



A T.E.A. Recognized District

PISD

PAWNEE INDEPENDENT SCHOOL DISTRICT

2011-2012

EMPLOYEE HANDBOOK

Pawnee Independent School District Mission

The mission of Pawnee ISD is to assure that all students achieve the highest possible level academically, socially, physically, and emotionally, thus enabling them to be successful and productive citizens in today's world. This mission is best accomplished in a positive environment characterized by strong instructional leadership; high expectations for success for all students; sufficient time for teaching, learning, and assessment; and a positive, mutually supportive relationship between the home, the school and the community.

***** Please note:**

The following statements, policies and regulations shall serve as administrative guidelines and policies for the operation of the Pawnee Independent School District.

It is important that each employee familiarize themselves with this Handbook and seek clarification if they have questions.

In case of conflict between the Employee Handbook and Board Policy, the provisions of Board Policy are to be followed.

The Board Policy Manual, which is housed in the Superintendent's office or Principal's office, is available for inspection upon request by any individual and is also available online at www.pawneisd.net.

General Information

The workday for all Pawnee ISD staff members is from 7:45 a.m. to 4:00 p.m. If a staff member needs to leave before the designated time or during the school day, the Principal should be notified.

Teachers, paraprofessionals, and staff members must clock in and clock out before leaving for the day. Clocking in and out **MUST** be done using the District-provided time clock software which is located on any computer on the campus.

Absences and Leaves

Staff attendance is very important for the welfare of the students and the school. Please make every effort to be at work every day.

When an employee feels that he/she is incapable of performing his/her duties for the day, the employee is required to inform the Principal, Superintendent, or the Superintendent's secretary as soon as possible in that order: **Principal, Superintendent, Superintendent's secretary**. Please feel free to call at any time, as the earlier this is known the more time there is for securing a substitute. If a telephone is available, it is preferred that the employee call specifying the illness. However, in the event that the employee is not able to call, he/she should have someone call as soon as possible. A note is not acceptable.

When an administrator deems it necessary to secure a substitute, the employee is **not** to secure his/her own substitute. This task will be handled by the Superintendent's secretary or the Principal. However, a teacher is welcome to suggest a specific substitute that is preferred.

When an employee returns from an absence, he/she must fill out proper forms which may be obtained from the Superintendent's secretary. Failure to fill out these forms may result in the loss of pay.

The District allows five (5) days personal leave per year with no limit on accumulation. These days may be used for sick leave or for discretionary reasons. Discretionary leave is granted by request submitted as early in advance as possible, and is subject to approval by the Principal.

An additional two days local sick leave is provided, which may accumulate up to twenty days.

In the matter of brief, unexpected, or unplanned absences (up to two hours), teachers should use their professional judgment in determining the use of the privilege of being covered by a fellow staff member. This is entirely voluntary and **both** parties concerned **must agree on the arrangement before presenting the request to the office.** The person covering for the absent staff member must cover all duties and responsibilities that are required. These privileges are to be used judiciously and sparingly to meet personal needs or desires.

The party requesting the specific arrangements must present their request in writing to an administrator for evaluation and approval. The absence must not interfere with the work of the District. Please note that no deduction from annual leave will be made in using this method. However, if the absence is greater than

two (2) hours, the absence will be handled under the normal annual leave rules. The Superintendent will have final approval on this matter.

Approval and desired time will be recorded for office purposes. This privilege may be used a maximum of three times per year.

Accidents

All accidents that occur on school premises, either to employees or students, must be reported immediately to the Principal or Superintendent. In addition, an accident form must be obtained from the Superintendent's secretary and must be completely filled out. The District maintains worker's compensation insurance for the protection of its employees.

Activity Fund Receipts

All activity fund receipts are to be controlled by the sponsor. Whenever possible funds will be deposited on the same day the funds are collected. Funds should not be held until the end of a fund raising activity. Credit will be given to the proper activity or group as the funds are received.

The audit of all transactions will concentrate on adequate documentation for each transaction and the propriety of the transactions. All parties involved should be continually aware that the Activity Funds come under the audit control of the District. Sanctions may be imposed by the District or criminal action may be taken by the appropriate authorities in the event of theft, misappropriation, or conversion of these funds to personal use.

