Policy DF Series, DHB

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The 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.

The principal is required to notify the superintendent of an educator's misconduct within seven business days following an alleged incident of misconduct for any of the acts listed in Reports to Texas Education Agency. The superintendent will notify SBEC when an employee is terminated and there is evidence to indicate that the employee has engaged in such misconduct.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for

misconduct. Information on the time lines and procedures can be found in the DF series policies that are provided to employees or are available on line.

Dismissal of Noncontract Employees

Policy DCD

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, religion, color, religion, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances,* page 30)

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

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.
If the offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Exit Interviews and Procedures

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

Reports to the Texas Education Agency

Policies DF, DHB, DHC

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

- A reported criminal history

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with 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 property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

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

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

Reports Concerning Court-Ordered Withholding

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

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

Student issues

Equal Educational Opportunities

Policies FB, FFH

In an effort to promote nondiscrimination and as required by law Olton ISD does not discriminate on the basis of race, color, religion, national origin, age, gender, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.
Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to Michael Michaleson, the district's Title IX coordinator for students. Questions or concerns about discrimination on the basis of a disability should be directed to Terri Sandoval, Federal

& Special Programs Coordinator, 701 6th Street, Olton, TX. 79064, tsandoval@ oltonisd.org, (806) 285-2641 ext. 263. All other questions and concerns relating to discrimination based on any other reason should be directed to the Superintendent.

Student Records

Policy FL

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

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of postsecondary 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 counselor for assistance.

Academic Achievement: Grading/Progress Reports to Parents

Policy EIA (Regulations)

GRADING GUIDELINES:
The grading guidelines that will be followed are found in the student handbook under GRADING GUIDELINES. Please speak to your supervisor if you have questions regarding implementation of any of the grading policies.

PROGRESS REPORTS TO PARENTS:

Teachers will use the following techniques, as applicable, in maintaining communication with parents:

1. Report cards, with comments as appropriate.
2. Written notices regarding excellent or unsatisfactory performance, attendance, conduct, and the like.
3. Personal conferences.
4. Telephone communication.
5. Email and/or other forms of digital written communication

Teachers will notify parents immediately upon ascertaining that a student is performing below a level that will permit him or her to meet promotion requirements in accordance with EIE(LOCAL).

REPORT CARDS:

Secondary report cards are normally distributed to homes on the Wednesday following the close of each six-week period during the school year. At the close of each school year, the final report card is issued at a time and in a manner designated by each school principal.

Elementary report cards are normally distributed to homes on the Thursday following the end of each 6 weeks. The last report card of the school year is sent home with the student on the last day of the school year.

INTERIM REPORTS: Campuses must issue interim reports at the midpoint of each grading period to the parents of all students. [See EIA (LOCAL)]

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 handing complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.
Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC

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

Dietary Supplements

Policies DH, FFAC

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

Psychotropic drugs

Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.
District employees are prohibited by state law from doing the following:

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

Student Conduct and Discipline

Policies in the FN series and FO series

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

Student Attendance

Policy FEB

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 years or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the district reserves the right to require a written note.
The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

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

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

BULLYING PROHIBITED

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DEFINITION

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

1. Has the effect or 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; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

3. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
4. Interferes with a student's education or substantially disrupts the operation of a school.

EXAMPLES

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

RETALIATION

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

EXAMPLES

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

FALSE CLAIM

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

TIMELY REPORTING

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

REPORTING PROCEDURE STUDENT REPORT

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

EMPLOYEE REPORT

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

REPORT FORMAT

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

PROHIBITED CONDUCT

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying,the investigation under FFH shall include a determination on each type of conduct.

INVESTIGATION OF REPORT

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten district business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete thorough investigation.The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

NOTICE TO PARENTS - DISTRICT ACTION BULLYING

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying. If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the

DISCIPLINE

District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

CORRECTIVE ACTION

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

TRANSFERS

The principal or designee shall refer to FDB for transfer provisions.

COUNSELING

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

IMPROPER CONDUCT

CONFIDENTIALITY

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

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.

APPEAL RECORDS RETENTION

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level. Retention of records shall be in accordance with CPC(LOCAL).

