Willis Independent School District

2023 - 2024 Employee Handbook

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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 Office of Human Resources.

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

District Information

The Willis Independent School District is approximately 158 square miles in size covering two municipalities which are Panorama Village and the City of Willis, as well as the rural areas and subdivisions bordering Lake Conroe. The district borders New Waverly ISD and Walker County to the north, Coldspring ISD and some parts of San Jacinto County to the northeast, Cleveland ISD and parts of San Jacinto County to the south-southeast, Conroe ISD and part of Montgomery County to the south, and Montgomery ISD and Lake Conroe and other parts of Montgomery County to the west.

Mission Statement

The Mission of the Willis Independent School District is to develop in each student the knowledge, skills, and behaviors essential for life-long learning and for productive, responsible citizenship.

Beliefs

Willis ISD will identify and prioritize capital improvement needs of the District to insure an effective and innovative learning environment, safe and efficient facilities, equity among campuses, and involvement of staff and community in planning for future educational needs of all students. Willis ISD students will achieve their full potential through high expectations from faculty and staff who are compassionate, caring, professional, and inspiring role models. Willis ISD will provide for all students challenging curriculum and instructional experiences to accelerate and enrich academic performance and opportunity. Willis ISD will insure fiscal responsibility by prudent application of all district funds as well as seek out new options for future funding. Willis ISD will communicate with and actively solicit input and involvement from staff, students, parents, and community. Willis ISD will give our students the tools to be

successful, by nurturing them through extracurricular activities while instilling integrity, leadership, and teamwork to lay the ground work for our future generations.

Facilities

Willis Independent School District has ten campuses including one high school, two middle schools, six elementary schools, one early education center and one alternative center. The district also includes an administrative building, a transportation center, and a combined maintenance and grounds center. A district facilities map is located in the Appendix.

Sharon Hill Jennette Admin Building
936-856-1200
612 N. Campbell St Willis, TX. 77378

Willis High School (9-12)
936-856-1250 Fax 936-856-3391
10005 HWY 75 N Willis, TX 77378

Janie Stubblefield Alternative Academy (1-12)
936-856-1302 Fax 936-890-0312
207 Philpot Willis, TX 77378

Lagway Elementary School (K-5)
936-228-7715
11505 Pine Valley Dr Conroe, TX 77304

A R Turner Elementary School (K-5)
936-856-1289 Fax 936-856-1298
10575 HWY 75 N Willis, TX 77378

Parmley Elementary School (K-5)
936-856-1231 Fax 936-856-1239
600 N Campbell Willis, TX 77378

Roark Early Education Center
936-890-1400
103 Wildkat Dr. Willis, TX 77378

District Transportation Center
936-856-1220 Fax 936-856-1307
215 Philpot Willis, TX 77378

Cargill Educational Support Center Annex- Custodial
936-890-1443
202 West Rogers St Willis, TX 77378

Brabham Middle School (6-8)
936-890-2312 Fax 936-856-2910
10000 FM 830 Willis, TX 77318

Lynn Lucas Middle School (6-8)
936-856-1274 Fax 936-856-1065
1304 N Campbell Willis, TX 77378

C C Hardy Elementary School (K-5)
936-856-1241 Fax 936-856-1242
701 Gerald St Willis, TX 77378

Cannan Elementary School (K -5)
936-890-8660 Fax 936-890-2616
7639 County Line Rd Willis, TX 77378

Meador Elementary School (K-5)
936-890-7550 Fax 936-890-7540
10020 FM 830 Willis, TX 77318

District Maintenance Center
936-856-1218
707 Gerald St. Willis, TX 77378

Wildkat Resource Center
936-890-3227
204 West Rogers St Willis, TX 77378

The Willis ISD web address is: www.willisisd.org

Board of Trustees

Policies BA, BAA, BB series, BD series, BE series, (www.willisisd.org)

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 curriculum, school taxes, annual budget, employment of superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

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

The board usually meets the second Wednesday of each month at the Sharon Hill Jennette Admin Building, located at 612 N. Campbell St. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and at Sharon Hill Jennette Admin Building 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 one-hour notice.

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

Current Board Members

President	Kyle Hoegemeyer
Vice President	Paulett Traylor
Secretary	Chad Jones
Member	Nikita Lagway
Member	Cliff Williams
Member	Charles Perry, Sr.
Member	Scott Carson

Time & Location of Meetings

The Board meets on the second Wednesday of the month at 5:30 p.m. at Sharon Hill Jennette Admin Building, Willis, TX unless otherwise noted on the posted agenda. Special meetings are called as needed.

Regular Meetings are held the second Wednesday of each month unless otherwise posted.

Public Comments: Patrons may sign up to make public comments at the regularly scheduled Board Meetings. Those wishing to speak must sign up before the 5:30 p.m. start of the meeting.

School Calendar

The School Calendar is located in the Appendix.

School Directory

The school phone directory is located in the Appendix.

Administration

District Administration

Interim Superintendent	Tom Crowe
Asst. Superintendent of Business/Finance	Garrett Matej
Asst. Superintendent of Human Resources and Operations	Robert Whitman
Asst. Superintendent of Innovation, Teaching and Learning	Sara Goolsby
Executive Director of Athletics & Fine Arts	Jason Glenn
Executive Director of Elementary Education	Patricia Musick
Executive Director of Secondary Education	John Vaglienty
Executive Director of Student Services and Accountability	Brad Mansfield
Executive Director of Support Services and Construction	Paul Dusebout
Executive Director of Technology	Stephen Shannon
Director of Child Nutrition	Michael Northey
Director of Communications	Jamie Fails
Director of Custodial Services	Lisa Guzman
Director of Finance	Shelley Mattson
Director of Fine Arts	Kenneth Labonski
Director of Grounds	Brady Young
Director of Learner Pathways	Ivan Velasco
Director of Maintenance	Tyler Rhoden
Director of School Security	Leslee Zemlicka
Director of Special Programs	Debbie Walker
Director of Transportation	James Ringo

Campus Administration

Principal of Willis High School	Eric King
Principal of Stubblefield Alternative Academy	Tanya Maddin
Principal of Robert Brabham Middle School	Dr. Shukella Price
Principal of Lynn Lucas Middle School	Dr. Kelley Moore
Principal of C. C. Hardy Elementary School	Susan Fossler
Principal of Mel Parmley Elementary School	Allie Wilkins
Principal of A. R. Turner Elementary School	Dr. Michelle Hall
Principal of Edward B. Cannan Elementary School	Dr. Jo Colson
Principal of William L. Meador Elementary School	Tamara Good
Principal of Eddie Lagway Elementary School	Kameron Wilder
Principal of Roark Early Education Center	Calandra Lewis

Employment

Equal Employment Opportunity

Reference Policy DAA (Legal), DIA (Exhibit)

In its efforts to promote nondiscrimination and as required by law, Willis Independent School District 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 bases 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 for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment:
Brad Mansfield, Executive Director of Student Services and Accountability, 612 N. Campbell St. Willis, TX 77378, bmansfield@willisisd.org, Phone: 936-890-2062. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: Brad Mansfield, Executive Director of Student Services and Accountability, 612 N. Campbell St. Willis, TX 77378, bmansfield@willisisd.org, Phone: 936-890-2062.

Job Vacancy Announcements

Reference: Policy DC (Local)(Legal)

Announcements of job vacancies by position and location are posted on a regular basis to the district's website (https://www.willisisd.org)

Employment After Retirement

Reference Policy DC (Legal)

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 Website (www.trs.texas.gov).

Contract and Noncontract Employment

Reference Policy DC (Legal)

State law requires the district to employ all full-time professional and administrative employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary or term contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for non-renewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide general descriptions of the employment arrangements used by the district.

Probationary Contracts. Nurses and full-time, professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district will be one school year.

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

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

Non-Certified Professional and Administrative Employees

Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are not typically employed by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district. In situations where contracts are issued to a non-instructional administrator, a non-Chapter 21 contract is issued as outlined in DCE Local.

Paraprofessional / 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

Reference Policies DBA (Legal) (Local); DF (Legal)

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 the TEAMS Employee Service Center in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify Human Resources 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 Human Resources if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Reference 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 the Human Resources office 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

Reference Policy: DHE (Legal) (Local) CQ (Legal) (Local)

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

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

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact their immediate supervisor.

Health Safety Training
Reference Policies DBA (Legal), DMA (Legal)

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

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

Reassignments and Transfers
Reference Policy DK (LEGAL) (LOCAL)

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility

that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty is a 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).

Transfers may be at the initiative of the superintendent, an administrator, or at the request of the employee. An employee may submit a transfer request online through the TEAMS Employee Service Center. Transfer requests must be approved by the supervisor. A transfer request does not guarantee that such a transfer will be made. Each request will be considered in terms of such factors as; qualification of the applicant, available vacancies, number of requests for transfers, and school organizational needs.

Workload and Work Schedules

Reference Policy DEAB, DK (Local) (Legal), DL (Local)

High School and Stubblefield Work Schedule 7:00 am – 3:30 pm
Middle School Campuses Work Schedule 7:00 am – 3:30 pm
Elementary School Campuses Work Schedule 7:45 am – 4:15 pm
Roark Early Education Center Work Schedule 8:00 am – 4:30 pm

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. The work schedule will be adhered to and there will be no “flexing” of days/time.

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

Paraprofessional and Auxiliary Employees

Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their positon 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.

All nonexempt (hourly) employees must use their district employee ID number to clock in and out each day. Department and campus supervisors are responsible for checking and approving employee clock punches. Clock punches are used to track and document overtime and compensatory time. See *Overtime Compensation* for additional information.

Breaks for Expression of Breast Milk

Reference Policy 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 Robert Whitman, Assistant Superintendent of Human Resources and Operations, rwhitman@willisisd.org , 936-856-1215.

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 Ashley Romagus, Leave and Substitute Clerk, aromagus@willisisd.org, Phone 936-890-3187 to begin the interactive process.

Notification to Parents Regarding Qualifications

Reference Policies DK (Legal), DBA (Legal) (Local)

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information

relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call the Human Resources Department.

Outside Employment and Tutoring

Reference Policy DBD (Local)

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 conflict of interest.

Performance Evaluation

Reference Policy DN (Local)

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda can also be used to document performance information. All employees will receive an evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.
Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Employee Involvement

Reference Policy BQA, BQB

At both the campus and district levels, Willis 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 or from the Teaching and Learning Department.

Staff Development

Reference Policy DMA (Legal)

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

Reference Policy DEA (Legal) (Local) DEAA (Legal) (Local) DEAB (Legal)

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid semi-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.

Salaries and wages are reviewed annually and adjusted according to the budgeted amounts approved by the board. All employees will receive notice of their pay through the TEAMS Employee Service Center. If additional information is needed you may contact the office of Human Resources. Classroom teachers, librarians, nurses, and counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Annual Verification of Compensation

It is the responsibility of the employees to verify their salary and benefits information annually. This information is available through the Employee Service Center. The Employee Service Center will ask the employee to verify that the information is correct or submit a request for their information to be reviewed by Human Resources. The district will correct salary errors for the current school year only, if reported by November 1st for current employees or sixty (60) days after employment for new hires.

Employees should contact the Human Resources Department for more information about their pay.

Annualized Compensation

The district pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal semimonthly payments, beginning with the first pay period of the school year. Employees who separate after the last day of instruction will continue to receive paychecks through the end of the summer, unless otherwise requested by the resigning employee. See the Business Office for the appropriate form to be completed.

Paychecks

All employees are paid semi-monthly. Paychecks are directly deposited into your designated bank account. An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. Payroll statements are paperless and are available via the TEAMS/Frontline Employee Service Center.

The Payroll Calendar can be found in the Appendix.

Payroll Deductions

Reference Policy CFEA (Legal) (Local)

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

- Teacher Retirement System of Texas (TRS)
- Federal Income tax required for all full-time employees
- Medicare tax (applicable only to employees hired in this district after March 31, 1986)
- 457 PST Deferred Compensation contributions must be deducted for all temporary and part-time employees who are not eligible for TRS membership
- 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, cancer, life, heart/stroke, long term care, flex accounts, dental, disability, and vision insurance, health savings accounts, group accident, critical illness and prepaid legal; 403b annuities and 457 voluntary deferred comp. Employees also may request payroll deduction for payment of membership dues to some professional organizations and Willis ISD Education Foundation. 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.

Social Security

Reference Policy CFEA (Legal)

Social Security is not withheld on any employee at this time.

Overtime Compensation

Reference: 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. Note: Nonexempt employees are not authorized to work

beyond their normal work schedule without advance written 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 workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:00 am Sunday and ends at 11:59 pm on 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, with written supervisor approval, may be compensated for overtime (i.e. hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay at time-and-a-half rates. See the Appendix for a copy of the overtime agreement. The following applies to all nonexempt employees:

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

Travel Expense Reimbursement

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to policy and guidelines found on the back of the Expense Request form. Employees must submit itemized receipts to be reimbursed for allowable expenses other than mileage.

An Expense Request form can be found in the appendix.

Health Insurance

Group health insurance coverage is available to full time employees who work at least 30 hours per week. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees and are located on the district website's Employee tab under Benefits.

The health insurance plan year is from September through August. New employees must complete enrollment forms within the first 30 calendar days of employment. Current employees can make changes in their insurance coverage during annual enrollment in September or within thirty calendar days of a qualifying event (e.g. marriage, divorce, birth). Changes made during annual enrollment take effect November 1st (pending any applicable underwriting approval). Employees should contact the Business Office for more information. This is subject to change according to the Affordable Care Act or any other government statute.

Supplemental Insurance Benefits

At their own expense, employees may enroll in supplemental insurance programs offered through the districts Third Party Administrator (TPA). Premiums for these programs can be paid by payroll deduction. Employees should contact the Business Office for more information.

Cafeteria Plan Benefits

(Section 125 IRS Code)

Full time employees are 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., dental, vision, and flex accounts, 403b annuities and health insurance are also withheld on a pretax basis). A Third Party Administrator (TPA) handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first 30 calendar days of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' Compensation Insurance

Reference Policy CRE (Legal)

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Texas Association of School Boards. 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 your supervisor and the Business Office. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

Unemployment Compensation Insurance

Reference Policy CRF (Legal**)**

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 during 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 Human Resources.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Texas Teacher Retirement System (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are 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. This information can be accessed at https://oapi.trs.state.tx.us/ONAC/do/login.

Employees who plan to retire under TRS should notify the office of Human Resources as soon as possible. Information on the application procedures for TRS benefits is available from TRS at the TRS website listed above.

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 at www.trs.texas.gov .

Other Benefit Programs

Policy CRD (Legal) (Local), CRG (Legal)

Perfect Attendance Incentive

The following criteria will be used to determine perfect attendance eligibility or ineligibility for employees to receive the monetary incentive:

Eligibility

Must be a full time employee and hired before October 1 of the current school year

Must be present from the first day of instruction (exception: late hire above) to the last day of instruction

Ineligibility

Employee using any state or local personal/sick days and/or had any other leave of absence as defined in board policy DEC (legal) (local)

Employee who is suspended with or without pay for any length of time

Employee absent on in-service day

Employee on workers' compensation leave

Exceptions

Jury Duty

Absences due to the employee's compliance with a valid subpoena

Staff Development

Comp Days as granted by supervisor in writing (non-exempt employees only)

Donation of day(s)

Leaves and Absences

Board 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 Human Resources for information about applicable leave, benefits, payment of insurance premiums, and requirements for communicating with the district.

Paid leave must be used in full or half-day increments for instructional and/or exempt employees. Earned comp time (nonexempt employees only) 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:

- State Personal Leave
- Local Leave
- State Sick Leave accumulated before the 95-96 school year

Employees must follow district and department or campus procedures to report or request any leave of absence. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

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 4 consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

Immediate Family

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

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

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

Return to Work Following Illness
The guidelines for returning to work following illness are outlined below. These guidelines are to be followed unless an employee tests positive for coronavirus (CDC guidelines are followed) or if a doctor has indicated a longer time frame is needed.

- Individuals must be fever free for at least 24 hours without the use of fever-reducing medication before returning to school/ work.
- Individuals must be diarrhea free for at least 24 hours without the use of diarrhea-suppressing medications before returning to school/ work.

Medical Certification
Any employee who is absent more than four consecutive 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 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 information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. 'Genetic information,' as defined by GINA includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Continuation of Health Insurance
Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense for thirty (30) calendar days. Healthcare benefits for employees on leave authorized under the FMLA 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 not on active payroll status.

Absence Reporting

All employees are required to report absences through the TEAMS Employee Service Center regardless of whether a substitute is needed. Absences include jury duty, illness, family illness, family emergency, death in the family, personal leave, professional leave, vacation and non-duty

leave. Maternity leave and FML will be handled by the HR department together with campus administration.

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. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Nondiscretionary

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

Discretionary

Leave taken at an employee's discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a notice of the request fourteen days in advance of the anticipated absence to his or her principal or supervisor. 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. Discretionary personal leave will be granted on a first-come, first-served basis and will be subject to the following limitations: Discretionary leave may not be taken on the following key days: immediately preceding or following a school holiday, during the first or last two weeks of the school year, or the first or last day of a grading period. Discretionary leave may not be for more than three consecutive days and may only be used in full or half-day increments.