The same guidelines and discretion should be used with Activity Funds as with regular District budgeted funds.

Additional Duties and Assignments

All teachers will be assigned duty which is as much a part of contractual duties as classroom instruction. The teacher on duty is responsible for the fair and equal administration of rules and the discipline of students. Due to the fact that there are many activities that come up during the course of a school year, it is impossible to make all assignments before the school year begins. For this reason, all school employees will be called upon for additional duties during the course of the school year as necessary. These duties are distributed as equitably as possible. It is expected that all employees do their best with these assignments. Employees will be evaluated on these assignments just as they are on their regular assignments.

All faculty and staff members will have a 30-minute duty-free lunch. The District complies with the state mandated Duty Free Lunch Period.

Alterations of School Property or Facilities

No one is allowed to make any alterations to school equipment, facilities or property without the expressed approval of the Superintendent. This includes, but is not limited to, drilling, sanding, nailing, cutting, and painting.

Asbestos

Pawnee ISD has an Asbestos Management Plan in place that identifies and encapsulates all asbestos located within school buildings. Asbestos is located within the following area: the flue pipes in the gym. Inspections are performed to ensure that encapsulation is secure. These inspections are monitored by an engineering firm licensed to perform asbestos inspections.

Attendance of Students

Please remind parents and students that absences will not be excused without a signed, written excuse from parents or from the doctor. If one of your students misses three days in a row, please notify the office. The office will then check on students with excessive absences.

Attending School Functions

It is imperative that all school employees attend as many school functions as possible. Failure to do so implies to parents and fellow professionals that you do not care for the community or your position. All employees will be required to assist at a certain number of events, such as sporting events, dances, seasonal programs, banquets and the like.

Breaks

Full time non-certified personnel may take a ten-minute break in the morning and a ten-minute break in the afternoon, according to the schedule and depending on the demands of the job. Part-time non-certified personnel may take one ten-minute break under the same conditions.

Building Security

To ensure security in the evenings, please make sure the door to your classroom is locked before you leave the building for the day. In addition, please make sure the main door you exit the building from is also locked and secured. If you use the building on non-school days, please make sure that you lock up before you leave.

Cafeteria

Breakfast will be served as follows:

- Pre-K, Kindergarten, 1st grade, 2nd grade--8:10 a.m. until 8:30 a.m.
- 3rd – 8th grade--7:45 a.m. until 8:05 a.m.

These students will be escorted to and from the cafeteria by their homeroom teacher. Each homeroom teacher will be on duty during this time and will be responsible for his/her students.

Teachers will take a lunch count during their homeroom period and will deliver it to the cafeteria staff when escorting their class to the cafeteria for breakfast. Be sure to count everyone who will eat lunch in the cafeteria, including both students and adults.

All students will be allowed to charge up to \$10. Once this limit has been reached, students will be served a peanut butter and jelly sandwich until their account is brought up to date.

Cafeteria Goods for Instructional Use

The cafeteria staff is more than willing to support instructional activities with cafeteria goods. Please adhere to these guidelines when requesting cafeteria items:

1. Please be reasonable with your requests. It is logical for you to request small amounts of items that are on hand in the cafeteria which would not be economical to buy separately (i.e. a cup of flour, a half cup of oil, etc.) Please do not ask for items that can readily be purchased separately (i.e., a dozen eggs, a package of paper goods.)
2. Please plan ahead and request items in advance, preferably the day before you need them. This enables the cafeteria staff ample time to gather the items together.
3. Please respect the lunch time of the cafeteria staff and secretaries and do not request items during their lunch time.

Cell Phones

Please refrain from the use of cell phones during the day when students are under your supervision. Use appropriate discretion when using your phone for important calls such as consulting with a doctor, etc.

Chemicals

Many chemicals require special training for use, handling, and storage. DO NOT bring chemicals into the District without prior approval from the Superintendent. Any approved chemicals you have in your classroom must be kept in locked storage.

Class Supervision

If a teacher finds it necessary to leave class, another teacher or staff member needs to be asked to watch the class or the office must be notified in order for someone to be sent to the classroom. DO NOT leave a class unsupervised. Students are to be supervised at all times.