ACCESS TO POLICY AND PROCEDURES

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

Hazing

Policy FNCC

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

Computer Network and Internet Access and Safety Policies

Olton Independent School District offers network access to all employees that have signed the Computer Network and Internet Access and Safety Policies. Access to the network will provide you with Internet access in addition to other resources. The Internet is an international computer network of networks and is the communication and information highway of tomorrow. Through the network you will have access to thousands of databases, libraries, and computer services from all over the world. Please note that the Internet is an association of diverse communication and information networks. It is possible that you may run across areas of adult content and some material you might find objectionable. Prior to being issued an account, you will be required to sign a contract stating, among other things, that you will not intentionally access these areas of the Internet. Please keep in mind that it will be impossible for us to totally limit access to these areas. We have attempted to reduce this possibility to a minimum by monitoring the network at all times, and also by participating in internet access filtering in an attempt to block content deemed by the district to be inappropriate. Questions regarding this issue please should be directed to the District Superintendent, or any district administrator.

Guidelines for Employee Computer Network Use

The District computer network exists for the primary purpose of supporting and enhancing learning and teaching by providing information resources. The network offers users complete access within and between District buildings to the following services:

1. Internet access.
2. Device sharing - Users will be able to utilize various networked devices such as printers District-Wide.
3. Access to Software installed on the District's file server, i.e. Edgenuity , Accelerated Reader or STAAR.
4. Email

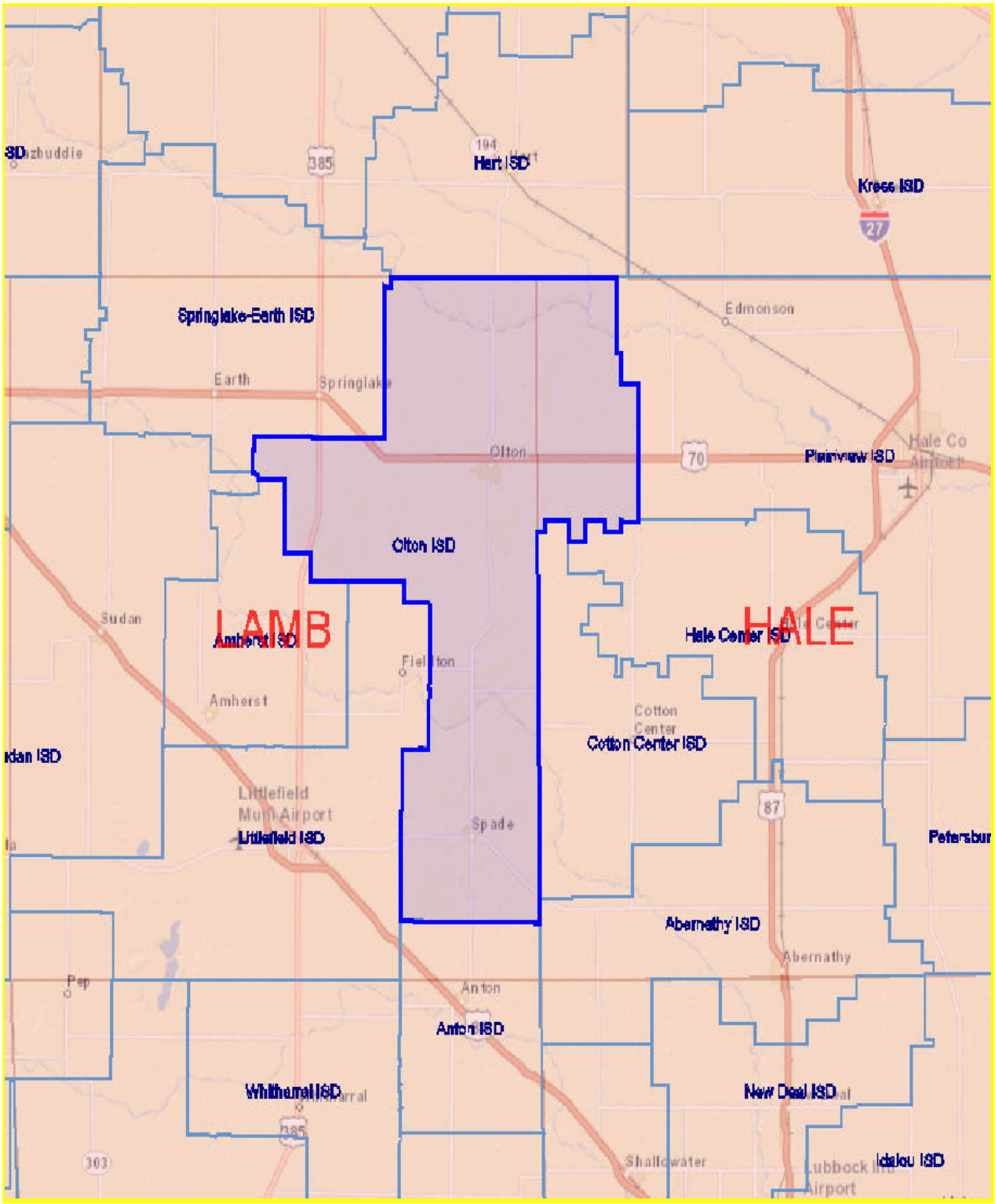
It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems, and people. The user is ultimately responsible for his/her actions in accessing network services. All users must observe the acceptable use policy of other networks while utilizing the services of those networks. The use of the network is a privilege, not a right, which may be temporarily or permanently revoked at any time for abusive conduct. Any violation of the rules stated here or posted in labs, classrooms, libraries, login scripts, or daily bulletins could result in loss of network access privileges as well as further disciplinary action. In some cases appropriate legal action may be taken. The Internet is far from private and may be monitored at any time.