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, or the dock could start sooner if needed.

Local Leave

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

Local leave shall accumulate to a maximum of thirty leave days.

Local leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995-96 school year; except that an employee may donate local leave to a sick leave pool.

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 Pool

The District has established procedures for the establishment of a sick leave pool to assist employees in dealing with prolonged, severe or life-threatening conditions that force them to exhaust paid leave and would otherwise result in a loss of income. The sick leave pool program allows employees to voluntarily donate accrued local, state, vacation, or non-duty days to another employee. It will be administered by the following procedures:

Sick Leave Pool Administrator
The Human Resources Department will administer the sick leave pool program and is responsible for receiving and granting requests and processing donation of sick leave pool days.

Employee Eligibility
All full-time employees are eligible to participate in the sick leave pool. For purposes of the sick leave pool program, a regular employee is defined as an employee who is required to work more than four and one-half months each fiscal year. A new employee qualifies for the establishment for a sick leave pool six months from the initial date of their employment.

Qualifying Conditions
Only absences due to the employee's catastrophic illness or injury or the catastrophic illness or injury of a member of the employee's immediate family are covered by the sick leave pool. An

employee's immediate family is defined as a spouse, child, or parent or a blood relative that resides with the employee.

An employee already receiving benefits from a Workman's Comp claim is not eligible to request the establishment of a catastrophic sick leave pool.

Catastrophic Illness or Injury Defined
A catastrophic illness or injury is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Maternity cases with no complications or elective surgery are not considered catastrophic illnesses.

Pool Creation
An employee must exhaust all other available leave days, compensatory time, and vacation or non-duty days before applying for sick leave pool days. (226 day employees will be advanced non-duty days in the event of a catastrophic illness before January 1st of the current school year.)

An employee or his/her designee must submit a written request for the establishment of a sick leave pool to the HR sick leave pool administrator. The written request must be made within ten days of the onset of the qualifying catastrophic illness or injury.

Requests for the establishment of a sick leave pool will be reviewed by the Sick Leave Pool committee.

The HR sick leave pool administrator will notify the employee regarding approval or denial of the request.

After an employee is approved for the creation of a sick leave pool, the HR administrator will contact the work location supervisor to initiate the establishment of the pool for the approved employee.

Donations
A district employee may contribute no more than 4 days of local leave, personal leave, or accrued non-duty or vacation days per school year with a limit of two days to any individual pool. Compensatory time is not eligible for donation to a sick leave pool.

A signed statement indicating the number of accrued days the employee wishes to donate to the pool must be submitted to the Human Resources Administrative Assistant. All donations must be made in 1 or 2 day increments.

The donation of leave to a sick leave pool is voluntary on the part of the donor. Employees may not solicit fellow employees for donations. The names of all donors will remain confidential.

Donated days pledged to the pool are not available for use by the donor. Donated leave will be applied to an individual pool in the order in which donor forms are received. Days pledged but not used by the recipient will be returned to donors.

Maximum Sick Leave Pool Days Allowed
An employee may be granted up to the maximum number of days contributed to the pool, not to exceed 30 days. A request for additional days may be considered if there is a continuing need. The maximum number of days granted for any one occurrence is 45 days.

Medical certification by a health care provider as defined by the Family and Medical Leave Act must be submitted with a request for sick leave pool days. Any medical information provided shall remain confidential.

Recertification of a medical condition is required when a request is made for additional sick leave pool days.

The district reserves the right to request a second opinion to certify the need for leave by a health care provider designated by the district. The district will assume the cost if a second opinion is required.

Confidentiality
Medical information, including days granted and other correspondence, will be kept confidential unless the law requires its release.

Vacation and Non-Duty Days

DED (LOCAL)

Eligibility for Paid Vacation
Each full-time classified employee employed in a position normally requiring 260 days of service shall receive paid vacation.

Accrual
Accrual of paid vacation days shall begin immediately if the employee is employed prior to the 15th of the month or on the first day of the next month if the employee is employed on or after the 15th of the month.

1. Vacation day credit shall be earned on the following basis:

    For the first nine years of continuous full-time service with the District, paid vacation shall be earned at the rate of one day for every 26 days of service, up to an annual maximum of ten days.

    For ten through nineteen years of continuous full-time service with the District, paid vacation shall be credited at the rate of one day for every 17.3 days of service, up to an annual maximum of 15 days.

For twenty or more years of continuous full-time service with the District, paid vacation shall be credited at the rate of one day for every 13 days of service, up to an annual maximum of 20 days.

2. Not more than 20 days of unused paid vacation may be carried forward from one work calendar year to the next. Unused days in excess of the 20 day maximum shall be forfeited.

Use of Accrued Vacation Time
An employee shall schedule any use of vacation with his or her immediate supervisor.

Reimbursement for Unused Vacation Time
Upon any voluntary separation from employment, the District shall pay an employee for all available unused vacation days.

Holidays
Eligible full-time classified employees shall receive paid holidays as listed on the respective work calendar and as provided for in the annual salary and benefits plan determined by the Board.

226 Day Employees
Each person employed in a position requiring 226 days shall receive non-duty days per school year. The specific number of non-duty days shall be determined each school year and communicated by the Superintendent or designee.

The number of non-duty days shall be based on the difference between the number of annual workdays established in the respective work calendar, the number of holidays scheduled on the respective work calendar, and the number of contract days specified in the employee's annual contract.

Non-duty days will be advanced but will not be prorated. Throughout the year a staff member may use non-duty days that are advanced on January 1st for the current school year; however, if the employee does not complete the required number of workdays, the employee will be docked on his or her last paycheck(s) for the non-duty days used, but not earned for the current year.

In an event of a prolonged absence that results in the exhaustion of all available leave, an employee may request that non-duty days for the current school year be advanced before January 1st. A request for advancement of non-duty days before January 1st will be considered on a case by case basis.

An employee retiring or terminating his or her employment prior to the completion of his or her annual contract shall be paid for only those days worked in fulfillment of his or her contract.

If the employee does not complete the required number of workdays (226), the employee will be docked on his / her last paycheck or the dock could start sooner if needed, for the non-duty days used, but not earned for the current year.

Up to ten unused non-duty days accrued from the previous school year may be extended past December 31 of the current school year with the approval of the supervisor. Non-duty days in excess of ten shall be lost after December 31 of the current school year.

Compensation for non-duty days accrued and carried over from a previous fiscal year will only be paid upon retirement or termination of employment, not to exceed ten days.

Family and Medical Leave (FML) - General Provisions

Employees requiring family and medical leave should contact the Human Resources Office for details on eligibility, requirements, and limitations.

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

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 retaliate 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.**

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME

Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured forward from the date an individual employee's first FML begins.

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

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

Intermittent Leave
When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district shall permit the use of intermittent or reduced schedule FML for the care of a newborn child or for the 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 prover. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job funtions. The district shall provide a list of essential job functions (e.g. job description) to the employee with the FML designation notice to share with the health care provider. 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 FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

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

Failure to Return

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

Temporary Disability

CRD (Local)

Certified employees

Any full-time employee whose position requires certification from the State Board of 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.

Employees approved for temporary disability may continue group health insurance coverage at his or her own expense.

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, the immediate supervisor, campus principal and the Human Resources office should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate

position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Workers' Compensation Benefits

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

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use 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.

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 district Risk Management Coordinator.

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.

Jury Duty

Reference Policy DEC (LOCAL) DG (LEGAL)

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An

employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. Upon return to work, an employee shall furnish his/her immediate supervisor a signed statement from the bailiff or other court official verifying the number of days the employee served. A jury summons is not sufficient documentation.

Compliance with a Subpoena

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

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 absences 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, or reserves 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. Paid military leave is limited to 15

days each federal fiscal year In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

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

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

Payment for Accumulated Leave Upon Separation

The following leave provisions shall apply to local leave accumulated beginning on the original effective date of this program.

An employee who separates from employment with the District shall be eligible for payment for local leave accumulated since the 2002–03 school year under the following conditions:

1. The employee's separation from employment is voluntary, i.e., the employee is retiring or resigning and is not being discharged or nonrenewed.

2. The employee provides advance written notice of intent to separate from employment. Contract employees must provide written notice at least 90 days before the last day of employment. Noncontract employees must provide written notice at least two weeks before the last day of employment.

3. The employee has at least 20 years of service with the District.

The employee shall receive payment for each day of accumulated local leave, to a maximum of 30 days, at a rate established by the Board. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

Neutral Absence Control

Reference Policy DEC (local)

An employee who has excessive absences equal to four workdays during the school year may be recommended for termination in accordance with this policy, other applicable policies, and applicable law.

Absenteeism

Definitions used in this policy are as follows:

Excessive absence means failure to appear for work when no leave applies to the absence and the absence is not excused on any other basis in policy or law. Elective leaves, if any, apply to and excuse an absence only when the leave has been duly elected by the employee and approved by the district, and the absence qualifies for and falls within the leave period.

Workdays are those days on which the employee is required to perform services for the district in compliance with policy and the employment agreement between the parties.

Use of Leave

Prior to termination or recommendation for termination under this policy, an employee shall be provided with notice of the employee's rights to apply for leave.

Due Process

An employee shall receive any process to which he or she is entitled to by law or in policy prior to termination.

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 district publications and media releases, and through special events and activities.

District Communications

Throughout the school year, the District publishes a variety of communication materials, including newsletters, brochures, fliers, calendars, news releases, web pages, videos and other materials. These publications offer employees and the community information pertaining to school activities and achievements.

Media Inquiries

All media inquiries received by staff should be directed to the Superintendent's office. The Superintendent or his designee is the official spokesperson for the District.

Employee Conduct and Welfare

Standards of Conduct

Reference Policy DH (Legal) (Local) (Exhibit)

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

- Recognize and respect the rights and property of students, parents, other employees and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify 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 policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident.

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

Texas Educators' Code of Ethics

Purpose and Scope

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

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or 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 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.

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

Reference Policy DH (Legal) DIA (Legal) (Local)

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

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be found at:

https://pol.tasb.org/PolicyOnline/PolicyDetails?key=911&code=DIA#localTabContent

Harassment of Students

Reference Policy DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. 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.

Notification Procedures for Possible Inappropriate Relationship between Student and Educator may be found in the Appendix.

The district's policy that includes definitions and procedures for reporting and investigating harassment of students can be found at:

http://pol.tasb.org/Policy/Download/911?filename=DHB(LEGAL).pdf
http://pol.tasb.org/Policy/Download/911?filename=FFH(LOCAL).pdf
https://pol.tasb.org/Policy/Download/911?filename=FFH(XHIBIT).pdf

Reporting Suspected Child Abuse

Reference: Policy DG, FFG, 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 §261.001, 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 the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody or welfare of the child (including a teacher) must be reported to CPS.

Employees are also required to make a report if they have 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 or to the Texas Abuse Hotline (800-252-5400) State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

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

An employee's failure to make the required report suspected 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 report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

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

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at your campus counselor's office. 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 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 above in Reporting Suspected Child Abuse.

Reporting Crime

Reference: Policy DG

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

Scope and Sequence

Policy DG

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

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 subsequent criminal history.

Employee Arrests and Convictions

Reference Policy DH (local), 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 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) or driving under the influence (DUI) of drugs or alcohol
- 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

Reference Policy DH

Willis 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 may be found here:

https://pol.tasb.org/Policy/Download/911?filename=DH(LOCAL).pdf

Tobacco Products and E-Cigarette Use

Reference Policy DH (Legal) (Local) FNCD (Legal) GKA (Legal)

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 building, 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 fine are displayed in prominent places in all school buildings.

Fraud and Financial Impropriety

Reference Policy CAA (Local)

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

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

Reference Policy CB (Legal), DBD (Legal) (Local) (Exhibit)

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; or nonschool employment.

Employees should contact their supervisor for additional information.

Gifts and Favors

Reference Policy DBD (Legal) (Local) (Exhibit)

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 textbook, 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

Reference Policy CY (Legal) (Local)

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

Associations and Political Activities

Reference Policy DGA (Legal) (Local)

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

Reference Policy DG (Legal)

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

Safety 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.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

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 judgement on whether to use hands-free technology while the vehicle is in motion.

Classroom doors must remain locked at all times.

Staff must visibly wear ID badges at all times.

Employees with question or concerns relating to safety programs and issues can contact Jennifer Walker. More information regarding the district's safety program may be found in the Workplace Safety Procedures section of this handbook.

Possession of Firearms and Weapons

Reference Policy DH, FNCG (legal) GKA (legal) (local)

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

Visitors in the Workplace

Reference Policy GKC (Legal) (local)

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.

Dress Code Standards for Professional and Paraprofessional Employees

General Considerations

As an employee of Willis ISD, you represent our district to all our students, parents, community members, other visitors, and your co-workers. As an organization, we seek to communicate an image of public education professionalism to all we come in contact with every day. Therefore, your appearance and demeanor should reflect this objective at all times. Because we recognize the standards that govern acceptable professional education attire have changed over the past several years, we have created this dress code policy to assist you in your selection of appropriate apparel for your position and daily responsibilities. It is recognized that certain positions within the district require a more professional manner of dress, while other positions may be permitted to wear more relaxed attire. Auxiliary employees should follow dress and grooming guidelines set forth in the auxiliary employee handbook.

Basic Guidelines

All employees must visibly wear ID badges at all times.

All employees are expected to dress according to the Dress Code Policy during the normal workday, special events, and staff development.

Principals have the authority to direct dress code on campus workdays and under other extenuating circumstances.

Clothes should be proper fitting and in good condition. Clothes should be clean and neat. Clothing that reveals too much cleavage, back, chest, stomach or undergarments are not appropriate. Tattoos should be covered.

Designated Fridays can be declared school spirit days. For these days only, jeans, *campus-approved* school spirit or related shirts *including t-shirts*, and tennis shoes may be worn.

Regulations regarding footwear may be waived depending on medical conditions if supported by a physician's recommendation.

School nurses may wear scrubs and tennis shoes.

Your cooperation with these policies will provide all of us an opportunity to work in a comfortable, professional environment. No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable attire for work, please ask your campus principal or immediate supervisor.

Dress Code Policy -- All clothing must be clean and pressed.			
MEN		**WOMEN**	
Appropriate	**Not Appropriate**	**Appropriate**	**Not Appropriate**
Jackets and Tops: · Suits · Sports Coats · Blazers · Shirts (polos, turtlenecks, oxfords) · Sweaters and vests	· Jogging suits · Scrubs · Sweatshirts · T-shirts · Tank tops · Sleeveless tops	**Jackets, Dresses and Tops:** · Suits (skirts or slacks) · Sleeved and sleeveless dresses · Blouses · Turtlenecks · Sweaters	· Jogging suits · Lounging outfits · Mini-length dresses · Sweatshirts · T-shirts · Tank tops · Halter-tops · Low cut tops · Midriff tops · Sheer tops · Tops with spaghetti straps · Strapless tops

Bottoms: · Dress Slacks · Khakis	· Jeans · Cargo Pants · Sweatpants · Shorts	**Bottoms:** · Long or knee-length skirts · Knee-length skorts · Dress walking shorts · Dress slacks · Khakis · Midcalf-length Capri pants	· Mini skirts · Leggings of any type · Stirrup pants · Shorts · Sweatpants · Cargo pants · Jeans · Scrubs
Shoes: · Dress Shoes · Loafers · Boots	· Tennis Shoes · Flip Flops · Sandals	**Shoes:** · High and mid-heeled shoes · Flats · Sandals with low or high heels · Loafers · Mules · Fashion boots · Open back shoes w/heels	· Canvas shoes · Tennis Shoes · Crocs
Accessories: · Ties · Belts · Socks	· Baseball caps · Visible body piercing other than ears	**Accessories:** · Scarves · Jewelry · Hosiery	· Hats · Visible body piercing other than ears

Technology Acceptable Use Policy

Technology Resources

Reference Policy CQ (Legal) (Local)

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 or termination of privileges and may lead to disciplinary and/ or legal action. Employees with questions about computer use and data management can contact the Executive Director of Technology.

Personal Use of Electronic Communications

Reference Policies CQ (Legal) (Local) DH (Local)

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

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

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

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

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

Electronic Communications between Employees, Students, and Parents

Reference policy DH (Local)

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

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

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

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

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

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

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

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:

- The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;
- The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
- For each text message addressed to one or more students, the employee shall send a copy of the text message to employee's district email address.

- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity.)
- 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.
- The employee shall not communicate directly with any student between the hours of 10 pm and 6 am. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
    - Compliance with the *Public Information Act and the Family Educational Rights and Privacy Act* (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
    - Copyright law. [See Policy CY]
    - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]

- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff members 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 her supervisor in writing within one business day if a student engages in an improper electronic communications with the employees. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices

Reference Policy DH (Legal), GB

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

A current or former board member or employee of a district who maintains public information on a privately owned device shall:

1. Forward or transfer the public information to the district or a district server to be preserved as provided by Government Code 552.004(a); or
2. Preserve the public information in its original form in a backup or archive and on the privately owned device for the time described under 552.004(a).