Communication

Emails and teacher mailboxes in the workroom must be checked **daily**. Please note that your teacher mailbox is not a storage area, as it is intended to provide you with important information in a timely manner. **Please empty it regularly.** In addition, faculty and staff are given a limited amount of storage space on the email server. Please make it a habit to periodically empty out your "Deleted" folder in your account, as this will help keep your mailbox in working condition.

Confidentiality

Student information will be furnished for your benefit. This information must be treated with extreme care. While the information will prove valuable to the teachers, it would be detrimental if placed in the hands of students.

Copyrighted Materials

Copying without permission is a violation of the Copyright Act of 1976. Under the Act, all copyrighted materials are protected from being copied. This includes educational materials and computer software.

Discipline

Pawnee ISD will operate under the District-approved Student Code of Conduct. Proper discipline is a must for any successful school. For discipline to be proper within a school, it must begin in the classroom. Students must know what is expected of them in the classroom and they must know the consequences of any violation of the behavior.

Teachers must create a professional attitude within the classroom and this attitude alone will go a long way in generating sound discipline. As a student strays from the expected standard, he/she must be dealt with effectively and immediately in the classroom by the teacher.

It is the responsibility of the teacher to follow discipline procedures spelled out in the Student Code of Conduct.

Two cautions must be mentioned to all who deal in the matter of discipline. First, it should be treated as a very serious matter. It must not be a laughing matter to the student or professional and, above all, after a discipline measure is implemented, it must not be a laughing matter to the student. Second, discipline matters are confidential and should be discussed only with staff members who have a need to know.

Helpful Hints:

1. No teacher today can rule with an iron hand. Nevertheless, every teacher must have control of what is going on in the classroom. You are responsible for teaching children, which is impossible when the climate is chaotic. Never leave your class unsupervised.
2. Be sure to establish a climate of mutual respect. It is difficult for a student to respect a teacher if the student senses that he or she is not respected as an individual.
3. Establish rules and regulations. Children need a structured situation. Utilize your students to establish class rules and regulations. Go over them at the beginning of school. Enforce them in a fair and consistent manner.
4. Establish routines. The first step in achieving discipline and creating a climate of learning is to establish routines, which includes your system of doing things. Children want and need routines because routines give them a feeling of security.

Discipline Referrals

Discipline cases of a serious nature should be sent to the office. Such disciplinary cases must be accompanied by a completed Discipline Referral signed by the teacher.

Do not send non-emergency type discipline referrals to the office before trying to resolve the problem with parental help.

Dress and Grooming

Employees shall act as role models by exemplifying the highest standard of professional appearance. All employees are expected to exhibit good taste and professional judgment in the selection of school apparel. The dress and grooming of District employees shall be clean, neat, and in a manner appropriate for their assignments. For male employees, earrings are prohibited, and beards and mustaches should be neatly trimmed. It is expected that employees will dress more formally than students and in accordance with any additional standards established by the Principal and approved by the Superintendent.

Electronic Resources

Employees must sign and follow the district Acceptable Use Policy (AUP) for technology. Specifically, email must be deleted on a regular basis so as to not overload the network capabilities.

Emergency Information

In the event of weather-related or other emergencies that could affect the normal operation of school, students and parents are requested to listen to KAML 990 AM Kenedy, or KICKER 105.7 FM Beeville radio stations. These stations will be advised of emergency-caused cancellation of school. Information on Pawnee ISD closings may also be delivered via the District's School Reach program.

Employee Personal Information

Each District employee and officer and each former employee and officer shall choose whether to allow public access to District-held information relating to his/her home address, telephone number, social security number, or any other information that reveals whether he/she has family members. Employees and officers shall state their choice to the Superintendent no later than the 14th day after employment begins, election or appointment to the Board occurs, or service with the District ends. If an employee or officer fails to state his or her choice within 14 days, the information is made available to the public. However, an officer or employee may make a written request at any time to the Superintendent to open or close the information relating to his/her home address, telephone number, social security number, or any other information that reveals whether he/she has family members. (Gov't. Code 552.024)

Employee Phone Numbers

The office occasionally needs to contact employees at home. Please

provide the office with all current phone numbers so that you may be reached. If your number changes, please notify the office immediately.