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

Violating the rights to privacy of students and employees of the District.

1. Using profanity, obscenity, or other language, which may be offensive to another user.
2. Reposting personal communications without the author's prior consent.
3. Copying commercial software in violation of copyright law.
4. Using the network for financial gain or for any commercial or illegal activity.
5. Users must avoid spreading computer viruses. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
6. Downloading, storing, or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
7. Sharing or giving your network account password to others, or using someone else's password. This could lead to severe consequences.
8. Altering any computer configuration that will damage the programs or equipment in any way so as to create problems for future use.
9. Using web-mail or web-based e-mail systems (e.g. Hotmail, Mail.com, Rocketmail, Yahoo, etc.).
10. Using unauthorized programs to download files.
11. Utilization of technology, including social media or other platforms, that interferes with job responsibilities.

To view the district calendar, go to this link.


Hart ISD
Kress ISD
Springlake-Earth ISD
Edmonson
Earth
Springlake
Olton
Plainview ISD
Olton ISD
LAMB
HALE
Sudan
Amherst ISD
Hale Center ISD
Amherst
Cotton Center
Cotton Center ISD
Littlefield Municipal Airport
Littlefield ISD
Spade
Abernathy ISD
Abernathy
Anton
Anton ISD
Whitharral ISD
New Deal ISD
Shallowater
Idalou ISD

OLTON I.S.D.
School Calendar for 2025-2026

Colby Huseman	Amanda Richardson	Stacie Ramage	Bobby Workman
Olton High School	Olton Junior High	H.P. Webb Elementary	Athletic Director
806-285-2691	806-285-2681	806-285-2657	806-285-2641

July 2025

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

August 2025

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24	25	26	27	28	29	30
31						

September 2025

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28	29	30				

October 2025

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26	27	28	29	30	31	

November 2025

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30						

December 2025

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14	15	16	17	18	ER	20
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28	29	30	31			

January 2026

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25	26	27	28	29	30	31

February 2026

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March 2026

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29	30	31				

April 2026

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May 2026

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24	25	26	27	28	29	30
31						

June 2026

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21	22	23	24	25	26	27
28	29	30				

- End Six Weeks
- Progress Reports
- Staff Development
- Holidays
- W — Inclement Weather Day
- State Testing Window
- ER — Student Early Release 12:15
- F — Teacher Flex Day
- Beginning of Six Weeks
- Graduation

1st Bell 7:55 AM
Last Bell 3:40 PM

Staff Day: 7:30 - 4:00

1st Six Weeks:	13-Aug	19-Sept	2nd Six Weeks:	22-Sept	31-Oct
3rd Six Weeks:	4-Nov	19-Dec	4th Six Weeks:	7-Jan	20-Feb
5th Six Weeks:	23-Feb	10-Apr	6th Six Weeks:	13-Apr	21-May

	Minutes		
1st Six Weeks:	12,555	4th Six Weeks:	13,485
2nd Six Weeks:	12,555	5th Six Weeks:	12,555
3rd Six Weeks:	13,280	6th Six Weeks:	12,815
Staff Dev.	465	Staff Dev.	1395
1st Semester :	**38,855**	**2nd Semester**	**40,250**

Yearly Total: 79,105 **Minutes Banked 3,505** **Days Banked: 7.46**
Instructional Days **167** Staff Dev. & Flex Days **18**