Additional Guidelines

Consequences of Improper Use

Violation of WISD's policies and procedures concerning the use of computers and networks will result in the same disciplinary actions that would result from similar violations in other areas of WISD. Improper or unethical use may result in disciplinary actions consistent with the existing Student Discipline Policy and, if appropriate, the Texas Penal Code, Computers Crimes, Chapter 33, or other state and federal laws. This may also require restitution for costs associated with system restoration, hardware, or software costs. The district will cooperate fully with local, state, or federal officials in any invitation concerning or relating to misuse of the District's computer systems and networks.

Illegal Activity

Transmission (that is, uploading or downloading) of any material in violation of any national, state or local regulation is prohibited. This includes, but is not limited to:

- Copyrighted material
- Abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal material
- Material protected by trade secret
- Commercial activities such as conducting private business on the Internet
- Transmission for advertisement or political use

Consent Requirements

Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload or redistribute copyrighted material to the system.

No original work created by a District student or employee will be posted on a web page under the District's control unless the District has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work.

No personally identifiable information about a District student will be posted on a web page under the District's control unless the District has received written consent from the student's parent. The *Family Educational Rights and Privacy Act* and District policy may make an

exception for “directory information” as allowed.

Security
The security of any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you are required to notify a system administrator or school personnel. Do not demonstrate the problem to other users. Do not use another individual’s account.

Etiquette
Users are expected to abide by the generally accepted rules of communications etiquette. These include, but are not limited to, the following:

- Be polite. Do not send or post abusive messages.
- Use appropriate language. Do not swear, use vulgarities, sexually suggestive language, or any other inappropriate language.
- Exercise caution when using WISD communications tools to email or post your opinions. Recipients or other readers may assume that your opinion represents the views of the District or school, whether or not that was your intention.
- Do not reveal your personal address or phone number or the address or phone number of students or colleagues.
- Check your email at least once a day. Reply to email from parents or other public members who have legitimate business requests within 24 hours whenever possible.
- Share your WISD email address with interested parents and community members who request to communicate with you in this fashion.
- Do not send messages to an entire staff when only a small group of people actually needs to receive the message. In accordance with established procedures, using email for commercial enterprises is prohibited.
- Do not forward messages that have no educational or professional value (e.g., chain letters.)

Email
The following guidelines will apply to all users of the District’s electronic communications systems:

- Users will be issued only one district email account.
- Communications may not be encrypted so as to avoid security review by system administrators.
- Attachments to email messages should include only data files. At no time should

program files (e.g. .exe files) be attached due to risk of licensing violations and transmission of viruses.

- Requests for personal information on students or staff members should not be honored via email. This relates particularly to any requests for student grades, discipline, attendance or related information. In addition, security information such as usernames or passwords should not be sent via email for any reason.

Responsible Network Use

The individual in whose name a system account is issued will be responsible at all times for its proper use and to abide by the generally accepted guidelines for responsible network use. System users *may not*:

- Utilize the District network for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.

- Disable, or attempt to disable, a filtering device on the District's electronic communications system.

- Establish peer-to-peer networking.

- Create unauthorized wireless networks, including wireless access points, wireless routers and open networks on personal devices.

- Use any software or proxy service to obscure the student's IP address or sites that the student visits.

- Use another person's system account without written permission from the campus administrator.

- Gain unauthorized access to resources or information.

- Place the District network and equipment at risk of viruses and other harmful codes by opening email messages from unknown senders, loading data from unprotected computers, etc.

Equipment Guidelines

All technology equipment should be shut down each evening.

District personnel are responsible for District equipment if taken off school property. Traveling personnel must secure equipment every night to not be liable.

As personnel transfer to other locations within the District, the equipment they utilized at their originating campus must remain on that campus. To maintain accurate inventories and comply with state and federal funding guidelines, staff members are not allowed to transfer computers and other technology equipment to their new campus.

Vandalism

Any malicious attempt to harm or destroy District equipment or data, the data of another user of the District's system or of any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. [See DH, FN series, and the FO series]

Employees with questions about computer use and data management may contact Stephen Shannon, Executive Director of Technology at 936-856-1212 or sshannon@willisisd.org.

Willis ISD Website Guidelines

Willis ISD maintains a website to communicate with parents, students, the local community and the general public. The site is visible throughout the world and requires that content clearly articulate the mission, vision and level of professionalism of our district. These guidelines are designed to clarify:

Roles and Responsibilities for Web Content
Minimum Standards and Requirements
Content and Style Criteria

Willis ISD contracts with Blackboard for web hosting, design and technical support.
These guidelines exist to create and upload content within the template provided by the Blackboard website. All content created, produced and uploaded to the website must also comply with the WISD Acceptable Use Policy (AUP) and any and all applicable WISD Board Policies. Any perceived conflict between these guidelines and official policies revert to the directives contained in the official policies. Questions should be addressed in writing to the Communications Director, Jamie Fails, at jfails@willisisd.org.

Roles and Responsibilities

Each school and department within Willis ISD shall be responsible for the content of their assigned site and/or pages, including the accurate and timely publishing of legally required postings.

In addition to legally required postings, schools and departments will be responsible for publishing a welcome message, hours of operation, main phone number(s), calendars, newsletters, staff lists and all pertinent information appropriate to their school or department.

Schools are encouraged to solicit feedback and input from a committee including parents, teachers, students, business and community members regarding the ease of use and content featured on their website. Campus improvement committees may serve in this capacity.

The District Webmaster will ensure appropriate access for all designated campus/department webmasters and will provide annual training. Day-to-day technical support is provided by Blackboard through the website or by calling their toll free number.

Staff titles should be as accurate as possible: *example: 3rd Grade Teacher or Math Teacher not just "Teacher".*

Website usernames and passwords are not to be shared with anyone. No one is to log in under a password other than their own.

At no time shall students, parents or anyone other than Willis ISD employees be given access to upload information to the website. No files submitted by students, parents or anyone other than

Willis ISD employees shall be posted directly to the website by Willis ISD without approval from campus principal or district webmaster.

Permission must be obtained to publish, video, or record any student's name, picture, work, voice or verbal statements on the web. Schools are responsible for obtaining and retaining a form signed by a parent or guardian annually.

Minimum Standards and Requirements

The Willis ISD website is to be used for educational purposes only.

All official school and department sites must be hosted through the District web provider and follow the District's AUP and official School Board Policies.

Content, files, and hyperlinks uploaded to the website must be in compliance with all copyright and trademark laws and with all District policies. At no time should any material provided on, or accessed through, the Willis ISD website violate (or promote violation of) any District policy or local, state or federal law or regulation.

District, department, and school web pages shall be designed with the end user in mind. Ease of use, transparency, and full disclosure of information shall guide the design of all web pages.

Web Content Accessibility Guidelines (WCAG) 2.1 defines how to make web content more accessible to people with disabilities. Accessibility involves a wide range of disabilities, including visual, auditory, physical, speech, cognitive, language, and neurological disabilities. WCAG 2.1 guidelines ensure that organizations including school districts are meeting requirements under the Americans with Disabilities (ADA) Act of 1990. Campus Webmasters will work with teachers to implement ADA compliance adjustments to any content they plan to post on their classroom website/teacher page. This is a requirement to ensure we are in compliance with federal law.

Time sensitive information such as calendars, events, staff data, etc. shall be updated weekly to ensure accuracy.

Campus/Department Webmasters will verify that all pages contain updated information and working links on a quarterly basis.

Categories on the Channel Bar, Quick Links, and drop down menus shall only be changed by the Communications Department. Consistency among campus levels is paramount.

Contact information and hours of operation for all schools/departments should be prominently displayed and easily accessible to all website visitors. Department pages shall contain a description of the function of the department.

Photos of all staff that have contact with students, parents or the general public should appear on department/school or staff pages as appropriate. Professional quality photos should be used and

will be provided by the District. District staff email addresses and phone numbers will be published. No personal staff data or signatures of any kind shall be published.

All teachers and professional staff shall have a page with the professional photo provided by the district, with contact information.

Any links to outside websites provided on district, school or staff pages shall be for educational purposes only and shall have the prior approval of the campus principal *(or department head for the district and athletic sites).*

There should be no inappropriate material or links to inappropriate material. Additionally, there should be no advertisement or solicitation for advertisement without the express written approval of the Superintendent's office.

Content Style and Criteria

While transparency and full disclosure of information is essential, creation and maintenance of web pages shall follow the "less is more" philosophy.

The circle logo with words is the official logo of Willis ISD. Only the Athletics Department has permission to use the "W Texas" only logo. Previous logos must be eliminated on all materials published on the website.

"Willis purple" is defined by the RGB colors R76, G46, B146. The hexadecimal value for Willis purple is #4C3292.

Text shall be proofed and error free. Blackboard provides options for text sizes. Due to ADA compliance requirements, you cannot copy and paste text into the site that uses "Bold" to emphasize a word or words. You must use the H1, H2, H3, H4 heading designations. Do not change the font types, colors, or use excessively large text.

No student personal contact information of any kind is to be included on the website. Any images of students or student work, must comply with the District's Directory Information/Publications and Media release policy. While emphasis should be placed on utilizing group photos, the District Directory Information policy applies to each individual in the photo. Use of individual student names/photos should only be posted in recognition of a special award or achievement and with the permission of the parent and campus principal.

Links to unofficial Willis ISD websites, *i.e. Booster Clubs, PTO, etc*, are prohibited.

All communications and content are expected to be for educational purposes, appropriate and professional. Please refer to the Willis ISD Technology Acceptable Use Policy for more information.

Social Media Accounts for School Organizations

Willis ISD recognizes the importance of communicating with students, parents, and the community through social media. These publicly visible accounts are a representation of the district and as such, must follow certain guidelines.

There are many existing social media accounts for various Willis ISD athletics groups, fine arts groups, and school clubs/organizations. These accounts, by nature of their use, belong to the school district. Employees, and only one Junior or Senior student may have access to the account. When an employee resigns from the district, they are required to turn over the account access to the appropriate campus, department or district administration.

If an account does not exist for a specific organization, or if an employee is unable to obtain access to that account, the employee can submit a request to the Communications Department to open a new account. Please use the form linked HERE to submit a request for a new social media account.

The approved social media account types are: Twitter, Facebook (pages) and Instagram. Please direct any questions to the Communications Director.

Complaints and Grievances

Reference Policy DGBA (Legal) (Local)

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

The formal grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring grievances to the board of trustees. The district's policy concerning the process of bringing complaints and grievances is provided as follows.

Employee Complaints/Grievances

Reference Policy DGBA (Local)

In this policy, the terms "complaint" and "grievance" shall have the same meaning.

Other Complaint Processes

Employee complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant complaint process.

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

Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

Notice to Employees
The District shall inform employees of this policy.

Guiding Principles

Informal Process
The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns.

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

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

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

Formal Process
An employee may initiate the formal process described below by timely filing a written complaint form.

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

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

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

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

Complaints against Supervisors

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

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling Conferences

The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the employee's absence.

Response

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

Days

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

Representative

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

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

Consolidating Complaints

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

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

Untimely Filings

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

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

Costs Incurred

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

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the District. See the Appendix for a copy of the form.

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

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

Audio Recording

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

Level One

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance, and

2. With the lowest level administrator who has the authority to remedy the alleged problem.

   In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

   If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

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

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

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

Level Two

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

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

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

The Level One record shall include:

1. The original complaint form and any attachments.

2. All other documents submitted by the employee at Level One.

3. The written response issued at Level One and any attachments.

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

One decision.

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administrator for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

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

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

Level Three

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

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

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

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

The Level Two record shall include:

1. The Level One record.

2. The notice of appeal from Level One to Level Two.

3. The written response issued at Level Two and any attachments.

4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except if that at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the nature of the

evidence at least three days before the hearing.

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

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

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

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

An Employee Grievance Form can be found in the Appendix.

Termination of Employment

Resignations

Reference Policy DFE, DHB (Legal) (Local)

Contract Employees

Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent or other person designated by the board of trustees, which includes the Assistant Superintendent of Human Resources and Operations. Supervisors who have not been designated by the board of to accept resignations shall instruct the employee to submit the resignation to the superintendent, or other persons designated by board action.

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.

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*. The superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

Noncontract Employees

Noncontract employees may resign from their positions at any time. A written notice of resignation should be submitted to their immediate supervisor and Human Resources Office at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

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

Dismissal or Non Renewal of Contract Employee

Reference Policies 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 non-renewed at the end of the contract term. Contract employees dismissed

during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when a written notice is given to an employee.
The principal is required to notify the superintendent of an educator's termination 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 timeline and procedures can be found in the DF series policies that are provided to employees online.

Dismissal of Noncontract Employees

Reference Policies DCD (Legal) (Local), DP (Legal)

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, 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 employees must follow the district process outlined in this handbook when pursuing the grievance.

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

Discharge of Convicted Employees

Reference Policy DF(Legal)

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

Exit Interviews and Procedures

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, including intellectual property and equipment must be returned upon separation from employment. The district may withhold the cost of any items not returned from the final paycheck.

Reports to Texas Education Agency

Reference Policies DF (Legal), DHB (Legal), DHC (Legal)

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

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

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

Noncertified Employees. The voluntary or involuntary separation of a noncertified employee from the District must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student

or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

Reports Concerning Court-Ordered Withholding

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

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

Workplace Safety Procedures

It is the policy of WISD to extend every reasonable precaution for the health and safety of each employee. To accomplish this, every employee, while on the job must:

1. Perform every task in a safe manner; if unable to perform safely, notify the supervisor.

2. Attend every monthly safety training session provided by the district.

If Injured on the Job

If able, report the accident and injury to the supervisor immediately. With the help of the supervisor, complete an accident report, sign it, and fax it to the Workers' Compensation Clerk in the Business Office. When an injury is not severe enough to seek medical help, return to work.

If Injured and Cannot Work

If medical attention for an injury is needed, go to any doctor affiliated with the Alliance Physician's Network. Go online at www.pswca.org to search for physicians. Do not use your regular physician unless the doctor is part of the network.

Workers' Compensation

The doctor will decide if the injury will require enough time away from work to cause a workers' compensation referral. Workers' Compensation is insurance coverage in case an employee is injured at work. It provides approximately 70% of the employee's take home pay. Regular pay will cease after all personal leave and vacation days have been used.

During recovery at home, the employee should keep the job supervisor and the Workers' Compensation Clerk in the Business Office informed.

An employee under a doctor's care cannot return to work without a written release from the doctor allowing that employee to return to work without restrictions.

Fraudulent Claims

Workers' compensation is governed by district policy as well as state and federal law.

There are legal repercussions for fraudulent claims.

Suspicious claims are investigated and prosecuted when discovered.

Fraudulent claims are equivalent to theft from fellow employees as well as employers.

Asbestos Management Plan

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of district property. A copy of the plan is available in the superintendent's office and in each campus principal's office. If you have any questions or would like to examine the district's plan in more detail, please contact the Executive Director of Support Services, the district's designated asbestos coordinator.

Integrated Pest Management Program Standards (IPMP)

This district program (IPMP) was developed in accordance with the requirements of the Texas Department of Agriculture and with the assistance of an advisory committee of knowledgeable persons, shall govern the district's use of pesticides, herbicides, and other chemical agents for the purpose of controlling pests, rodents, and weeds in and around district facilities. Additionally, it shall require:

1. Strategies that are consistent with EPA-defined management practices and reflect the optimal combination of pest management tactics compatible with human health and environmental protection.
2. Proper identification of pest problems.
3. Monitoring programs to determine when pests are present and severe enough to justify corrective action.
4. Use of non-chemical management strategies whenever practical.
5. Preferential use of least toxic chemical controls when pesticides or herbicides are necessary.
6. Detailed records of chemical products used.

Pest Control Treatment

Reference Policy DI (Legal)

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 near the main entrance of the building. 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.

Christmas Trees

Live Christmas trees can easily become a dangerous safety hazard, and all employees are requested to use artificial trees rather than live trees.

Burning Candles

Burning candles can also become a fire hazard. Employees are to refrain from burning any kind of candle.

General Procedures

Emergency School Closing

Reference Policy DMA (legal)

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

Houston Television Channels 2, 3, 11, 13.

Radio Stations K-STAR/KVST 99.7 FM (Conroe)
KSAM 100.7 (Huntsville)

Notification may also be sent out to staff and students using the district call out system.

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 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.

Name and Address Changes

It is important that employment records be kept up to date. Employees should notify the Human Resources and Business office if there are any changes to their name or marital status. Home address, phone number, and emergency contact changes may be made through the TEAMS/Frontline Employee Service Center.

Personnel Records

Reference 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 through the TEAMS/Frontline Employee Service Center. 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

Contact the Energy Management Clerk to request the use of any school facility after school hours and to obtain information on availability and the fees charged.

School Vehicle Use

Regulations and Policies for Use of School Vehicles

These policies are intended to be guidelines for the use of all school owned vehicles by employees. Any employee having doubts about the proper use of a school vehicle should talk to his/her immediate supervisor.