Employment Policies

District employment policies have been distributed to all employees. New employees are given the policies upon beginning employment.

Employment of Professional Staff

Pawnee ISD employs its teachers on the basis of one-year term contracts.

Equal Opportunity Employment

The Pawnee Independent School District shall adhere to a policy of equal employment opportunity for all employees. On the basis of an individual's race, color, religion, sex, national origin or age, the district shall not fail or refuse to hire or discharge, nor shall it otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, in any way that would deprive or tend to deprive any individual of employment opportunities or otherwise affect the individual's status as an employee.

Evaluation Procedures

Evaluation at Pawnee ISD shall be continuous. This process shall be used for all employees to improve their competencies in all areas of their employment with the District.

Formal Appraisal for Teachers

Each teacher will be formally appraised utilizing trained appraisers and the Texas Professional Development and Appraisal System (PDAS), unless the teacher has been approved for a PDAS waiver. Approval for the PDAS waiver will come from the Principal, as certain criteria must be met to guarantee the waiver.

Grievance Procedure

Pawnee ISD has written a grievance procedure that specifies guidelines under which an employee may address certain grievances. The specific guidelines are listed within the policy manual and copies are available upon request.

Homework

All school assignments, and particularly homework, should be reasonable and in keeping with generally accepted standards for the age group involved.

Homework Policy

Assigning additional work to support class work is an important tool to secure a better understanding of the subject matter involved. It is imperative that good judgment be used in making an assignment. Otherwise, the teacher's time and the time of the student may be wasted. Homework loads must be coordinated among teachers who teach the same student. Points to consider

are:

- Can the student handle the assignment or is it beyond his ability?
- Does the assignment reinforce the subject matter being taught?
- What is the schedule of the student(s) before the assignment is due?
- What will be the value of the assignment in terms of the grade?
- What will be the result if the student doesn't do the assignment?
- Will the benefit of doing the assignment be great enough to justify the teacher effort and student effort?
- How much homework is being assigned by all of the student's teachers?

Insurance and Payroll Procedure

Pawnee ISD participates in several programs whereby various deductions can (at the discretion of the employee) be made from an employee's pay. The following programs are available for participation: Health Insurance (hospitalization), Tax Sheltered Annuity, Bee County Teachers Credit Union and TexStar Credit Union (savings and loan), Pawnee Lunchroom Account, Teacher Retirement (mandatory), and Federal Withholding Tax (mandatory).

An employee must submit a statement, in writing, to the Superintendent to be kept in the employee's file, when he/she wants to make a change in any deduction. Please remember that there is a cut-off date for each payroll period, which is usually about ten days prior to the pay date.

The following payroll schedule will be followed for all faculty, staff, and administrators:

<u>Cut-Off Date</u>	<u>Payroll Date</u>
September 9, 2011	September 23, 2011
October 14, 2011	October 25, 2011
November 11, 2011	November 22, 2011
December 9, 2011	December 16, 2011
January 13, 2012	January 25, 2012
February 10, 2012	February 24, 2012
March 9, 2012	March 23, 2012
April 13, 2012	April 25, 2012
May 11, 2012	May 25, 2012
June 15, 2012	June 25, 2012
July 13, 2012	July 25, 2012
August 10, 2012	August 24, 2012

As an employee, you also have the option to have your paycheck automatically deposited into your bank account through Direct Deposit services. To take advantage of this option, please see the Superintendent's secretary for the proper forms.

Lead in Drinking Water

Pawnee ISD currently has drinking fountains that are in compliance with the “Lead In Drinking Water Act.” Tests have been made of drinking water to determine lead levels and all levels are within safety range.

Lesson Plans

Lesson plans should be done on a weekly basis and turned in or emailed by 7:45 a.m. on Monday morning. They will be checked weekly by the Principal. There is an “IN” box in the Principal’s office where plans may be placed. In addition, they may also be clipped outside of the Principal’s office door.

Library Information

The library will be open from 8:00 a.m. to 4:00 p.m.