** Adopted 2/20/2025. Calendar is subject to change.*

2025-2026 Payroll Cut-Off Dates

	Pay Period	Pay Date
September 2025	8/4/25 to 8/29/25	Thurs. 9/25/25
October 2025	9/1/25 to 9/26/25	Fri. 10/24/25
November 2025	9/29/25 to 10/24/25	Fri. 11/21/25
December 2025	10/27/25 to 11/21/25	Fri. 12/19/25
January 2026	11/24/25 to 1/2/26	Fri. 1/23/26
February 2026	1/5/26 to 1/30/26	Wed. 2/25/26
March 2026	2/2/26 to 2/27/26	Wed. 3/25/25
April 2026	3/2/26 to 3/27/26	Fri. 4/24/26
May 2026	3/30/26 to 4/24/26	Fri. 5/22/26
June 2026	4/27/26 to 5/29/26	Thurs. 6/25/26
July 2026	6/1/26 to 6/26/26	Fri. 7/24/26
August 2026	6/29/26 to 7/31/26	Tues. 8/25/26
September 2026	8/3/26 to 8/28/26	Fri. 9/25/26

All payroll is due in the office the Monday morning after payroll cut-off.

Automatic Deposits are NOT guaranteed to be in your account the day before payday.
Payday is the 25th of the month unless it falls on a holiday or weekend

OLTON INDEPENDENT SCHOOL DISTRICT SICK LEAVE BANK GUIDELINES

I. Purpose

The purpose of the sick leave bank is to provide additional sick leave days to members of the bank in the event of an unexpected extended critical illness; unexpected critical surgery; or a temporary disability due to a critical and/or debilitating injury.

II. Definition of sick leave days for members

Sick leave days from the bank are those days granted to a member who through an unexpected extended critical illness; unexpected critical surgery; or critical and /or debilitating injury and is unable to perform the duties of his/her position. In special cases sick leave days may be granted for use with the illness of a family member.

III. Eligibility

All full-time employees of the district shall be eligible for membership. “Full-time employees” shall be defined as those employees who are classified as full-time by OISD.

Participation is voluntary, but requires contribution to the bank.

IV. Procedure for joining the sick leave bank

During the initial year of the bank’s operation, any employee who is eligible to join the sick leave bank may do so by donating two (2) days from his/her local leave for the current school year. These days will be subtracted from the member’s local sick leave record. The two (2) days donated become the property of the OISD Sick Leave Bank. <u>All donations will remain in force and cannot be returned even upon cancellation of a membership.</u>

There will be two enrollment periods for membership during the initial year:

(1) September 1-30, 1999, employees may join by contributing two (2) days.

(2) January 5-14, 2000, employees may join by contributing two (2) days of local leave. In order to continue membership, these members must contribute an additional one (1) day during the September 1 - 30, 2000, enrollment period.

After the 1999 enrollment, the enrollment period for current employees and new employees hired prior to the opening of the school year shall be September 1 through September 30. New employees hired after the enrollment period are eligible to join immediately. Such personnel must join within thirty (30) days of beginning employment. All new personnel employed after the enrollment period must be able to earn at least two (2) days of local sick leave during the current school year to be eligible for membership.

Eligible employees who elect not to join the sick leave bank at the first opportunity afforded to them shall not be permitted to join until the subsequent annual open enrollment period.

V. Administration

The sick leave bank shall be administered by a seven-member committee, all of whom are members of the bank and who have been employed by the school district for at least three (3) consecutive years. The SLB committee shall be elected from the membership as follows: one professional staff person (teacher, counselor, librarian, nurse, speech therapist, diagnostician, etc.) shall be elected from each of the three campuses; three auxiliary employees shall be elected by the auxiliary employee members; and one administrator member shall be elected by the district administrator members.

The term of office shall be two (2) years, with initial members drawing lots for two or three year terms in order to establish staggered terms. Four members shall receive a three year term, and three members shall serve for two years during the initial term. The term of office shall run from June 1 to May 31.

Election of committee members will be held on the first Monday in September. Only members of the bank are eligible to vote.

Members of each group named above may nominate candidates from their group. Nominations must be submitted by Sept. 1 of each year. A form will be provided.

Voting will be by secret paper ballot. Ballots will be distributed through the school mail and collected in each campus office. Ballots will be returned by school mail on the Wednesday following the election. A meeting of the committee shall be called to tabulate the ballots no later than one week following the election.

Counselors, librarians, nurses, speech therapists, diagnosticians, etc. will be eligible to vote and/or be elected as representatives per the “home campus” assignment.

In the event no nominations are filed for one or more of the positions on the committee, the committee shall fill such positions by appointment at the first committee meeting following the nomination deadline. The selection will be made from the group which would be represented by the vacant position.