1. Any employee operating a school vehicle is required to possess a valid Texas Operators License.
2. If an employee's job duties require him/her to operate a vehicle, that employee is required to let his/her immediate supervisor know if his/her license has been revoked or suspended for any reason.
3. Any employee operating a school vehicle may not, under any circumstances other than a dire emergency, operate the vehicle for any business not related to school business. For purposes of this policy a dire emergency would be any situation, which the employee would consider a threat to life or safety. For example: To use a school vehicle to notify the fire department of a fire or any such emergency would not necessarily be for school business but would be an acceptable exception to the policy.
4. Use of school owned vehicles for any personal business is specifically prohibited.
5. Transporting family members, friends or any other person in a school owned vehicle is specifically prohibited. The only passengers approved for transportation in school owned vehicles are district employees, students, or any person conducting legitimate business for or with the school district.
6. Vehicles are not to leave the school district boundaries without the knowledge of the employee's immediate supervisor. Exceptions to this would be leaving school boundaries to pick up supplies, materials or other routine duties expected of the employee. This rule specifically is designed to make certain that the appropriate supervisor knows when a

vehicle may be out of town and for what reason other than the regular necessary daily use of such vehicles to pick up, transport supplies, etc.

7. Only pre-approved employees may operate a school district vehicle.
8. If any employee is involved in an accident while operating a school vehicle, the accident must be reported immediately to your supervisor. The Supervisor will then notify the Business Office and Human Resources.
9. The use of alcohol, smoking, vaping or and drug use should be prohibited at any time while the vehicle is registered out to you.
10. Bring Vehicle back with the same amount of gas as previously issued out; bring receipts for reimbursement of gas back to your supervisor. Fill out the trip sheet and turn it into the Transportation Department upon arrival.
11. Vehicle must be cleaned (inside) and all trash should be removed before returning the vehicle. Please take pictures, if the vehicle is not up to expectations of cleanliness.
12. No cell phone use while operating a vehicle.
13. Athletic Department (ONLY) has requested that we ask for record of all driver licenses and policy forms from all athletic personnel that will be in the vehicle.

These policies are intended to be guidelines for the use of all school owned vehicles by employees. Any employee having doubts about the proper use of a school vehicle should talk to his immediate supervisor.

Purchasing Guidelines

The Prime Directive

Approval of purchase must be made prior to purchase.

Request for payment without a purchase order approved by the Business office will become the financial responsibility of the individual ordering the merchandise.

General Guidelines

The Business Office must approve purchases and assign a purchase order number before purchases are to be made.

Materials for preview must follow the same purchasing procedures as detailed in this section.

Employees should not purchase materials with their own money with the intention of being reimbursed by the district. Instead, the purchasing procedures outlined in this section must be followed.

Donations

Donations of cash, used equipment, and/or other property from outside organizations may be accepted, provided a letter from the donating organization accompanies the item. This letter

should clearly describe the item including brand name and should also indicate that the donated item becomes the property of Willis ISD. This letter should be filed in the principal's office. The appropriate donation form shall be completed and forwarded to the Business Office on a monthly basis.

Donation of newly purchased equipment and/or other property is discouraged. Instead, the money should be donated to the Willis ISD club or organization. (This allows the district to use its tax-exempt status and purchasing power to save money in purchasing the equipment or property). A letter from the donor should accompany the money designating its intended use. This letter should be filed in the principal's office. The appropriate donation form shall be completed and forwarded to the Business Office on a monthly basis.

General Purchasing Procedures

Purchase requests shall be processed by the requestors and sent to their principals or department heads for processing/approval. Once requisitions are entered into the system they must be approved by a Principal or Director. This action is indicated by approving the requisition within the TEAMS/Frontline system.
Purchase requisitions may be prepared by any employee of a school or department with Principal/Director approval. (Remember: A purchase requisition is still a request until approved in the system by the Principal/Director and a physical purchase order is received with Business Office approval.)

The requisition will be entered into the system by the Principal/Director's designee.

The requisition shall be properly coded with the budget number that is fully in compliance with the Financial Accountability System Resource Guide (FASRG), currently Update 17.

Automated Purchase Orders. After a "Requisition for Purchase Order" is approved and signed off on by the principal/director, the requisition can be entered into the system.

Requisitions should include the following:

The full account number(s)

A full description of merchandise (or service) to be purchased

The campus shipping address

The name of the Co-op the vendor is in

The bid number (if necessary)

On purchases from formal bids, the bid number should appear on the requisition or emergency PO. If the purchase is through one of our co-op vendors, identify the co-op on the requisition.

On purchases requiring telephone or written quotes, the three quotes should accompany the purchase order. The quotes should include the company name, contact person, phone number, and quoted prices. (Create form)

Upon entering a requisition, if funds are not available in the account, a request for transfer of funds should be entered and approved in the TEAMS/Frontline system. Merchandise cannot be ordered until the approved purchase order has been returned to the campus.

Currently the Business Office approves and extracts purchase orders twice per day. Asst. Supt. of Business and Finance and / or the Director of Business and Finance will approve all capital outlay requests and bid items.

Asst. Supt. of Innovation, Teaching and Learning for all State and Federal Grants as well as Compensatory Education and Bilingual/ESL, and GT and CTE expenditures.

Director of Special Programs for Special Education and Federal Special Education Programs.

A requisition is considered to be only a purchasing request until it is approved by Asst. Supt. of Business and Finance and / or the Director of Business and Finance and any other appropriate administrators.

Asst. Supt. of Business and Finance and / or the Director of Business and Finance will:

Verify availability of funds

Verify correctness of coding according to FASRG

Give final approval if all is in order

Following final approval, the purchase order will be emailed to the requestor. At this point, the merchandise may be ordered. Only merchandise listed on the purchase order can be ordered. If necessary, purchase orders can be updated by filling out a PO Change Order form and sent via email to the Director of Business and Finance.

When merchandise is received, the Principal/Director (or his/her designee) shall verify that all materials have been received and correspond with the merchandise listed on the packing slip or invoice. This person should receive all items in TEAMS/Frontline and attach invoice in the system. Then email that Purchase Order number to Accounts Payable.

The bill will be paid when Accounts Payable receives the email verification that the purchase order has been received in TEAMS/Frontline and the invoice has been attached.

Special Purchasing Procedures for Copy Paper

Copy paper will be ordered by the Business Office, maintained in inventory, and delivered to the campus by the maintenance department. The following procedure must be followed:

Enter a requisition into the system using vendor # 2819.

Purchase orders will be extracted twice a day during the instructional school year.

Email a copy of the purchase order to the maintenance department for the order to be filled.

The maintenance department will have the campus sign the purchase order copy when the paper is delivered. The signed copy will be given to the Business Office by the maintenance department.

When the paper is received, the campus will receive the purchase order in the TEAMS/Frontline system.

Make sure there is room to store the shipment of the entire Purchase Order. Partial shipments will not be made.

Procedures for Extra/Co-Curricular Bus Trips

All bus requests must be submitted through the purchase order system and Traversa. Please allow three (3) weeks for process to be completed.

BEFORE TRIP

Submit to Principal for approval of trip.

Enter a requisition (based on vehicle request) for a purchase order using vendor number 10. The per mileage cost for buses is included in the Business Office Procedures Manual as well as available from the Business Office.

Please include the following information on the requisition:

Name of the organization or group requesting the bus

Date of the trip

Trip destination

Mileage (Distance round trip)

Principal/Director approves requisition

Business Office will extract the requisitions and email purchase orders to campus.

Enter trip request information into Traversa.

Send a copy of the purchase order to transportation.

AFTER TRIP

For budget Purchase Orders- Transportation will send a copy of the vehicle request form along with the copy of the purchase order and an invoice to the Business Office after the trip is taken for processing. The campus must receive in TEAMS/Frontline the actual miles of the trip.

For Activity Purchase Orders- Transportation will send a copy of the vehicle request, purchase order and an invoice to the campus and to the Business Office. The campus/department must then receive in TEAMS/Frontline the actual miles of the Purchase Order and attach the invoice in the system.

PROCEDURES FOR ORDERING REPLACEMENT BOOKS

Campus textbook requests should be directed to Student Services.

Denying Purchase Orders

The Business Office will deny purchase orders for, but not limited to, the following reasons:

Requisition is not correctly completed

Inadequate description of the purchase

No shipping instructions

No quantities listed

Improper account number is used – account number not in compliance with FASRG.

Budgetary account is overdrawn – the Principal or Director is responsible for determining that there are sufficient budgetary funds to cover any requested expenditure.

Not an approved vendor

Gift cards are included on requisition

Staff Development – per person amount is unreasonable high

Emergency Purchase Orders

Lack of planning does not constitute an emergency. Non-emergencies must be processed through normal procedures.

If an emergency exists and orders must be made by telephone, the Principal or Director shall complete an emergency purchase order and email the Asst. Supt. of Business and Finance and / or the Director of Business and Finance to have a purchase order number assigned before calling in the order. The full account number and expenditure amount will be required to verify if funds are available. True emergencies usually occur ONLY in Data Processing, Transportation, and Maintenance departments.

Submit a requisition through TEAMS/Frontline

Send an email to the purchasing agent and the Director of Business and Finance explaining the emergency and state the cart number.

If an emergency is established, the requisition will be approved.

The approved purchase order will be emailed back to the department head.

a. The requesting department must know the amount of the purchase and the account number to be charged.
b. Funds must be available and account number must be appropriate.

All emergency orders are to be processed and submitted to the Business Office before placing the order.

The use of a cart number for equipment and repair will only be acceptable in the following cases:

Equipment necessary to the instructional program must be repaired to prevent disruption to class-work.

Equipment must be repaired to prevent harm or danger to students and/or employees.

Equipment necessary to the performance of an employee's job must be repaired to prevent lost work time.

In order to use a cart number it MUST be a legitimate emergency.

This procedure is only available for use for the following departments:

Maintenance/Grounds Department
Custodial Department
Transportation Department
Technology Department

When entering the requisition include in special notes that the cart number was used and the rationale for using the cart number. (What constituted the emergency?)

Transfer of Funds

Specific legal requirements must be met in order to transfer funds from one account to another.

Transfers Requiring Asst. Supt. of Business and Finance and / or the Director of Business and Finance's Approval

Transfers within the 6200-6400 object codes in the same function code (for example, from 199-11-6399.00-002-11-0-00 to 199-11-6411.00-002-11-0-00)

Transfers from a non-capital outlay object code (i.e. 6200-6400) to a capital outlay object code (i.e. 66XX) in the same function code (for example, from 199-11-6399.00-002-11-0-00 to 199-11-6649.00-002-11-0-00)

Transfers Requiring School Board Approval

Transfers from one function code to another (for example, from 199-11-6399.00-002-11-0-00 to 199-21-6399.00-002-11-0-00)

Transfers from one fund code to another (for example, from 199-11-6399.00-002-11-0-00 to 240-11-6399.00-002-11-0-00)

All transfers from fund balance into any account

General Travel Guidelines

In general, "travel" is defined as travel outside the District boundaries where you are acting as a representative of the District. In this case, the District may reimburse you for some or all of your qualified expenses. Approval to travel must be obtained before taking any trip as noted above, regardless of expenses requested.

Proper documentation as to the purpose of the trip must be attached to the requisition request that is submitted for approval. A copy of a brochure, flyer, registration, or entry form is acceptable. Documentation must show the location, dates, and times of the event, and any meals that are to be provided.

Registration, hotel, hotel parking and airfare must be paid via purchasing process. Proper documentation must also be included with this requisition/check request. These types of purchases should also be prepared so as to reach the Business Office 10 working days prior to departure or 10 working days prior to the registration deadline, whichever is earlier. Separate purchase orders should reference the related travel request and vice versa.

Travel expenses may not be paid from one source and that source be reimbursed from another (for example, paid from an activity fund and reimbursement requested directly from the District budget).

Travel expenses are composed of the costs incurred to reach a destination and return. Living expenses (within established per-diem amounts) during the trips are also included. These costs are:

Lodging

Meals-required itemized receipt(s) (Meals for day trips are NOT covered)

Transportation

The mileage reimbursement will be calculated/paid from the school district even though the individual may actually leave from his/her residence or other location. Acceptable documentation includes original receipts and explanation of excess mileage. For out-of-state travel, actual cost should be obtained from the carrier, if applicable, and documented. The District reserves the right to select the appropriate mode of transportation and does not allow first-class fares. The District will not pay mileage expense in excess of airfare for any travel unless justified.

Cash advances are normally made for student meals only. (In these instances receipts and any change must be turned in upon return. If receipts and change totaling the amount of the check are not submitted, then the check amount will be included on the employee's W2 as taxable income.) Employees will be reimbursed for their expenses after the trip upon the submission of the Travel Expense Request form with attached original receipts.

A check with the total hotel cost and parking fees made out to the hotel will be distributed to the employee prior to leaving on the trip. A Hotel Tax Exemption Certificate will also be provided by the campus secretary since the school district is a tax-exempt entity.

The Travel Expense Report is to be totaled, contain the appropriate budget number, location, workshop name, and signed before being submitted in the system. Requests, with appropriate approval(s), must be in the system no later than the 30th calendar day following the date of travel. An exception to the 30 day rule is the month of August which has a shorter timeline. August travel reimbursement requests should be submitted and approved no later than September 5th due to fiscal year end. Reimbursements will be made in accordance with the established check processing cycle.

Detailed information regarding allowable expenses, maximum expense per day, and mileage rates is included on the back of the Expense Request Form located in the Appendix.

Student Issues

Equal Educational Opportunities

Reference Policy FB (Legal) (Local)

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

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to Executive Director of Student Services and Accountability, Mr. Brad Mansfield.

Student Records

Reference Policy FL (Legal) (Local)

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

- School officials with legitimate educational interests.

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

Parent and Student Complaints

Reference Policy FNG (Legal) (Local)

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

Parents are encouraged to discuss problems or complaints with the 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

Reference Policy FFAC, FFAF (Legal) (Local)

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

Dietary Supplements

Reference Policies DH, (Legal) FFAC (Legal) (Local)

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

Reference Policy FFAC (Legal) (Local)

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

Reference Policies FN (Local) FO (Legal) (Local)

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

Reference Policy FEB (Local) (Legal)

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

Bullying

Reference 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 or counselor. The student Bullying Incident Complaint Form may be found in the Appendix. The District's policy that includes definitions and procedures for reporting and investigating bullying of students can also be found in the Appendix.

Hazing

Reference 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.

Student Transfers

Reference Policy FDA (Local)

Out-of-district Willis I.S.D. employees wanting to enroll their children in Willis Schools must complete an official student transfer form. Transfer forms are available on the Willis ISD website or via Student Services. All transfers must be approved by the school board.

All transfer students must adhere to all guidelines set forth in the student handbook and board

policy (https://pol.tasb.org/Home/Index/911).

Energy Conservation and Building Management

Responsibilities

Every person is expected to become an “energy saver” as well as an “an energy consumer”

The employee is responsible for implementing the guidelines during the time that he/she is present in the classroom or office.

The custodian is responsible for control of all appropriate non classroom areas that are under “local control”, i.e. halls, cafeteria, etc.

If the custodian is the last person to leave a facility in the evening, he/she is responsible for verification of any manual nighttime shut downs.

The facility administrator is responsible for the total energy usage of his/her facility.

The Energy Management Clerk provides regular program update reports to the Board.

The Energy Management Clerk performs routine audits of all facilities and communicates the audit results to the appropriate personnel.

The Energy Management Clerk is responsible for either directly or indirectly making adjustments to the District’s Energy Management System (EMS), including temperature setting and run times for Heating, Ventilation and Air Conditioning (HVAC) and other controlled equipment.

Administration will regularly communicate the importance and impact of the energy conservation program to its internal and external constituents.

The Energy Management Clerk provides monthly energy savings reports to facility administrators detailing performance results.

The District is committed to and responsible for a safe and healthy learning environment.

To complement the District’s behavioral-based energy conservation program, the District shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

General Energy Conservation

Classroom doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times

Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout the District's facilities to ensure compliance with district guidelines.

All exhaust fans should be turned off daily.

All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.

All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.

All capable PC's should be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor "sleeps" after 10-minutes of inactivity.

Cooling Season Occupied Set Points: 72°F - 74°F
Unoccupied Set Point: 85°F

Heating Season Occupied Set Points: 68°F - 72°F
Unoccupied Set Point: 55°F

Lighting

All unnecessary lighting in unoccupied areas will be turned off. Staff should make certain that lights are turned off when leaving the instruction room or office when empty. Utilize natural lighting where appropriate.

All outside lighting shall be off during daylight hours.

Gym lights should not be left on unless the gym is being utilized.

All lights will be turned off when students and staff leave for the day. Custodians will turn on lights only in the areas in which they are working.

Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

WILLIS INDEPENDENT SCHOOL DISTRICT
T-TESS APPRAISAL CALENDAR
2023-2024

1. **T-TESS Teacher Refresher** – Beginning of school Staff Development, August 4-15, 2023.
   - ***New/Late Hires*** – *Orientation must occur at least 3 weeks prior to the first observation.*

2. **Teacher Goal-Setting and Professional Development Template (GSPD)** – Due to principal **before** September 22, 2023.
   - Review of teacher and student data to self-assess, establish and develop a professional development plan with campus administrator.