Fines for overdue books will not be charged. However, **no** books may be checked out until **all** overdue books have been returned. If a book is overdue for three weeks, it will be considered lost, and the student will receive a bill for the replacement cost of the book.

Students are responsible for the replacement cost of lost books and books damaged beyond repair. Fines will be charged for minor damages, and these must be paid before checking out additional books.

There is no limit on the number of books and other materials that a teacher may check out and no fixed due date. However, please return materials to the library when you are no longer using them.

The professional section of the library contains reproducible materials and books which may be checked out by teachers and other staff members.

Each class will visit the library weekly to check out books. Teachers are required to accompany classes to the library to assist students with selecting books of appropriate readability levels. At various times throughout the day, the librarian or library aide may not be available to check in or check out books when a class visits the library. For this reason, students should not be sent to the library individually throughout the day. In instances where there is no librarian or library aide to offer assistance, teachers will be responsible for the checking in and checking out of library books for their students.

In addition, teachers are responsible for encouraging students to use the District-purchased Accelerated Reader program to enhance their reading after completing a book.

Liquid Petroleum Gas (LPG)

Pawnee ISD is currently monitored annually for safety compliance of LPG installation by the Texas Railroad Commission.

Methods and Procedures for Handling Monies

All monies collected from students or staff must be turned in daily. Cash, checks, change, or any other kind of legal tender should **never** be left in desk drawers, file cabinets, safes, classrooms or offices. Monies used for change, athletic events, and concession stands should be documented on a Cashing

Handling Form and put in the vault at the end of the event. Deposits will be made in a timely fashion.

To expedite handling of monies in the office and at the bank depository, please observe the following guidelines for preparing deposits:

1. The office staff will wrap coins and strap currency as needed.
2. Coins should be grouped by denomination.
3. Currency should be separated by denominations with all faces turned in the same direction. Crumpled or folded currency should be unfolded with no edges or corners turned under. *****Please note that mutilated coins or currency will not be accepted at the bank.***
4. Checks should be grouped together.

Checks should be completely filled out and endorsed showing the proper activity account name.

Accurate counting and listing of monies should be placed on a Cash Handling Form.

Non-Professional Staff

Secretaries, Clerks, Paraprofessionals, Cooks, Custodians, Bus Drivers, Maintenance Personnel, etc., are non-contracted personnel and have no property interest in their employment. They may be dismissed at-will at the discretion of the Superintendent.

Parent Conferences

Teachers need to make an effort to keep parents informed concerning their child's school work. Calls, notes, and conferences should reflect positive behaviors as well as less desirable ones.

Teachers are responsible for keeping a Parent Log documenting the contact and conferences they have with parents throughout the year. In addition, teachers must keep all documents (i.e. notes, emails, etc.) they accumulate throughout the year as evidence that parental contact and communication was established. The District-provided "Parent-Teacher Conference Record" form may also be used. Teachers should be continually aware that this documentation is directly tied to federal funding and comes under the audit control of the District.

Prior to the end of the 2nd six weeks of the school year, teachers will conduct parent conferences and will document the conference using the District-provided Student-Parent-Teacher Compact form.

Please keep in mind that parents are welcome to visit at all times; however, they should check in at the main office before visiting individual classrooms. Parents who call or wish to make appointments to see teachers will have their visits arranged, when possible, during the conference period of the teacher. When this is not possible, provisions will be made for someone to stay with the class while the teacher is talking to the parent.

Pesticide Application

Pawnee ISD periodically applies pesticides on school grounds and in buildings. All applications are made by licensed applicators and re-entry periods will be complied with according to the Texas Pest Control Act 135B-6. For information concerning these applications, contact the Superintendent.

Playground “Be”-liefs for Teachers

- Be There.
- Be Seen.
- Be Alert.

Teachers of students in grades Pre-K through 4th grade are to develop their own schedule for recess time and should have the Principal approve the schedule.

Progress Reports

Parents of students who are failing the six weeks or who are in danger of failing the six weeks should be notified at the end of the third week of each six-weeks grading period or according to the schedule provided by the Principal.

Teachers will notify the parents by preparing a Progress Report.