At the first meeting of the year for the newly elected committee members, the committee shall select from its group a chairperson, a vice chairperson, and a secretary.

All applications for sick leave bank days shall be reviewed individually by the committee in a called meeting. A quorum shall consist of at least four (4) committee members. Vacancies on the committee that arise during the school year will be filled by appointment by the committee 69 members. The selection will be made from the group which was represented by the member who resigned.

The SLB committee shall be responsible for receiving requests, verifying the validity of requests, recommending approval or denial of requests, and communicating decisions to the member and the business office. The committee shall meet as the need arises.

VI. Contributions

For bank purposes the school year will be from September 1 to August 31.

After the initial enrollment periods of September 1 - 30, 1999 and January 5 - 14, 2000, to become a member of the bank an employee must contribute three (3) days from his/her accrued or anticipated local sick leave for the current school year.

If a member uses three (3) or more days from the bank during the school year, he/she will be required to donate an additional three (3) days the following school year in order to have continuing membership in the bank. If the member uses fewer than three (3) days, he/she will donate the number of days actually used.

Contributions shall be made between September 1 and September 30 each new school year except for members returning from extended leaves that included the enrollment period. Employees returning from disability leave shall be permitted to contribute to the bank only upon approval of the SLB committee.

If the bank falls below two times (2x) the number of participating members on September 30, each continuing participant must contribute one (1) extra day effective October 1 of the current school year. If it falls below one time (1x) the number of members, he/she must contribute two (2) days. Participants who join in September will donate a maximum of three (3) days for the current school term.

If a member decides to cancel his/her membership in the bank, any days contributed for membership remain the property of the bank. If, at a later date, this individual wishes to rejoin the bank, he or she may do so during the enrollment period by donating three (3) days.

VII. Loss of membership rights

A member of the bank shall lose the right to use the benefits of the bank by:

1. termination of employment with the district; (Personnel who resign a dual position and rehired without a break in employment will retain their membership.)
2. the member's voluntary cancellation of membership in the bank, as of the effective date of the cancellation;
3. any abuse or misuse of the rules of the bank.

VIII. Granting of days from the SLB

Conditions known to exist by the employee on or before the date of joining the SLB will not be covered under provisions of the SLB until one year from the date of enrollment. This waiting period is waived for the 1999 initial enrollment period and for new employees at their first opportunity to join the bank.

Sick leave days and bereavement days from the bank shall be granted only after the member has exhausted all accumulated state leave and current local leave days.

Days from the bank shall be granted only for unexpected extended critical illness; unexpected, critical surgery*; or critical and/or debilitating injury which necessitates an absence from work for five (5) consecutive days or longer.

*Days requested for Caesarian deliveries will be considered only for first-time occurrence and on a case-by-case basis. Requests will not be accepted until all accumulated sick leave is exhausted.

Pregnancy will not be considered as a catastrophic illness except in the event of complications which endanger the applicant or fetus.

Days granted from the Sick Leave Bank shall be in units of not more than thirty (30) consecutive working days. A member may apply for an extension(s) by submitting an updated statement from the physician on the proper form. The committee will make the determination for approving extension(s) based on individual circumstances, the balance of days in the bank, and the time of the year the request is made. All extensions granted must be upon the unanimous vote of the committee.

Sick leave days from the bank may not be granted for the period of disability when monies are paid to the member under the Worker's Compensation Act.

Members must use all available state and local leave (not including extended sick leave) before receiving any days from the bank. In order to qualify, the employee must have been out five consecutive workdays with the current illness. Applications for use of the bank shall be made on the required forms and submitted to the SLB committee through the business office employee designated in charge of SLB accounting. If a bank member does not use all of the days granted from the bank, the unused sick leave bank days shall be returned to the bank.

The SLB may be used for the contributor's own personal illness or to enable the contributor to remain away from his/her position in order to assist a member of his/her immediate family who has suffered catastrophic illness or injury. Immediate family will be as specified in categories 1, 2, and 3 of the OISD definitions of immediate family. For the purposes of the sick leave bank, the term "immediate family" shall include:

1. spouse;
2. on 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 and 71
3. parent, stepparent, parent-in-law, or other individual who stands in *loco parentis* to the employee.
4. in cases where the committee determines the employee is the primary caregiver.

All regulations pertaining to the issue and issuing of sick leave days will also be applied to the illness or injury of the family member. The term "catastrophic" implies an emergency situation of a serious nature.