3. ***First day for Pre-Conferences***: September 11, 2023. ***Observation*:** September 13, 2023.
   - Written summary of observations must be provided within 10 working days.
   - Follow procedures checklist to make sure electronic signatures are completed.
   - WISD observations are announced, and all announced observations require a pre-conference.
   - **Post-Conference must be conducted within 10 working days after the completion of an observation.**

4. Instructional days on which ***no observations are allowed:***

   - August 16, 2023 through September 11, 2023.
   - May 6, 2024 through May 24, 2024.

5. Instructional days on which ***no observations are allowed due to day before and day after a holiday:***

October 6, 2023	**October 12, 2023**
November 17, 2023	**November 27, 2023**
December 15, 2023	**January 4, 2024**
January 12, 2024	**January 16, 2024**
March 8, 2024	**March 18, 2024**
March 28, 2024	**April 2, 2024**

6. ***No observations are allowed on days a teacher is scheduled for STAAR testing***:
   Please be sure you obtain and follow the most current STAAR testing schedule from the District office.

7. **Walkthroughs** may be conducted and cumulative data may be obtained on **any day and at any time** throughout the school year.

8. ***Other Important Dates:***

   - **December 1, 2023** Last day to conduct a formal observation.
   - **February 16, 2024** Last day to conduct a formal observation (late hires / FMLA issues.
   - **March 1, 2024** Last day for teachers to request a second T-TESS Appraisal **(must be requested within 10 working days after post-conference).**
   - **March 28, 2024** Last day for teacher to turn in evidence for Domain 4.
   - **April 8, 2024** Begin End-of Year conferences to discuss summative appraisal.
   - **May 3, 2024** All written summative annual appraisals and summative conferences must be completed and in Eduphoria.

May 24, 2023

WILLIS ISD

ONE TEAM - ONE PURPOSE

2023-2024 ACADEMIC CALENDAR

Approved February 8, 2023

SEMESTER 1

JULY 2023

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AUGUST 2023

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SEPTEMBER 2023

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OCTOBER 2023

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NOVEMBER 2023

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DECEMBER 2023

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Holidays

Independence Day	July 4
Labor Day	Sept. 4
Student Holiday	Sept. 18
Fall Break	Oct. 9-11
Student Holiday	Nov. 17
Thanksgiving Break	Nov. 20-24
Winter Break	Dec. 18-29

Grade Reporting Periods

1st 9 Weeks	Aug. 16-Oct. 20
2nd 9 Weeks	Oct. 23-Jan. 12

New Teacher Academy

July 31-Aug. 3

Staff Development Days

Aug. 4-15, Sept. 18, Nov. 17

New Teacher Academy ◯ Staff Development-No Students ◢ Early Release ■ Staff/Student Holiday { } 9-Week Periods

SEMESTER 2

JANUARY 2024

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FEBRUARY 2024

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MARCH 2024

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APRIL 2024

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MAY 2024

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JUNE 2024

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Holidays

New Year's Day	Jan. 1
Student Holiday	Jan. 2-3
MLK Day	Jan. 15
Presidents Day	Feb. 19
Spring Break	March 11-15
Good Friday	March 29
Student Holiday	April 1
Memorial Day	May 27

Grade Reporting Periods

3rd 9 Weeks	Jan. 16-Mar. 8
4th 9 Weeks	Mar. 18-May 24

Staff Development Days

Jan. 2-3, Feb. 19, April 1, May 28-30

Graduation

May 29, 2024

New Teacher Academy ◯ Staff Development-No Students ◢ Early Release ■ Staff/Student Holiday { } 9-Week Periods

SCHOOL HOURS

REGULAR HOURS: Pre-K: 8:35am - 4:05pm Elementary: 8:25am - 3:55pm Middle & High School: 7:30am - 3:05pm

EARLY RELEASE HOURS: Pre-K: 8:35am - 2:31pm Elementary: 8:25am - 2:21pm Middle & High School: 7:30am - 1:31pm

The Willis Independent School District is an equal opportunity educational provider and employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in educational programs, activities that it operates, or in employment matters. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as well as Board policy not to discriminate in such a manner. For more information about Title IX or Section 504/ADA right, contact the Title IX Coordinator or the Section 504/ADA Coordinator at 612 N. Campbell St. Willis, TX 77378

Calendar Information for 2023-24

171 Day Employees August 15th, 2023 - May 24th, 2024

HS Parking Lot Attendant

182 Day Employees August 7th, 2023 - May 30th, 2024

Child Nutrition Specialist, Bus Drivers/Monitors

187 Day Employees August 4th, 2023 - May 30th, 2024

Teachers **(except new teachers who report, tentatively, on July 31, 2023)**; Tech Innovation Coach; HS Tech Systems/IT

Teachers Aides; Child Nutrition Managers; Speech, Occupational & Physical Therapists;

Campus Instructional Coaches; Drill Team Sponsor; HS/MS Choir/Band; HS Testing Coordinator, Learner Pathways Clerk

192 Day Employees July 31st, 2023 - May 31st, 2024

Nurses;

197 Day Employees July 24th, 2023 - May 31st, 2024

Elementary Counselors; Secondary Attendance Clerks; Admin. Intern

197 Day Special Programs Employees July 31st, 2023 - June 6th, 2024 (see notes below)

LSSP; Diagnostician; Case Management Clerks; Sp. Programs Clerk; ARD Facilitators

202 Day Employees July 17th, 2023 - May 31st , 2024 (see notes below)

Transportation - Student Management Coordinator

207 Day Employees - July 17th, 2023 - June 6th, 2024 (see notes below)

Elem Asst Principals; All Grade Level Secretaries; Early Education Center Clerk

Campus PEIMS Clerks; MS Registrars; Elem Attendance Clerks-Registrars; Campus Receptionists

210 Day Employees - July 17th, 2023 - June 12th, 2024 (see notes below)

Secondary Counselors; JROTC Instructors; Nurse Director; Special Education Director

217 Day Employees - July 17th, 2023 - June 20th, 2024 (see notes below)

Secondary Asst Principals;

District PEIMS Clerk; HS Associate Principal Secretary

226 Day employees - August 16th, 2023 - August 15th, 2024

Principals; Directors; Associate Principals; Secretaries to Principals/Directors; Tech Support Specialists;

District Receptionist; Admin. Assistants; Energy Clerk; Athletic Trainer; HS Registrar;

Outreach & Community Liaison; Media Specialist; District-Level Coordinators

Trans - Rt. Supervisor, Dispatcher; Routing Coor.; Software Specialist;

260 Day Employees August 16th, 2023 to August 15th, 2024

Custodial Department , Maintenance & Grounds Department; Mechanics;

NOTES:

SUMMER 2023 - 4 TEN-HOUR WORKDAYS - JUNE 5 - JULY 20

SUMMER 2024 - 4 TEN-HOUR WORKDAYS - JUNE 3 - JULY 18 - TENTATIVE

IF START OR END DATE IS IN THE MIDDLE OF THE WEEK DURING 4 TEN-HOUR DAY, YOU WILL WORK 8-HOUR DAYS ON THOSE SPECIFIC DAYS. OTHERWISE, YOU WORK 4 TEN-HOUR DAYS.

EMPLOYEE INCLEMENT WEATHER MAKE-UP DAYS

171 - 192 DAY EMPLOYEES - MAY 31ST AND JUNE 1

8 HOUR DAYS NO MATTER WHAT DAY OF THE WEEK ON WHICH THEY FALL.

197 (BOTH) - 217 DAY EMPLOYEES - JUNE 1ST, THEN ONE DAY ADDED TO YOUR CALENDAR END DATE, IF NEEDED; 8 HOUR DAYS NO MATTER WHAT DAY OF THE WEEK IT FALLS.

226 - 260 DAY EMPLOYEES - JUNE 1ST, THEN ONE DAY OF LEAVE MUST BE TAKEN IF NEEDED; 8 HOUR DAYS NO MATTER WHAT DAY OF THE WEEK IT FALLS.

WILLIS ISD
2023 - 24 SCHOOL CALENDAR

182 days Aug 7 to May 30

Bus Drivers and Monitors
Child Nutrition Specialists

August 2023

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September 2023

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October 2023

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November 2023

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December 2023

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	31						

Inservice / Work Days

Staff In-Service:
Aug. 7-15
Jan 3, Apr 1, May 28-30

Holidays

Labor Day	September 4
Fall Break	October 9-11
Thanksgiving	November 20-24
X-Mas Break	Dec 18- Jan 1
M L King Day	January 15
President's Day	February 19
Spring Break	March 11-17
Good Friday	Mar 29
Memorial Day	May 27

Inclement Weather Days

Day # 1 182 Staff *	May 31
Day # 2 182Staff *	June 1

Codes

	Inservice Day (No Students)
	Student Holiday (No Work)
	School Holiday (No Work)
{ }	Reporting Period Begins/Ends
	Student Early Release - 2 hours
	Start/End Dates

Semester 1 = 88 days
Semester 2 = 94 days

84

January 2024

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February 2024

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March 2024

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April 2024

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May 2024

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June 2024

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98

WILLIS ISD
2023 - 24 SCHOOL CALENDAR

187 days - August 4 to May 30

Teachers; Aides; Tech Innovation Coach
Child Nutrition Managers
Speech/Physical/Occupational Therapists
HS Testing Coordinator;
Campus Instructional Coaches
Learner Pathways Clerk

August 2023

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September 2023

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October 2023

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November 2023

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December 2023

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Inservice / Work Days

New Teacher Orientation Jul 31-Aug. 4

Campus In-Service:

Aug 4-15, Sept 18, Nov 17,
Jan 2-3, Feb 19; Apr 1; May 28-30

Holidays

Labor Day	September 4
Fall Break	October 9-11
Thanksgiving	November 20-24
X-Mas Break	Dec 18- Jan 1
M L King Day	January 15
Spring Break	March 11-17
Good Friday	Mar 29
Memorial Day	May 27

Inclement Weather Days

Day # 1 187 Staff *	May 31
Day # 2 187 Staff *	June 1

Codes

	Inservice /Student Holiday
	School Holiday (No Work)
{ }	Reporting Period Begins/Ends
	Student Early Release - 2 hours
	Start/End Dates

Semester 1 = 96 days
Semester 2 = 91 days

January 2024

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February 2024

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March 2024

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April 2024

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May 2024

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June 2024

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23	24	25	26	27	28	29
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WILLIS ISD
2023 - 24 SCHOOL CALENDAR

192 days - July 31 - May 31

Nurses

July 2023

S	M	T	W	Th	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	1
30	31						

August 2023

S	M	T	W	Th	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	23
13	14	15	{16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

September 2023

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

October 2023

S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	19
15	16	17	18	19	20}	21	
22	{23	24	25	26	27	28	
29	30	31					

November 2023

S	M	T	W	Th	F	S	17
			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			

December 2023

S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	11
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

Inservice / Work Days

New Teacher Orientation Jul 31-Aug. 4

Campus In-Service:

Aug 4-15, Sept 18, Nov 17,
Jan 2-3, Feb 19; Apr 1; May 28-30

Holidays

Labor Day	September 4
Fall Break	October 9-11
Thanksgiving	November 20-24
X-Mas Break	Dec 18- Jan 1
M L King Day	January 15
Spring Break	March 11-17
Good Friday	Mar 29
Memorial Day	May 27

Inclement Weather Days

Day # 1 192 Staff *	June 1
Day # 2 192 Staff *	June 3

Codes

	Inservice /Student Holiday
	School Holiday (No Work)
	8 Hour Day
{ }	Reporting Period Begins/Ends
	Student Early Release - 2 hours
	Start/End Dates

Semester 1 = 100 days
Semester 2 = 92 days

91 101

January 2024

S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12}	13	21
14	15	{16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

February 2024

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

March 2024

	M	T	W	Th	F	S
15					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
31						

April 2024

	S	M	T	W	Th	F	S
22		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				

May 2024

22	S	M	T	W	Th	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	31	

June 2024

S	M	T	W	Th	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						

WILLIS ISD
2023 - 24 SCHOOL CALENDAR

197 days - July 24 to May 31

Elementary Counselors;
Secondary Attendance Clerks;
Admin. Intern;

July 2023

	S	M	T	W	Th	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
6	30	31					

August 2023

	S	M	T	W	Th	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
23	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

September 2023

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

October 2023

	S	M	T	W	Th	F	S
	1	2	3	4	5	6	7
19	8	9	10	11	12	13	14
	15	16	17	18	19	20}	21
	22	{23	24	25	26	27	28
	29	30	31				

November 2023

	S	M	T	W	Th	F	S
17				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		

December 2023

	S	M	T	W	Th	F	S
						1	2
11	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
	31						

Inservice / Work Days

New Teacher Orientation Jul 31-Aug. 4
Campus In-Service:
Aug 4-15, Sept 18, Nov 17,
Jan 2-3, Feb 19; Apr 1; May 28-30

Holidays

Labor Day	September 4
Fall Break	October 9-11
Thanksgiving	November 20-24
X-Mas Break	Dec 18- Jan 1
M L King Day	January 15
Spring Break	March 11-17
Good Friday	Mar 29
Memorial Day	May 27

Inclement Weather Days

Day # 1 197 Staff *	June 1
Day # 2 197 Staff *	June 3

Codes

	Inservice /Student Holiday
	School Holiday (No Work)
	10 hour day
	8 hour day
{ }	Reporting Period Begins/Ends
	Student Early Release - 2 hours
	Start/End Dates

Semester 1 = 105 days
Semester 2 = 92 days

January 2024

	S	M	T	W	Th	F	S
		1	2	3	4	5	6
21	7	8	9	10	11	12}	13
	14	15	{16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

February 2024

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

March 2024

		M	T	W	Th	F	S
15						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
	31						

April 2024

	S	M	T	W	Th	F	S
22		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				

May 2024

	S	M	T	W	Th	F	S
22				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	31	

June 2024

	S	M	T	W	Th	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						

96 101

WILLIS ISD
2023 - 24 SCHOOL CALENDAR

197 days (Sp.Ed.) - July 31 to June 6

LSSP; Diagnostians; Case Mgt Clerks
Sp. Programs Clerk; ARD Facilitators

July 2023

S	M	T	W	Th	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	1
30	31						

August 2023

S	M	T	W	Th	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	23
13	14	15	{16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

September 2023

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

October 2023

S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	19
15	16	17	18	19	20}	21	
22	{23	24	25	26	27	28	
29	30	31					

November 2023

S	M	T	W	Th	F	S	17
			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			

December 2023

S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	11
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

Inservice / Work Days

New Teacher Orientation Jul 31-Aug. 4

Campus In-Service:

Aug 4-15, Sept 18, Nov 17,
Jan 2-3, Feb 19; Apr 1; May 28-30

Holidays

Labor Day	September 4
Fall Break	October 9-11
Thanksgiving	November 20-24
X-Mas Break	Dec 18- Jan 1
M L King Day	January 15
Spring Break	March 11-17
Good Friday	Mar 29
Memorial Day	May 27

Inclement Weather Days

Day # 1 197 Staff *	June 1
Day # 2 197 Staff *	June 10

Codes

	Inservice /Student Holiday
	School Holiday (No Work)
	10 hour day
	8 hour day
{ }	Reporting Period Begins/Ends
	Student Early Release - 2 hours
	Start/End Dates

Semester 1 = 100 days
Semester 2 = 97 days

January 2024

S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12}	13	21
14	15	{16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

February 2024

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

March 2024

	M	T	W	Th	F	S
15					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
31						

April 2024

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

May 2024

S	M	T	W	Th	F	S	22
			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	31		

June 2024

S	M	T	W	Th	F	S	5
						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							

WILLIS ISD
2023 - 24 SCHOOL CALENDAR

202 days - July 17 to May 31

Transportation - Stud Mgmt Coord

July 2023

S	M	T	W	Th	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	11
30	31						

August 2023

S	M	T	W	Th	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	23
13	14	15	{16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

September 2023

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

October 2023

S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	19
15	16	17	18	19	20}	21	
22	{23	24	25	26	27	28	
29	30	31					

November 2023

S	M	T	W	Th	F	S	17
			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			

December 2023

S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	11
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

Inservice / Work Days

New Teacher Orientation Jul 31-Aug. 4
Campus In-Service:
Aug 4-15, Sept 18, Nov 17,
Jan 2-3, Feb 19; Apr 1; May 28-30

Holidays

Labor Day	September 4
Fall Break	October 9-11
Thanksgiving	November 20-24
X-Mas Break	Dec 18- Jan 1
M L King Day	January 15
Spring Break	March 11-17
Good Friday	Mar 29
Memorial Day	May 27

Inclement Weather Days

Day # 1 202 Staff *	June 1
Day # 2 202 Staff *	June 3

Codes

	Inservice /Student Holiday
	School Holiday (No Work)
	10 hour day
	8 hour day
{ }	Reporting Period Begins/Ends
	Student Early Release - 2 hours
	Start/End Dates