Teachers are also encouraged to send positive Progress Reports to parents.

Purchase Orders

A Purchase Order form must be obtained from the school office or intranet and completed and approved by the Principal before any purchases are made if the item(s) are to be paid for by the school. Please note that the Superintendent reserves the right to deny any request for any reason.

In certain and rare instances, employees may need to purchase items using their own personal funds. You will be reimbursed at the discretion of the Principal provided that a sales receipt is included with your reimbursement request. As a result, careful consideration should be used when choosing this method to make purchases. Keep in mind that as a school district in the state of Texas, Pawnee ISD does not pay sales tax. As a result, when turning in your reimbursement request for approval, you will not be reimbursed for any amount that is paid towards sales tax.

Recording Attendance of Students

Teachers are responsible for entering student attendance into the District-approved attendance-keeping program. **Attendance must be entered by 10:00 a.m.** While it is certainly understood that an individual may occasionally lose track of time and miss the 10:00 deadline, this scenario should rarely occur. Repeated failure to enter attendance electronically will negatively affect your PDAS, or may result in the revocation of your PDAS Waiver at the discretion of the Principal or Superintendent.

Should you forget the 10:00 deadline, you must send a signed note to the office listing what students, if any, are absent for the day. A copy of this note will

be placed in your PDAS file.

SIMPLY PUT: DO NOT ASSUME SOMEONE WILL COME AND CHECK TO SEE THAT YOU HAVE ENTERED ATTENDANCE FOR THE DAY—IT IS YOUR RESPONSIBILITY.

Teachers should be continually aware that entering attendance in the student management system comes under the audit control of the District.

Release of Students from School

A student will not be released from school at times other than at the end of the school day except with permission from the Principal or Superintendent and according to the campus sign-out procedures. Unless the Principal or Superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The school nurse will decide whether or not the student should be sent home according to school health guidelines and will notify the student's parent. This procedure is to be followed by all students, including the children, grandchildren, etc. of all school employees.

Room Appearance

It is a proven fact that children learn better in a pleasing environment. The appearance of the room is a large factor in this environment. Teachers are responsible for seeing that all lights work and for ensuring that students keep paper and any other items off the floors that could cause a classroom to look sloppy. Teachers should assume personal responsibility for bulletin boards, the appearance of their desks, tables, shelves, and any other item which affects the appearance of the room. This applies to all classrooms, laboratories, shops, locker rooms, etc.

Sales Persons, Agents, Solicitors, Etc.

Sales persons, agents, solicitors and the like sometimes serve a useful purpose; however, school employees should remember that employee time belongs to the school. There are certain rules and regulations that are to be followed in regard to dealing with such individuals during school hours. Very few ethical sales persons will attempt to contact a school employee during school hours without first getting permission from the office. Most reliable companies and organizations insist on their representative following this practice. Please inquire of all sales persons whether they have signed in through the main office.

School Property

Teachers should report all needed repairs and vandalism to the main office.

Selling Items at School

Any selling campaign must first be approved by the Superintendent. House Bill 3420 prohibits school employees from selling or distributing dietary

supplements containing performance enhancing compounds to students. It also prohibits school employees from endorsing or suggesting the use of such supplements by students.

Student Handbook and Student Code of Conduct

Information pertinent to students and staff appears in the Pawnee ISD Student Handbook and Code of Conduct. Staff members are responsible for knowing and following the procedures in these documents. Teachers are to go over the information with their students on the first day of school. In case of conflict between the Handbook and Board policy or State or Federal law, policy or law shall prevail.

Substitute Teacher Folder

A Substitute Teacher Folder must be turned in to the Principal. The lesson plans and activities in this folder must be of sufficient detail to permit a substitute to follow them in the event of an **emergency absence**. Please leave an ample amount of work and activities for your students to complete.

Telephone Use

The school telephone is for school business only. Long-distance calls must be approved by the Principal or Superintendent. Please record all long-distance school-related calls you make on the Telephone Log. Keep in mind that calls made to cell phones are charged as long-distance calls.

Please do not instruct office staff to come and get you for a personal incoming telephone call. A message will be taken and will be put in your mailbox. In addition, the caller may be transferred to your voice mailbox.