An employee may use up to five (5) consecutive days from the sick leave bank for bereavement leave for the death of the employee's spouse, child (including biological, adopted, foster or stepchild), and parent or stepparent.

IX. Rules and Procedures

Each application for a request from the bank must be submitted to the SLB no later than 30 calendar days after returning to work and include a new physician's statement on the appropriate bank form. The form shall include authorization by the employee to release medical reports to the SLB committee. The SLB committee shall review and forward to the business office its decision on all requests to draw on the bank within 5 working days after such request is received by the chairperson of the SLB committee.

All requests to draw upon the bank must be accompanied by a physician's statement confirming the cause of illness or confinement and certifying the existence of an inability to perform assigned duties. The form shall be personally signed by the physician. The SLB committee shall not honor any physician's statement unless it is on or attached to the official SLB physician's statement form.

An applicant may be required to undergo at any time a second opinion medical review by a physician of the SLB committee's choice, at the expense of the applicant upon approval of the Superintendent. This physician's report shall be sent directly to the SLB committee before any action on the member's application for a grant from the bank shall be taken. In case a contributor's incapacity is such that the member cannot personally apply for a grant, application may be submitted to the SLB by the school principal, immediate supervisor, or department head at the request of the family.

All forms for application for participation in the bank, withdrawal of sick leave days, and membership cancellation forms shall be available in the principal's office on each district campus and in the district business office and shall be sent to any member upon request.

Copies of all SLB donations, sick leave grant requests, and SLB membership cancellation forms shall be marked for approval or denial by the SLB committee. Following such action, the SLB committee shall disperse copies of the forms to the bank member and the district business office.

The district business office shall maintain all records regarding the operation of the SLB:

1. The district business office shall report the status of the SLB upon request of the SLB committee.
2. The district business office shall provide information to the SLB committee upon request for any data maintained in the business office files with regard to an applicant's use of, or investment in, the bank. The Superintendent shall advise committee members of their responsibility to maintain confidentiality requirements

Any questions concerning membership, regulations, or application for sick leave days that may arise after adoption of this plan and are not specifically covered herein shall be submitted to the SLB committee which will make a final decision.

SICK LEAVE BANK DEFINITION OF CATASTROPHIC

A member of the sick leave bank may withdraw leave from the bank under the following conditions:

Must have a catastrophic mental or physical illness or injury defined as follows:

1. must be of a serious nature, not a passing disorder or temporary ailment
2. must require treatment by certified health care provider

3. the illness must be chronic or debilitating
4. it must result in the employee's temporary or permanent incapacity to perform his/her job functions for an extended period of time

Examples of illnesses which may enable a member to withdraw leave from the bank include but are not limited to cancer, heart disease or stroke.

For the purpose of withdrawals from the sick leave bank, normal pregnancies with no serious complications and routine surgeries with no serious complications are not considered to be catastrophic.

Days from the bank shall be granted only for unexpected extended critical illness; unexpected, critical surgery*; or critical and/or debilitating injury which necessitates an absence from work for five (5) consecutive days or longer.

*Days requested for Caesarian deliveries will be considered only for first-time occurrence and on a case-by-case basis. Requests will not be accepted until all accumulated sick leave is exhausted.

Pregnancy will not be considered as a catastrophic illness except in the event of complications which endanger the applicant or fetus.

The Sick Leave Bank Committee has complete authority to determine whether an employee's illness or injury is considered to be catastrophic by the definition in this regulation

2025-2026 OLTON INDEPENDENT SCHOOL DISTRICT SICK LEAVE BANK ENROLLMENT FORM

The form is found in TalentED

This is a sample form:

Form: Sick Leave Bank Family Information Form

This sheet should be filled out by members who are requesting sick leave days because of illnesses in the immediate family or illnesses of a relative for whom the member is the major caregiver. Please attach this form to the completed "Request for Days from Sick Leave Bank" form.

Today's Date:

Allowed format is MM/DD/YYYY Ex: 07/10/2024

First and Last Name:

The immediate family should include and be limited to:

1. spouse
2. 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; and
3. parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee

Name of family member:

Birth date:

Allowed format is MM/DD/YYYY Ex: 07/10/2024

Relation:

Does this family member live with the employee?

- [ ] Yes
- [ ] No

If the answer is no, please explain the extent of your obligations as a major caregiver for this individual:

To my knowledge this condition did not exist on the day I joined the Sick Leave Bank. (This statement is waived for the 1999 initial enrollment period and for new employees at their first opportunity to join the bank.)