Semester 1 = 110 days
Semester 2 = 92 days

101 101

January 2024

	S	M	T	W	Th	F	S
		1	2	3	4	5	6
21	7	8	9	10	11	12}	13
	14	15	{16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

February 2024

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

March 2024

		M	T	W	Th	F	S
15						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
	31						

April 2024

	S	M	T	W	Th	F	S
22		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				

May 2024

22	S	M	T	W	Th	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	31	

June 2024

S	M	T	W	Th	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						

WILLIS ISD
2023 - 24 SCHOOL CALENDAR

207 days - July 17 to June 6

Elementary Assistant Principals
Elem/MS/HS Receptionists
Grade Level Secretaries, MS Registrars
Elem Attendance Clerk-Registrars
Elem/MS/HS PEIMS Clerks
Early Education Center Clerk

July 2023

S	M	T	W	Th	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	31					

August 2023

S	M	T	W	Th	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	31		

September 2023

S	M	T	W	Th	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	27	27	28	29	30

October 2023

S	M	T	W	Th	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	31				

November 2023

S	M	T	W	Th	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		

December 2023

S	M	T	W	Th	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
31						

Inservice / Work Days

23	***New Teacher Orientation Jul 31-Aug. 4***
	Campus In-Service:
	Aug 4-15, Sept 18, Nov 17,
	Jan 2-3, Feb 19; Apr 1; May 28-30

Holidays

	Labor Day	September 4
20	Fall Break	October 9-11
	Thanksgiving	November 20-24
	X-Mas Break	Dec 18- Jan 1
	M L King Day	January 15
	Spring Break	March 11-17
	Good Friday	Mar 29
	Memorial Day	May 27
19		

Inclement Weather Days

Day # 1 207 Staff *	June 1
Day # 2 207 Staff *	June 10

Codes

17		Inservice /Student Holiday
		School Holiday (No Work)
		10 hour day
		8 hour day
	{ }	Reporting Period Begins/Ends
		Student Early Release - 2 hours
		Start/End Dates

11	Semester 1 = 110 days
	Semester 2 = 97 days

101 106

January 2024

	S	M	T	W	Th	F	S
		1	2	3	4	5	6
21	7	8	9	10	11	12}	13
	14	15	{16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

February 2024

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

March 2024

		M	T	W	Th	F	S
15						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
	31						

April 2024

	S	M	T	W	Th	F	S
22		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				

May 2024

22	S	M	T	W	Th	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	31	

June 2023

5	S	M	T	W	Th	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						

WILLIS ISD
2023 - 24 SCHOOL CALENDAR

210 days - July 17 to June 12

Secondary Counselors; Nurse Director

JROTC Instructors; Spec. Educ. Director

July 2023

S	M	T	W	Th	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	11
30	31						

August 2023

S	M	T	W	Th	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	23
13	14	15	{16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

September 2023

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

October 2023

S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	19
15	16	17	18	19	20}	21	
22	{23	24	25	26	27	28	
29	30	31					

November 2023

S	M	T	W	Th	F	S	17
			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			

December 2023

S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	11
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

Inservice / Work Days

New Teacher Orientation Jul 31-Aug. 4
Campus In-Service:
Aug 4-15, Sept 18, Nov 17,
Jan 2-3, Feb 19; Apr 1; May 28-30

Holidays

Labor Day	September 4
Fall Break	October 9-11
Thanksgiving	November 20-24
X-Mas Break	Dec 18- Jan 1
M L King Day	January 15
Spring Break	March 11-17
Good Friday	Mar 29
Memorial Day	May 27

Inclement Weather Days

Day # 1 210 Staff *	June 1
Day # 2 210 Staff *	June 13

Codes

	Inservice /Student Holiday
	School Holiday (No Work)
	10 hour day
	8 hour day
{ }	Reporting Period Begins/Ends
	Student Early Release - 2 hours
	Start/End Dates

Semester 1 = 110 days
Semester 2 = 100 days

101 109

January 2024

S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12}	13	21
14	15	{16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

February 2024

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

March 2024

	M	T	W	Th	F	S
15					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
31						

April 2024

	S	M	T	W	Th	F	S
22		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				

May 2024

22	S	M	T	W	Th	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	31	

June 2023

8	S	M	T	W	Th	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						

WILLIS ISD
2023 - 24 SCHOOL CALENDAR

217 days - July 17 to June 20

Secondary Asst Principals;
District PEIMS Clerk
HS Associate Principal Secretary

July 2023

S	M	T	W	Th	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	11
30	31						

August 2023

S	M	T	W	Th	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	23
13	14	15	{16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

September 2023

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

October 2023

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1	2	3	4	5	6	7	
8	9	10	11	12	13	14	19
15	16	17	18	19	20}	21	
22	{23	24	25	26	27	28	
29	30	31					

November 2023

S	M	T	W	Th	F	S	17
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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			

December 2023

S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	11
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

Inservice / Work Days

New Teacher Orientation Jul 31-Aug. 4
Campus In-Service:
Aug 4-15, Sept 18, Nov 17,
Jan 2-3, Feb 19; Apr 1; May 28-30

Holidays

Labor Day	September 4
Fall Break	October 9-11
Thanksgiving	November 20-24
X-Mas Break	Dec 18- Jan 1
M L King Day	January 15
Spring Break	March 11-17
Good Friday	Mar 29
Memorial Day	May 27

Inclement Weather Days

Day # 1 217 Staff *	June 1
Day # 2 217 Staff *	June 24

Codes

	Inservice /Student Holiday
	School Holiday (No Work)
	10 hour day - Summer
	8 hour day
{ }	Reporting Period Begins/Ends
	Student Early Release - 2 hours
	Start/End Dates

Semester 1 = 110 days
Semester 2 = 107 days

101 116

January 2024

S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12}	13	21
14	15	{16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

February 2024

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

March 2024

	M	T	W	Th	F	S	15
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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	
31							

April 2024

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7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

May 2024

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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	31		

June 2023

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16	17	18	19	20	21	22	
23	24*	25	26	27	28	29	
30							

WILLIS ISD
2023 - 24 SCHOOL CALENDAR

226 days August 16 - August 15

Principals, Directors, Sec to Prin/Directors
Tech Support Specialist, HS Registrar
Associate Principal, Trans. Dispatcher
Rt Supervisor, Trans Software Spec,
District Receptionist, Admin Assistants,
Energy Clerk, Media Specialist
Trainer, Outreach & Community Liaisons
All District-Level Coordinators

August 2023

	S	M	T	W	Th	F	S
			1	2	3	4	5
12	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	31		

September 2023

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	3	4	5	6	7	8	9
20	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	27	27	28	29	30

October 2023

	S	M	T	W	Th	F	S
	1	2	3	4	5	6	7
19	8	9	10	11	12	13	14
	15	16	17	18	19	20}	21
	22	{23	24	25	26	27	28
	29	30	31				

November 2023

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	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		

December 2023

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11	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
	31						

January 2024

	S	M	T	W	Th	F	S
		1	2	3	4	5	6
21	7	8	9	10	11	12}	13
	14	15	{16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

February 2024

	S	M	T	W	Th	F	S
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21	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		

March 2024

	S	M	T	W	Th	F	S
15						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
	31						

April 2024

	S	M	T	W	Th	F	S
22		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				

May 2024

	S	M	T	W	Th	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	31	

June 2024

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	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						

July 2024

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21		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	31			

August 2024

	S	M	T	W	Th	F	S
11					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15		

Inservice / Work Days

New Teacher Orientation Jul 31-Aug. 4

Campus In-Service:
Aug 4-15, Sept 18, Nov 17,
Jan 2-3, Feb 19; Apr 1; May 28-30

Holidays

Labor Day	September 4
Fall Break	October 9-11
Thanksgiving	November 20-24
X-Mas Break	Dec 18- Jan 1
M L King Day	January 15
Spring Break	March 11-17
Good Friday	Mar 29
Memorial Day	May 27
Independence Day	July 4th

Inclement Weather Days

Day # 1 226 Staff *	June 1
Day # 2 226 Staff *	Must take NonDuty

Codes

	Inservice /Student Holiday
	School Holiday (No Work)
	10 hour day
	8 hour day
{ }	Reporting Period Begins/Ends
	Student Early Release - 2 hours
	Start/End Dates

Semester 1 = 88 days	
Semester 2 = 144 days	
100	132

232 possible work days
226 required work days
6 non-duty days

WILLIS ISD
2023 - 24 SCHOOL CALENDAR

260 days August 16 - August 15

Maintenance Dept
Custodial Dept
Trans Mechanics

August 2023

	S	M	T	W	Th	F	S
			1	2	3	4	5
12	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	31		

September 2023

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

October 2023

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	1	2	3	4	5	6	7
21	8	9	10	11	12	13	14
	15	16	17	18	19	20}	21
	22	{23	24	25	26	27	28
	29	30	31				

November 2023

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

December 2023

	S	M	T	W	Th	F	S
						1	2
	3	4	5	6	7	8	9
18	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

January 2024

	S	M	T	W	Th	F	S
		1	2	3	4	5	6
21	7	8	9	10	11	12}	13
	14	15	{16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

February 2024

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

March 2024

		M	T	W	Th	F	S
19						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
	31						

April 2024

	S	M	T	W	Th	F	S
22		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				

May 2024

	S	M	T	W	Th	F	S
22				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	31	

June 2024

	S	M	T	W	Th	F	S
20							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						

July 2024

	S	M	T	W	Th	F	S
21		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	31			

August 2024

	S	M	T	W	Th	F	S
11					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15		

Holidays

Labor Day	September 4
Fall Break	October 9
Thanksgiving	November 23-24
X-Mas Break	Dec 25-26 and Jan 1
M L King Day	January 15
Spring Break	March 15
Good Friday	Mar 29
Memorial Day	May 27
Independence Day	July 4th

Unpaid Holidays

X-mas Break	Dec 22
Independence Day	July 5

Inclement Weather Days

Day # 1 260 Staff *	June 1
Day # 2 260 Staff *	Must take Leave

Codes

	Paid Holiday (No Work)
	Unpaid Holiday (No Work)
	8 hour day
{ }	Stud. Reporting Pd. Begins/Ends
	Start/End Dates

248 work days
12 paid holiday days
260 total days

WILLIS ISD
2023 - 24 SCHOOL CALENDAR

260 days August 16 - August 15

Part-Time Custodial Dept

August 2023

	S	M	T	W	Th	F	S
			1	2	3	4	5
12	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	31		

September 2023

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

October 2023

	S	M	T	W	Th	F	S
	1	2	3	4	5	6}	7
21	8		10	11	12	13	14
	15	{16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

November 2023

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

December 2023

	S	M	T	W	Th	F	S
						1	2
	3	4	5	6	7	8	9
18	10	11	12	13	14	15	16
	17	18	19	20	21		23
	24			27	28	29	30
	31						

January 2024

	S	M	T	W	Th	F	S
			2	3	4	5	6
21	7	8	9	10	11	12}	13
	14		{16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

February 2024

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

March 2024

	S	M	T	W	Th	F	S
19						1	2
	3	4	5	6	7	8}	9
	10	11	12	13	14		16
	17	{18	19	20	21	22	23
	24	25	26	27	28		30
	31						

April 2024

	S	M	T	W	Th	F	S
22		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				

May 2024

	S	M	T	W	Th	F	S
22				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		28	29	30	31	

June 2024

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20							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						

July 2024

	S	M	T	W	Th	F	S
21		1	2	3			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	31			

August 2024

	S	M	T	W	Th	F	S
11					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15		

Unpaid, Non Workdays

Labor Day	September 4
Fall Break	October 9
Thanksgiving	November 23-24
X-Mas Break	Dec 22-26 and Jan 1
M L King Day	January 15
Spring Break	March 15
Good Friday	Mar 29
Memorial Day	May 27
Independence Day	July 4 - 5

Codes

	Inservice /Student Holiday
	Non Work Day
	8 hour day
{ }	Reporting Period Begins/Ends
	Start/End Dates

112 136

248 work days

14 unpaid, non work days

WILLIS ISD
2023- 24 SCHOOL CALENDAR

171 days Aug 15 to May 24

HS Parking Lot Attendent

August 2023

	S	M	T	W	Th	F	S
			1	2	3	4	5
13	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	31		

September 2023

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

October 2023

	S	M	T	W	Th	F	S
	1	2	3	4	5	6}	7
19	8	9	10	11	12	13	14
	15	{16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

November 2023

	S	M	T	W	Th	F	S
16				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		

December 2023

	S	M	T	W	Th	F	S
						1	2
11	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
	31						

January 2024

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19	7	8	9	10	11	12}	13
	14	15	{16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

February 2024

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	4	5	6	7	8	9	10
20	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29		

March 2024

	S	M	T	W	Th	F	S
15						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
	31						

April 2024

	S	M	T	W	Th	F	S
21		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				

May 2024

	S	M	T	W	Th	F	S
18				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	31	

Inservice / Work Days

Staff In-Service:

Aug. 15

Holidays

Labor Day	September 4
Fall Break	October 9-11
Thanksgiving	November 20-24
X-Mas Break	Dec 18- Jan 1
M L King Day	January 15
Spring Break	March 11-17
Good Friday	Mar 29

Inclement Weather Days

Day # 1 171 Staff *	May 28
Day # 2 171 Staff *	May 29

Codes

	Inservice Day (No Students)
	Student Holiday (No Work)
	School Holiday (No Work)
{ }	Reporting Period Begins/Ends
	Student Early Release - 2 hours
	Start/End Dates

Semester 1 = 83 days

Semester 2 = 92 days

97 74

WILLIS ISD
2023- 24 SCHOOL CALENDAR

August 16 - May 24

Substitute

August 2023

S	M	T	W	Th	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	12
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

September 2023

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

October 2023

S	M	T	W	Th	F	S	
1	2	3	4	5	6}	7	
8	9	10	11	12	13	14	19
15	{16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

November 2023

S	M	T	W	Th	F	S	
			1	2	3	4	16
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			

December 2023

S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	11
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

Holidays

Labor Day	September 4
Fall Break	October 9-11
Thanksgiving	November 20-24
X-Mas Break	Dec 18- Jan 1
M L King Day	January 15
Spring Break	March 11-17
Good Friday	Mar 29
Memorial Day	May 27

Codes

	Inservice Day (No Work)
	School Holiday (No Work)
{ }	Reporting Period Begins/Ends
	Student Early Release - 2 hours
	Start/End Dates

Semester 1 = 84 days
Semester 2 = 86 days

77 93

January 2024

S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12}	13	19
14	15	{16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

February 2024

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

March 2024

	M	T	W	Th	F	S
15					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
31						

April 2024

	S	M	T	W	Th	F	S
21		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				

May 2024

18	S	M	T	W	Th	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	31*	

WILLIS ISD
PAYROLL HANDBOOK SCHEDULE
2023-2024

MONTH	PAY DAY	PAY DATE
September-23	Friday	September 1, 2023
	Friday	September 15, 2023
October-23	Friday	September 29, 2023
	Friday	October 13, 2023
November-23	Wednesday	November 1, 2023
	Wednesday	November 15, 2023
December-23	Friday	December 1, 2023
	Friday	December 15, 2023
January-24	Monday	January 1, 2024
	Friday	January 12, 2024
February-24	Thursday	February 1, 2024
	Thrusday	February 15, 2024
March-24	Firday	March 1, 2024
	Friday	March 15, 2024
April-24	Monday	April 1, 2024
	Monday	April 15, 2024
May-24	Wednesday	May 1, 2024
	Wednesday	May 15, 2024
June-24	Friday	May 31, 2024
	Friday	June 14, 2024
July-24	Monday	July 1, 2024
	Monday	July 15, 2024
August-24	Thursday	August 1, 2024
	Thursday	August 15, 2024

1/1/22 BANK WILL POST DAY BEFORE THE FEDERAL HOLIDAY
DENOTES PAY DAY OCCURS ON DATE OTHER THAN THE 1st or 15th

Supplemental & Substitute Pay:

Days Worked from the ***1st thru the 15th of the month*** are paid on the 1st of the following month.

Days Worked from the ***16th thru the end of the month*** are paid on the 15th of the following month.

Willis ISD Human Resources

612 N. Campbell, Willis, TX, 77378
Phone 936.856.1215 Fax 936.856.1338

EMPLOYEE COMPLAINT FORM – LEVEL ONE

To file a formal complaint, please fill out this form completely and submit it by hand delivery, by electronic communication including email and fax, or by U.S. mail to the appropriate administrator within the time established in DGBA (LOCAL). All complaints will be heard in accordance with DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein.

Name _____

Address _____

_____

Telephone _____

Position _____Campus/Department _____

If you will be represented in voicing your complaint, please identify the person representing you.

Name_____

Address _____

Telephone _____

Please describe the decision or circumstances causing your complaint (give specific factual details.

_____

_____

_____

_____

_____

What was the date of the decision or circumstances causing your complaint?

_____

Please explain how you have been harmed by this decision or circumstance.

_____

_____

Please describe any efforts you have made to resolve your complaint informally and the response to your efforts.

_____

_____

_____

With whom did you communicate? _____

On what date? _____

Please describe the outcome or remedy you seek for this complaint.