Textbooks

Teachers are responsible for checking textbooks of the students in their class each six weeks. If a student loses a book, the teacher is responsible for collecting the money for the book. At the end of the year, a list of students who owe money for lost or damaged textbooks should be turned in to the office.

Teachers must require students to keep books covered at all times.

Time on Task

The amount of time students spend engaged in focused academic activities is called time on task or engaged academic learning time. It is important that we use the day to the fullest so that we can maximize what students learn. Every minute of time must be used for learning. Down time, unengaged time, free time and the like must be eliminated from the day and replaced with sponge activities and other activities. Recess and cafeteria times must be followed strictly to maximize time on task. Strive for “Bell-to-Bell Instruction every day.” ☺

Tobacco-Free School

Under new legislation of the Texas Education Code Chapter 38.006: Use of any tobacco product on or off school property at a school-related or school-

sanctioned activity is prohibited.

Travel

When feasible, faculty members are encouraged to use the school vehicle to attend training or to fulfill other duties requested by the District. In an event where an employee must drive his/her own vehicle, travel outside the District will be paid according to the District’s reimbursement schedule. Each employee requesting travel reimbursement is required to complete and sign the appropriate forms on an individual basis, verifying that the travel was actually done, that it was school District business, and that the reimbursement is proper and within the limits set by the District. There are provisions to repay travel expenses, but the responsibility for complying with District policies and for documenting the travel expenses is the responsibility of the employee receiving payment.

Adequate documentation for out-of-District travel is usually a copy of the hotel bill for the dates and places traveled to. Copies of the airline tickets are required when traveling by air. Payments for out-of-District travel are based on the expenses incurred by the employee on a daily basis as follows:

MEALS	Breakfast.....\$10.00
	Lunch.....\$11.00
	Dinner.....\$15.00
	Total.....\$36.00 per day
HOTEL	Actual single rate expenses necessary or the <u>employee’s only</u> proportionate share not to exceed \$85.00 per night.
AIRFARE	Lowest available rate (coach fair).
MILEAGE	.51 cents per mile
Other reasonable and necessary expenses at actual cost. <u>Receipts are required for reimbursement.</u>	

Use of Office

The office is a place for the transaction of business and should be considered as such. There should be a minimum of unnecessary interruptions. Misuse of office privileges, such as the use of the telephone for non-business purposes and visiting with office workers during office hours, disrupts the smooth and efficient work in the office. School employees, parents and students are encouraged to use the office to the fullest extent for purposes which promote the welfare of the school.

If you have a problem with which the Superintendent or Principal can help you with, please feel free to visit the office. District administration follows an open-door policy.

Do not permit students to visit the office unless there is a reason for them to do so. Instead, encourage them to visit the office if office staff can be of assistance to them.

Should you have business to conduct, please remember that others may need to use the office as well. Therefore, please take care of your business in a short period of time as is consistent with efficiency. Most catalogs can be obtained from the Superintendent's secretary or can be found in the teacher workroom; most forms can be found on the District's intranet.

Use of School Facilities

Permission for use of all school facilities is to be secured from the Superintendent. This includes the gym, cafetorium, kitchen, ag shop, and the playground. An agreement form for the use of the facility must be signed before use. A charge will be assessed according to Board policy.

Use of Tobacco Products, Alcohol and Drugs

The use of tobacco products, alcohol, drugs and other controlled substances is not allowed in or on any school property. Medications taken under doctor's orders, of course, are allowed, but must be secure at all times.

Visitors

Parents and friends of the school should be encouraged to visit the school, but should never be allowed to interfere with the normal schedule and function of the school. Violations of this rule should be reported immediately to the Principal.

All visitors to the school must sign in at the main office and must receive a Visitor's Pass before entering the school grounds. Please direct all visitors without a Visitor's Pass to the front office for proper sign-in procedures.

Students from other districts are not permitted to visit during school days unless prior approval has been granted by the Principal or Superintendent.

Work-Related Injuries

Pawnee ISD carries Workers' Compensation Insurance on all eligible employees. Any job-related injury to an employee must be reported immediately to the supervisor.