2025-2026 OLTON INDEPENDENT SCHOOL DISTRICT

SICK LEAVE BANK CANCELLATION FORM

_____I choose to cancel my participation in the Olton I.S.D. Sick Leave Bank with the full understanding that I lose the days of my local sick days that I contributed to the SLB when I joined at an earlier date.

_____ _____

Signature **Date**

OLTON INDEPENDENT SCHOOL DISTRICT

Olton, Texas

Sick Leave Bank Request for Days

Name: _____Date: _____

Address: _____

Social Security No.: _____

Position/Assignment: _____Campus/Dept.: _____

Length of time employed by OISD: Years _____Months_____

Reasons for requesting days from the Sick Leave Bank:

I have donated the required days of my local sick leave, and I am a member of the OISD SLB. I have exhausted all my available state and local leave days, and/or accrued vacation leave for this year and am requesting sick leave days because of:

_____Personal illness
_____Illness of a member of my family (Please attach Family Information Form 1a.2)
_____Bereavement of spouse, child or parent (Please attach Family Information Form 1a.3)

Number of sick leave days requested:

Number of days requested from the Bank: _____
(not to exceed more than 5 days for bereavement)
Sick Leave Bank days should begin: _____
(Month) (Day) (Year)

Please describe the purpose for which these days are needed:

_____
_____
_____
_____
_____
_____
_____
_____

Signature of member:_____ Date:_____

A statement from the attending physician must be attached

****

FOR COMMITTEE USE ONLY

Approval status:

_____Approval for _____ days No. of days to be reimbursed:_____

_____Denied

Reason for denial:

_____

_____

_____

_____

_____

Chairperson:_____ Date:_____

Members present: _____

_____

_____

_____

OLTON INDEPENDENT SCHOOL DISTRICT
OLTON, TEXAS
Sick Leave Bank
Family Information Form

This sheet should be filled out by members who are requesting sick leave days because of illnesses in the immediate family or illnesses of a relative for whom the member is the major caregiver. Please attach this form to the completed "Request for Days from Sick Leave Bank" form.

The immediate family should include and be limited to:
1. spouse
2. 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; and
3. parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee

Name of family member: _____

Birth date:_____/_____/_____ Relation:_____

Does this family member live with the employee? Yes_____ No_____

If the answer is no, please explain the extent of your obligations as a major caregiver for this individual:

_____
_____
_____
_____
_____

To my knowledge this condition did not exist on the day I joined the Sick Leave Bank. (This statement is waived for the 1999 initial enrollment period and for new employees at their first opportunity to join the bank.)

Signature of Member:_____ Date:_____

OLTON INDEPENDENT SCHOOL DISTRICT
OLTON, TEXAS
Sick Leave Bank
Family Bereavement Information Form

This sheet should be filled out by members who are requesting sick leave days because of bereavement of an immediate family member. Please attach this form to the completed "Request for Days from Sick Leave Bank" form.

The immediate family should include and be limited to:

1. spouse,
2. son or daughter, including a biological, adopted or foster child, a stepchild, or
3. parent or stepparent

Name of family member: _____

Date of Death:_____/_____/_____ Relation: _____

Please attach a published obituary notice and/or a hospital/death certificate to this form.

_____
_____
_____
_____
_____

Signature of Member: _____ Date:_____

OLTON INDEPENDENT SCHOOL DISTRICT
P.O. BOX 388
OLTON, TEXAS 79064
ATTENDING PHYSICIAN'S STATEMENT

THIS FORM MUST BE RETURNED TO O.I.S.D. TO BE COMPLETED BY PATIENT/EMPLOYEE

Name: _____

Address:_____

Job Title/Description:_____

AUTHORIZATION TO RELEASE INFORMATION:

I hereby authorize the undersigned physician to release any information during the course of my examination or treatment.

Employee Signature:_____ Date:_____

TO BE COMPLETED BY PHYSICIAN

Name of patient:_____

Name of OISD employee: (if different from the name of patient) _____

Nature of sickness or injury, medical diagnosis of condition(s) causing disability: _____

_____

_____

Referral Doctor (if applicable):_____

Dates hospitalized, if any, and name and address of hospital:

Date admitted: _____/_____/_____ Date discharged: _____/_____/_____

Name of Hospital: _____

Address: _____

Was injury or illness job related? Did incidence of injury occur on the job?_____

_____

_____

To your knowledge, what is the earliest date the patient was treated for this condition?_____

_____

_____

Is patient still under your care? Yes_____ No_____

For what period of time will the patient be unable to work? _____

_____

_____

For what reason(s) would the patient need to miss work for this long?_____

_____

Date patient can return to work? _____

_____

Typed or printed name of physician: _____

Address and Phone Number: _____

Signature of physician: _____ Date: _____

OLTON INDEPENDENT SCHOOL DISTRICT
OLTON, TEXAS
Sick Leave Bank
Application for Extension of Days of Leave

Name of Member: _____ Social Security No.: _____

Date: _____

Campus/Department: _____ Position/Assignment: _____

I request _____ days of Extended Local Sick Leave.