_____

_____

_____

_____

Employee Signature_____

Signature of employee's representative_____

Date of filing _____

Complainant, please note:

A complaint form that is incomplete in any material way may be dismissed, but may be refiled with all the require information if the refiling is within the designated time for filing a complaint.

Attach to this form any documents you believe will support the complaint; if unavailable when you submit this form, they may be presented no later than the Level One Conference. Please keep a copy of the completed form and any supporting documentation for your records.

Willis ISD Human Resources

612 N. Campbell, Willis, TX, 77378
Phone 936.856.1215 Fax 936.856.1338

LEVEL TWO APPEAL NOTICE

To appeal a Level One decision or the lack of a timely response after a Level One Conference, please fill out this form completely and submit it by hand delivery, by electronic communication including email and fax, or by U.S. mail to the Superintendent or designee within the time established in DGBA (LOCAL). Appeals will be heard in accordance with DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein.

Name _____

Address _____

Telephone _____

Position_____Campus/Department_____

If you will be represented in voicing your appeal, please identify the person representing you.

Name_____

Address _____

Telephone _____

To whom did you present your complaint at Level One? _____

Date of Conference _____

Date you receive a response to the Level One conference? _____

Please explain specifically how you disagree with the outcome at Level One.

_____

_____

_____

Attach a copy of your original complaint and any documentation submitted at Level One. Attach a copy of the Level One response being appealed if applicable.

Employee signature_____

Signature of employee's representative_____

Date of filing_____

Willis ISD Human Resources

612 N. Campbell, Willis, TX, 77378
Phone 936.856.1215 Fax 936.856.1338

LEVEL THREE APPEAL NOTICE

To appeal a Level Two decision, or the lack of a timely response after a Level Two Conference, please fill out this form completely and submit it by hand delivery, by electronic communication including email and fax, or by U.S. mail to the Superintendent or designee within the time established in DGBA (LOCAL). Appeals will be heard in accordance with DGBA (LEGAL) and (LOCAL) or any exceptions outlined therein.

Name_____

Address _____

Telephone _____

Position_____Campus/Department_____

If you will be represented in voicing your appeal, please identify the person representing you.

Name_____

Address _____

Telephone _____

To whom did you present your appeal at Level Two? _____

Date of Conference _____

Date you receive a response to the Level Two conference? _____

Please explain specifically how you disagree with the outcome at Level Two.

_____

_____

_____

Do you want the Board to hear in open session? _____

Please be aware that the Texas Open Meetings Act may prevent the Board from granting a request for open session.

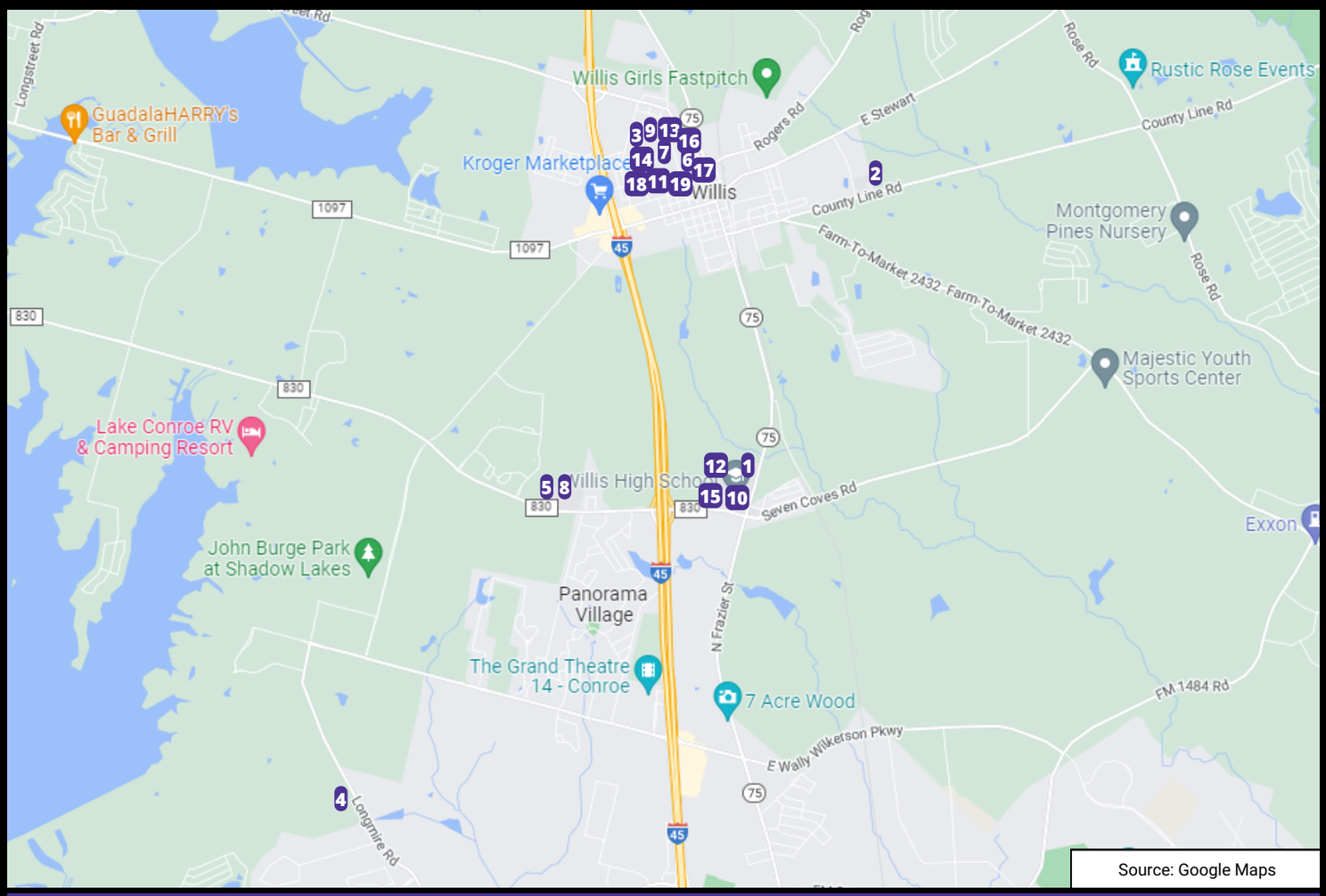
Attach a copy of your original complaint and any documentation submitted at Level One and a copy of your Level Two appeal notice.

Attach a copy of the Level Two response being appealed if applicable.

Employee signature_____

Signature of employee's representative_____

Date of filing_____



Source: Google Maps

WILLIS ISD FACILITIES DIRECTORY

ELEMENTARY CAMPUSES

(1) **A R TURNER ELEMENTARY**
10575 HWY 75 N
WILLIS, TX 77378
(936) 856-1289

(2) **CANNAN ELEMENTARY**
7639 COUNTY LINE RD
WILLIS, TX 77378
(936) 890-8660

(3) **C C HARDY ELEMENTARY**
701 GERALD ST
WILLIS, TX 77378
(936) 856-1241

(4) **LAGWAY ELEMENTARY**
11505 PINE VALLEY DR
CONROE, TX 77304
936-228-7715

(5) **MEADOR ELEMENTARY**
10020 FM 830
WILLIS, TX 77318
(936) 890-7550

(6) **PARMLEY ELEMENTARY**
600 N CAMPBELL ST
WILLIS, TX 77378
(936) 856-1231

(7) **ROARK EARLY EDUCATION CENTER**
103 WILDKAT DR
WILLIS, TX 77378
(936) 890-1400

SECONDARY CAMPUSES

(8) **BRABHAM MIDDLE SCHOOL**
10000 FM 830
WILLIS, TX 77318
(936) 890-2312

(9) **LYNN LUCAS MIDDLE SCHOOL**
1304 N CAMPBELL ST
WILLIS, TX 77378
(936) 856-1274

(10) **WILLIS HIGH SCHOOL**
10005 HWY 75 N
WILLIS, TX 77378
936-856-1250

(11) **STUBBLEFIELD ACADEMY AND HOPE ACADEMY**
207 PHILPOT ST
WILLIS, TX 77378
(936) 856-1302

Willis Independent School District
One Team - One Purpose

DISTRICT FACILITIES

(12) **AGRICULTURAL SCIENCE CENTER**
44 FM 830
WILLIS, TX 77378
(936) 890-7408

(13) **BERTON A. YATES STADIUM**
1304 N CAMPBELL ST
WILLIS, TX 77378

(14) **BLYTHE CALFEE TENNIS CENTER**
702 GERALD ST
WILLIS, TX 77378
(936) 718-2800

(15) **CAREER AND TECHNOLOGY EDUCATION CENTER**
40 FM 830
WILLIS, TX 77378
(936) 890-7408

(16) **SHARON HILL JENNETTE ADMINISTRATION BUILDING**
612 N CAMPBELL ST
WILLIS, TX 77378
936-856-1200

(17) **WILDKAT RESOURCE CENTER**
204 W ROGERS RD
WILLIS, TX 77378
(936) 890-3227

(18) **WILLIS ISD MAINTENANCE**
707 GERALD ST
WILLIS, TX 77378
(936) 856-1218

(19) **WILLIS ISD TRANSPORTATION**
215 PHILPOT ST
WILLIS, TX 77378
(936) 856-1220

Willis Independent School District
Overtime Agreement

Employee: _____ Emp. #_____

Supervisor: _____

Department/School _____

Overtime Reason: _____

Anticipated Hours of Overtime: _____ Date(s) to Occur: _____

Check One:

[ ] Compensatory Time

[ ] Overtime Pay

Employee Signature _____ Date: _____

Supervisor Signature _____ Date: _____

TRANSFER *Ext# for voicemail

Long Distance Calls: **01 (then phone #)** After Dialing, Press: **987#**

SHJ ADMIN BUILDING	**612 N. Campbell Street**	**856-1200**	**1200**
	FAX - Business Office	856-4042	4042
	FAX - Operations	856-1404	1404
	FAX - HR / Personnel	856-1338	1338
	FAX - Superintendent	856-5182	5182
TESTING ROOM			**3269**
Alexander, Lucy	District PEIMS Clerk	856-1210	1210
Ammons, Becky	Admin. Asst. Support Services & Construction	890-1425	1425
Arnaud, Erica	State & Federal Compliance Specialist	890-7256	7256
Baker, Delia	Learner Pathways Clerk	890-1266	1266
Ballew, Sarah	Math Instructional Coordinator	890-3146	3146
Barocio, Lucy	Admin. Asst. Business & Finance	856-1311	1311
Bond, Frida	Bilingual ESL Coordinator	890-1488	1488
Brenner, Denise	Payroll/Accounts Payable Supervisor	856-1204	1204
Brocato, Kayla	Communications Specialists	890-7756	7756
Carter, Michelle	Accounts Payable Clerk	856-1209	1209
Craig, Damekia	Health Insurance / Payroll Clerk	856-1206	1206
Crowe, Tom	Superintendent- Interim	856-1216	1216
Daniels, Mary	District Receptionist	856-1202	1202
Davis, Michelle	Admin Asst. Innovation, Teaching & Learning	856-1214	1214
Diggs, Jessica	Admin. Asst. Human Resources	856-1215	1215
Dilosa, Dashianna	Admin. Sec - Personnel Specialist	856-1207	1207
Dusebout, Paul	Exec. Director Supp Serv & Const	890-1425	1425
Fails, Jamie	Communications Director	890-7756	7756
Garcia, Ale	Lead Custodian	890-7237	7237
Gattinger, Heather	PEIMS Coordinator	890-7534	7534
Goolsby, Sara	Asst. Supt. Innovation, Teaching & Learning	856-1214	1214
Jackson, Tracy	Assessment Coordinator	890-7688	7688
Kelley, Cheryl	ELAR Coordinator	890-6410	6410
Lenoir, Alexandria	Special Accounts Clerk	890-7279	7279
Locke, Kelly	Director of Guidance & Counseling	856-1335	1335
Lynn, Patricia	Exec. Director of Elementary Ed.	856-1214	1214
Mansfield, Brad	Exec.Director, Student Services & Accountability	890-2062	2062
Matej, Garrett	Asst. Supt. Business & Finance	856-1311	1311
Mattson, Shelly	Director of Business & Finance	856-1311	1311
Merik, Jason	District Science Coordinator	890-6228	6228
Musella, Melissa	Media Specialist	890-3140	3140
Perry, Melissa	Admin. Secretary Human Res	890-1463	1463
Rodgers, Carol	Admin. Asst. Superintendent	856-1216	1216
Rodriguez, Gina	Accountant	856-1205	1205
Romagus, Ashley	HR Leave & Substitute Clerk	890-3187	3187
Vaglienty, John	Exec. Director of Secondary Ed.	856-1214	1214
Velasco, Ivan	Director of Learner Pathways	890-1266	1266
Vernon, Crystal	Student Services Secretary / Instructional Materials	890-2062	2062
Walker, Jennifer	Purchasing Agent / Workers Comp	890-1112	1112
Whitman, Robert	Asst. Supt. Human Res & Operations	856-1215	1215
Zemlicka, Leslee	**Security**	**856-1340**	**1340**

PREMISE HEALTH Clinic	**801 N. Danville St Willis, TX 77378**
Help Line (main number)	936-228-3224
Pharmacy	409-770-5878

TECHNOLOGY DEPT.	**612 N. Campbell Street**	**856-1212**	1212
	FAX Technology	856-7513	7513
Brown, Courtney	Digital Integration Coord.	890-6514	6514
Fossler, Michael	Network Operations Mgr.	856-1212	1212
Mangiameli, John	Support Specialist	856-1212	4437
Miller, Samantha	Secretary	856-1212	1212
Powell, Robert	Support Specialist	856-1212	1212
Rockwell, Jon	Systems Manager	856-1212	1212
Shannon, Stephen	Director of Technology	856-1212	1212
Touchet, Trevor	Software Analyst	856-1212	1212
Vallejo, Monica	Help Desk / Support Specialist	890-4484	4484
MAINTENANCE DEPT.	**707 Gerald**	**856-1218**	1218
	FAX - Office	890-7268	7268
	FAX - Energy Specialist	890-6776	6776
Nichols, Cassie	Energy Management Clerk	890-7878	7878
Nichols, Shelby	Secretary	856-1218	1218
Rhoden, Scott Tyler	Maintenance Director	856-1218	1218
Shop Maint	Shop Maint	890-1442	1442
Yohner, Richard	Assistant Maintenance Director	890-1348	1348
Young, Brady	Grounds Supervisor	890-1347	1347
CUSTODIAL DEPT.	**202 W. Rogers**	**856-1274**	1274
	FAX Custodial	890-7988	7988
Guzman, Lisa	Custodial Director	890-1443	1443
Valdez, Ruth	Custodial Secretary	890-1443	1443
TRANSPORTATION DEPT.	**215 Philpot**	**856-1220**	**1220**
Transp Extra #'s 7219 & 6772	FAX Transportation	856-1307	1307
Calltharp, Shannon	Director	856-1350	1350
Gonzalez, Frank	Supervisor	856-1350	1350
Lester, Carroll	Secretary	856-1350	1350
Martin, Nicole	Software System Clerk	890-1344	1344
May, Dallas	Route Coordinator	890-3521	3521
Parker, Danielle	Student Management Coord.	890-7276	7276
Rasberry, Tanisha	Driver Trainer / Trip Coord	890-7222	7222
Sappington, Tashia	Dispatch	890-7248	7247 / 7248
Smith, Brad	Shop Foreman	856-1287	1287
CHILD NUTRITION	**10000 FM 830**		
	FAX School Nutrition	890-4851	4851
Chance, Mandy	Secretary	890-7730	7730
	Supervisor	890-5468	5468
Northey, Michael	Director of Child Nutrition	890-7730	7730
Thornton, Alyssa	Financial Clerk		4568
SPECIAL PROGRAMS	**612 N. Campbell Street**		
	FAX - Special Programs	856-1548	1548
	Director of Special Education	856-1222	1222
Le, Ann	Assistant Director	856-1222	1222
Strahan, Christie	Admin. Assist. Sp. Prog	856-1222	1222
Walker, Deborah	Director of Special Programs	856-1222	1222
Wojcik, Kayla	PEIMS Clerk / Records	856-1223	1223
CARGILL BUILDING	**204 W. Rogers**	**Resouce Center**	
Dingman, Kelly	District Outreach Liasion	890-3227	3227
Seay, Ashley	District Outreach Assistant	890-3227	3227
CARGILL BUILDING	**204 W. Rogers**	**Education Foundation**	
Bischof, Michelle	Community Involvement Liaisor	890-7767	7767