I have been absent for the reason of _____

_____

_____

I have exhausted all accumulated sick leave and I am a member of the OISD Sick Leave Bank. I applied to the bank on (date) _____ for sick leave days and received _____ days from that source of relief. I am still in need of _____ days.

Signature: _____

Olton Independent School District
Employee Separation Questionnaire
(For use with voluntary separations)

The form is in TalentED, this is a sample form:

Campus or Department

❑ High school ❑ Middle school ❑ Elementary school ❑ Other _____

Position

❑ Administrator ❑ Teacher ❑ Paraprofessional ❑ Auxiliary ❑ Other_____

Length of employment in the district

❑ Less than 1 year ❑ 1–4 years ❑ 5–9 years ❑ More than 10 years

Reason for leaving (check all that apply)

❑ Better opportunity	❑ Dissatisfaction with co-workers	❑ Dissatisfaction with supervisor	❑ Lack of recognition
❑ Better compensation	❑ Health or family circumstances	❑ Relocation	❑ Working conditions
❑ Career change	❑ Return to school	❑ Retirement	❑ Other _____

Are you leaving to go to work for another district? ❑ Yes ❑ No

If you are leaving to work at another district, why did you choose that district?

❑ Advancement opportunity	❑ Pay	❑ The commute	❑ Not applicable
❑ Working conditions	❑ Benefits	❑ Work schedule	❑ Other _____

How would you rate your supervisor in regard to the following?

	Excellent	*Good*	*Fair*	*Needs Improvement*
Treated employees fairly and equally	❑	❑	❑	❑
Provided recognition on the job	❑	❑	❑	❑
Developed cooperation and teamwork	❑	❑	❑	❑
Encouraged and listened to suggestions	❑	❑	❑	❑
Resolved complaints and problems	❑	❑	❑	❑

Followed policies and practices	❑	❑	❑	❑

How would you rate your experience in the district in regard to the following?

	Excellent	*Good*	*Fair*	*Needs Improvement*
Cooperation within your campus or department	❑	❑	❑	❑
Cooperation between campuses or departments	❑	❑	❑	❑
Communication within your department	❑	❑	❑	❑
Communication within the district as a whole	❑	❑	❑	❑
Communication between you and your supervisor	❑	❑	❑	❑
Morale at your campus or in your department	❑	❑	❑	❑
Job satisfaction	❑	❑	❑	❑
Training and information to do your job	❑	❑	❑	❑
Supplies and equipment provided to do your job	❑	❑	❑	❑
Employee benefits	❑	❑	❑	❑

My workload was:

❑ Too much ❑ About right ❑ Too light

What did you like most about your job?

_____

_____

What did you like least about your job?

_____

_____

Olton Independent School District
Employee Exit Report
This form is in TalentED, this is a sample of the form.

Name_____ **Dates employed**_____

Position_____ **Department/campus** _____

Forwarding address _____

_____

Phone _____

Check appropriate type of termination:

- ❑ Dismissal
- ❑ Nonrenewal
- ❑ Resignation
  - _____With notice
  - _____Without notice
- ❑ Retirement
- ❑ Reduction in force
- ❑ Extended disability
- ❑ Other _____

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

- ❑ Moving from district
- ❑ Returning to school
- ❑ Family circumstances
- ❑ Dissatisfied with type of work
- ❑ Took a new position
- ❑ Position w/other district
- ❑ Other: _____

Comments: _____

_____

_____

_____

Check-out procedures

Where applicable, review and discuss the following items:

- ❑ Health insurance
- ❑ Group life insurance
- ❑ Unemployment insurance
- ❑ Disability insurance
- ❑ Compensatory time
- ❑ Return of district property
  ____ Keys____ Equipment
  ____ Books ____ Other
- ❑ Notification to court and recipient of child or spousal support
- ❑ Authorization for release of employment information

Comments _____

_____

_____

_____

_____ _____

Interviewed by Date