PARMLEY ELEMENTARY	**600 N. Campbell**	**856-1231**	**1231**
	FAX - Office	856-1239	1239
	FAX - Nurse	890-1345	1345
Eppinette, Rebecca	Registrar	856-1235	1235
Findley, Kathleen	Counselor	856-1237	1237
Gray, Barbara	Cafeteria Manager	856-1240	1240
Gregory, Mary	Campus Secretary	856-1232	1232
Guy, Jennifer	Diagnostician	856-5733	5733
Henss, Amy	Nurse	856-1236	1236
Lacewell, Brenda	Custodial Office	890-6637	6637
Rademacher, Jennifer	Library / Tech Innovation Coach	890-2615	2615
Timmerman, Angel	Receptionist	856-1231	1231
Wilkins, Alyson	Principal	856-1232	1232
Williams, Alexandra	Assistant Principal	856-1232	1232
ROARK EARLY EDUCATION CENTER	**103 Wildkat Dr.**	**890-1400**	**1400**
	FAX - Nurse	890-1342	1342
Bruce, Ana	Campus Clerk	890-7245	7245
Collins, Kristy	PT	890-6937	6937
Ennis, Kristin	Nurse / Clinic	890-7275	7275
Foli, Margaret	Custodial Office	890-6637	6637
Glasgow, Norma	Receptionist	890-1400	1400
Kelley, Joshua	Assistant Principal	890-7245	7245
Lewis, Calandra	Principal	890-7245	7245
Rosenbaum, Alane	Speech Therapist	890-1412	1412
Seabridge, Kathy	Visually Impaired Teacher	890-6288	6288
STUBBLEFIELD ACADEMY	**207 Philpot**	**856-1302**	**1302**
	FAX - Office	890-0312	5312
Burnett, Bill	**Security**	**890-7224**	**7224**
Maddin, Tanya	Principal	856-1302	1302
Reitz, Cori	District AP	856-1302	1302
Rockwell, Rachel	Elementary (SAS) / Homeschooling	856-1341	1341
Tedder, Rachael	Secretary	856-1302	1302
LAGWAY ELEMENTARY	**11505 Pine Valley Dr. Conroe 77304**	**228-7715**	**7715**
	FAX - Nurse	228-7736	
Hudson, Amanda	Principal's Secretary	228-7716	7716
McDowell Jr, Lester	Custodial	228-7742	7742
Murray, Kennisha	Counselor	228-7724	7724
Nicks, MaKenzie	Library	228-7737	7737
Pittman, Tiffiny	Case Management Clerk	228-7739	7739
	Cafeteria Manager	228-7734	7734
Rodriguez, Gabriela	Receptionist	228-7715	7715
Stranimier, Heather	Nurse	228-7726	7726
Uch, Keri	Registrar	228-7733	7733
Velasco, Adriana	Assistant Principal	228-7716	7716
Wilder, Kameron	Prinicpal	228-7716	7716

HARDY ELEMENTARY	701 Gerald	856-1241	1241
	FAX Office	856-1242	1242
	FAX Nurse	890-1466	1466
Clark, Alicia	Assistant Principal	856-1244	1244
Cornell, Charity	Secretary	856-1244	1244
Espericueta, Berenice	Receptionist	890-7240	7240
Fossler, Susan	Principal	856-1244	1244
Mansfield, Melanie	Nurse	856-1246	1246
Montes, Norma	Custodial Office	856-4777	4777
Pittman, Tiffiny	Case Management Clerk	890-7399	7399
Player, Vanessa	ARD Facilitator	856-7399	7399
Scholer, Renae	Cafeteria Manager	856-1249	1249
VanZandt, Ashley	Library / Tech Innovation Coach	856-6515	6515
Witham, Michelle	Counselor	856-1247	1247
	Registrar	856-1245	1245
CANNAN ELEMENTARY	**7639 County Line Rd.**	**890-8660**	**8660**
	FAX Office	890-2616	2616
	FAX Nurse	890-1489	1489
Campus Security	**Sgt Jacqueline Cade**	**Cell 936-446-9997**	
Brooks, Monica	Case Management Clerk		2358
Colson, Jo	Principal	890-8662	8662
Hesse, Kimberly	Cafeteria Manager	890-8653	8653
Hock, Chasity	Registrar / Attendance Clerk	890-8679	8679
Johnson, Gene	Custodial Office	890-7794	7794
Lopez, Zulema	Receptionist	890-7241	7241
McNew, Stacy	Nurse	890-8670	8670
Phillips, Lori	Campus Secretary	890-8662	8662
Soniat, Hillary	Counselor	890-2688	2688
Special Education	Special Education	890-5893	5893
Trahan, Dawn	Library / Tech Innovation Coach	890-2648	2648
Upton, Dana	Asst. Principal	890-8662	8662
Warren, Cody	PE	890-8678	8678

TURNER ELEMENTARY	10575 Highway 75 N	856-1289	1289
	FAX Office	856-1677	1677
	FAX Nurse	890-1487	1487
Fletcher, Jan	Nurse	856-1295	1295
Hall, Michelle	Principal	856-1290	1290
Henderson, Amanda	Registrar	856-1292	1292
Hooks, Melanie	Campus Secretary	856-1290	1290
Kiddoo, Jane	Cafeteria Manager	856-1300	1300
Martin, Laressia	Library / Tech Innovation Coach	890-6511	6511
Miller, Holli	District Behavior Specialist	*does not have an ext*	
Munaretto, Cari	Receptionist	890-7238	7238
Posey, Lauren	Counselor	856-1296	1296
Snow, Paula	Asst. Principal	856-1290	1290
Teacher's Workroom	Teacher's Workroom	856-1293	1293
Vandenberg, Branden	Custodial Office	856-7955	7955
Walker, Hannah	Case Management Clerk	856-5437	5437
Zarella, Keira	P.E.	856-1299	1299

MEADOR ELEMENTARY	10020 FM 830	890-7550	7550
	FAX Office	890-7540	7540
	FAX Nurse	890-7546	7546
Allen, Kimela	Registrar	890-7542	7542
Cantarero, Lisa	Receptionist	890-7544	7544
DeLaCruz, Jacquie	Truancy	890-6665	6665
Elias, Ana	Custodial Office	890-7482	7482
Good, Tamara	Principal	890-7541	7541
Hernandez, Michelle	Campus Secretary	890-7541	7541
Lacy, Kaylie	Case Management Clerk	890-2358	2358
Payne, Anna	Counselor	890-7543	7543
Pipes, Maria	Cafeteria Manager	890-7554	7554
Robinson, Shae	Library / Tech Innovation Coach	890-2615	2615
Snoe, Tara	Nurse	890-7565	7565
Stephenson, Brandi	Speech Therapist	890-7557	7557
Surface, Micah	Assistant Principal	890-7541	7541

LUCAS MIDDLE SCHOOL	1304 N. Campbell	856-1274	1274
	FAX - Office	856-1065	1065
	FAX - Nurse	890-7226	7226
	FAX - Special Ed.	890-6638	6638
Best, Victoria	Choir Room	890-1484	1484
Bonner, Alicia	Campus Secretary	856-1364	1364
Brooks, Monica	Case Management Clerk	856-1275	1275
Cermak, Christopher	Band Hall	856-1324	1324
Cheatman, Amanda	Counselor	890-6923	6923
	Attendance Clerk	890-1417	1417
Dilosa, Zhane	Grade Level Secretary	856-1383	1383
Elmore, LeighAnn	Mentor Coordinator	890-3483	3483
Gilcrease, Laura	Middle School Dean	856-3487	3487
Gilliland, Jessica	Counselor	856-1276	1276
Green, Tressa	Art Class/ Voc. Bldg.	856-1335	1335
Henderson, James	Custodial Office	856-1277	1277
Hernandez, Danielle	Receptionist	890-7242	7242
Johnson, Kathalene	Nurse	856-1284	1284
Moore, Kelley	Principal	856-1364	1364
Nicks, Makinzie	Library / Tech Innovation Coach	856-6513	6513
Petty, Kissy	Cafeteria Manager	856-1285	1285
Press Box at Stadium	Press Box	890-1447	1447
Reyes-Garcia, Jennett	Grade Level Secretary	890-6965	6965
Soose, Ashley	Assistant Principal 6th;7th grade J-Z	856-1364	1364
Valencia, Adaena	Registrar	856-1279	1279
Wilcox, James	Assistant Principal 8th;7th grade A-I	856-1364	1364

BRABHAM MIDDLE SCHOOL	10000 FM 830	890-2312	2312
	FAX Office	856-2910	2910
	FAX Nurse	890-7227	7227
	FAX Nurse Coord	890-6922	6922
Allen, Justyna	Grade Level Secretary	890-7239	7239
Allison, Elizabeth	Band	890-4101	4101
Barrett, Bob	**Security**	**890-1486**	**1486**
Cook, Chelsie	Registrar	890-1045	1045
DeLaCruz, Lissette	Grade Level Secretary	890-1084	1084
Glenn, Terrika	Campus Secretary	890-2781	2781
Gray, Michelle	Counselor	890-4073	4073
Hunnicutt, Danielle	Assistant Principal 6th;8th grade M-Z	890-2781	2781
Lacy, Kaylie	Case Management Clerk	890-6517	6517
Lester, Sarah	Choir	890-3520	3520
Paulson, Brooke	Middle School Dean	890-2781	2781
Pearson, Angel	Cafeteria Manager	890-1163	1163
Pineiro, Elizabeth	Head Band Director	890-7220	7220
Price, Shukella	Principal	890-2781	2781
Slider, Joy	Attendance Clerk	890-2686	2686
Stuksa, Raeginna	Girls PE / Girls Athletic Coord	890-1168	1168
Wheat, Garrett	Custodial Office	890-4085	4085
Wheaton, Craig	Assistant Principal 6th;8th grade A-L	890-2781	2781
Wilson, Dyann	Counselor	890-2758	2758
York, B.J.	Boys PE / Boys Athletic Coord	890-2359	2359
	Tech Innovation Coach	856-6512	6512
	Receptionist	890-2312	2312
	Nurse	890-2102	2102

WILLIS HIGH SCHOOL	10005 Highway 75 N		856-1250	1250
	FAX - Registrar		890-7215	
	FAX Special Ed.		890-7289	
	FAX Attendance		890-3391	
	FAX Office		856-3391	
	FAX Nurse		890-7277	
Adkinson, Cindy	Counselor	**J - Mo**	856-1384	1384
Alley, Emma	Secretary	**Sc - Z**	890-6773	6773
Alley, Marsha	Associate Principal's Secretary		890-1414	1414
Alvarado, Cesilia	Registrar		856-1272	1272
Barker, Kimberly	PEIMS Clerk		856-1413	1413
Bell, Christopher / Jefferson, Col	ROTC		856-2394	2394
Denson, Christel	Secretary	**Mu - Sa**	856-7305	7305
Breed, Shaquille	Assistant Principal	**Bi - Fa**	890-6721	6721
Campus Security	**Matt Wiese**		**856-7224**	**7224**
Campus Security	**Wayne McCaffrey**		**856-6722**	**6722**
Campus Security	**Ashton Childers**		**Cell 936-444-8179**	
Cavazos, Jenni	Secretary	**Fe - I**	890-3485	3485
Dittfurth, Joseph	Band Director		856-1267	1267
Dufour, Ray	Special Education, LIDS		856-1318	1318
England, Virgina	Receptionist		856-1251	1251
Fojt, Jason	Assistant Principal	**Mu - Sa**	856-7305	7305
Garcia, Aracele	Counselor	**Mu - Sa**	856-1250	6957
Giroux, Kathryn	Dance / Drill Team		856-1325	1325
Godinez Mendoza, Maria	Attendance Clerk		856-1464	1464
Hineman, Susan	Educational Diagnostician		856-1256	1256
Holman, Kryshelle	Assistant Principal	**Fe - I**	890-3485	3485
Holt, Manda	Custodial Office		856-1263	1263

WILLIS HIGH SCHOOL	10005 Highway 75 N		856-1250	1250
	FAX - Sweethearts		890-6713	
	FAX - JROTC		890-3220	
	FAX - 9th & 10th GLO		890-7216	
	FAX - 11th GLO		890-7286	
	FAX - 12th GLO		890-7303	
Hulings, Marian	Secretary	**J - Mo**	856-1257	1257
Hunnicut, Jamaal	Associate Principal		890-3279	3279
Ingram, Connie	Cafeteria Manager		890-1186	1186
Johnson, Rachel	Campus Secretary		856-1314	1314
King, Eric	Principal		856-1314	1314
King, Shannon	Counselor	**Bi - Fa**	856-1252	1252
Lacox, Tonya	ESL Coordinator		856-7305	7305
Lottinger, Candace	Nurse		856-1270	1270
Matlock, Cassandra	Theatre Arts		856-1329	1329
Meachen, Emily	Speech/Yearbook/Newspaper		856-1327	1327
	Secretary / College & Career	**A - Be**	890-3279	3279
Narendorf, Susan	Art		856-6990	6990
Neumann, Tricia	Counselor / College & Career	**A - Be**	890-3278	3278
Owens, Katelyn	Assisant Principal	**Sc - Z**	890-6773	6773
Padilla, Jacqueline	Secretary	**Bi - Fa**	890-6721	6721
Pless, Patricia	Case Management Clerk		890-6441	6441
Priwer, Natalie	Associate Principal		890-1414	1414
Reed, Celeste	Library Manager		856-1261	1261
Reiter, Maria	Attendance Clerk		890-1260	1260
Rhoden, Shawn	Library / Tech Innovation Coach		856-1261	1261
Smith, Karol	Counselor	**Sc - Z**	856-1255	1255
Stone, Jenny	Assistant Principal	**J - Mo**	856-1257	1257
Wheaton, Brittany	Counselor	**Fe - I**	890-3142	3142
	Testing Coordinator		856-7410	7410
	Assistant Principal / CollegeCareer /	**A -**	890-1259	1259
	Nurse Aide		890-6429	6429
	Choir		890-7112	7112

CAREER & TECH. CENTER	**40 FM 830**	**890-7408**	7408
AGRICULTURAL SCIENCE CENTER	**44 FM 830**		
	FAX - CTE	890-7989	7989
Anz, Jospeh	CTE - Architect / Construction		
Berrigan, Emily	CTE - Cosmetology	856-7421	7421
Burnett	**CTE - CAMPUS POLICE**	**890-6516**	**6516**
Carver, Jennifer	CTE - Family Consumer Science	856-7453	7453
Clepper, Jennifer	CTE - Criminal Justice	856-7414	7414
Cook, Kelsi	CTE - Ag Science	856-7443	7443
Culver, Darren	CTE- Automotive		7538
Dobraski, Hailey	CTE - Director of Nursing	890-7411	7411
Evans, Johnathon	CTE - Audio Visual	856-7475	7475
Gehovak, Cheryl	CTE- Marketing / Business		7536
Hammond, Allen	CTE - Automechanics	856-7422	7422
Hernandez, Carla	CTE - Cosmotology	856-7421	7421
Ingram, Tamara	CTE- Health Science		7445
Jefferson, Sandra	CTE - Culinary Arts	856-7419	7419
Junco, Jennifer	CTE- Internet Working/Comp Programming	856-7477	7477
Kennedy, Brian	CTE- Law Enforcement		7537
King, Katrina	CTE - Health Science	856-7456	7456
Labonski, Ken	CTE - Director of Fine Arts	890-7411	7411
Muniz, Jessica	Secretary	890-7411	7411
Parsons, Darlene	CTE - Family Consumer Science	856-7418	7418
Price, Tanis	CTE - Agriculture	856-7413	7413
Rhoden, Andrea	CTE- Construction		7487
Scrimshire, Margie	CTE - Cafeteria Manager	856-7488	7488
Simmons, Dalene	Receptionist	890-7408	7408
Smith, Keith	CTE - Custodial	856-7523	7523
Thompson, Cody	CTE - Media Technology	856-7476	7545
Traylor, Amanda	CTE - Agriculture	856-7207	7207
Utecht, Travis	Director	890-7411	7411
	CTE - Manufacturing	856-7440	7440

ATHLETIC DEPT.			
	FAX - Director	890-7199	
	FAX - Trainer	890-1185	
	FAX - Boys	890-1477	
	FAX - Girls	890-7366	
Abercrombie, Shelby	Head Girls Basketball		1258
	Head Cross Country		1299
Clark, Jeremy	Head Boys Basketball		7107
Coaches Office	Football		7323
Glenn, Jason	Executive Director of Athletics & Fine Arts	856-1315	1315
Gonzales, Jordan	Asst. Athletic Trainer		1184
Kemp, Garry	Head Tennis		4796
Maynard, Alyssa	Head Girls Soccer		7596
McClatchy, Scott	Head Athletic Trainer	856-1269	1269
Miller, Trent	Head Football Coach/Athletic Coordinator	856-1315	1315
Nickerson, Virginia	Admin Asst Athletics	856-1315	1315
Opp, David	Head Boys Soccer / Aquatics		6997
Shelly, Stephanie	Womens Athletic Coordinator		6149
Storms, Megan	Head Volleyball		6149
Thomas, Bryan	Head Wrestling		7155
Tinklepaugh, Shelby	Head Softball		6570
Washburn, Brett	Head Baseball		7322
York, BJ	Head Golf	890-2359	2359

PURCHASING FLOW CHART

Teacher completes requisition & submits to Principal's Office.

Principal's Office approves & submits via Teams to the Business Office.

Principal disapproves & returns to teacher.

Requisitions are sent for appropriate approvals.

Requisition is not approved and is returned to the originating campus or department.

Purchase Orders will be sent through Teams via Email

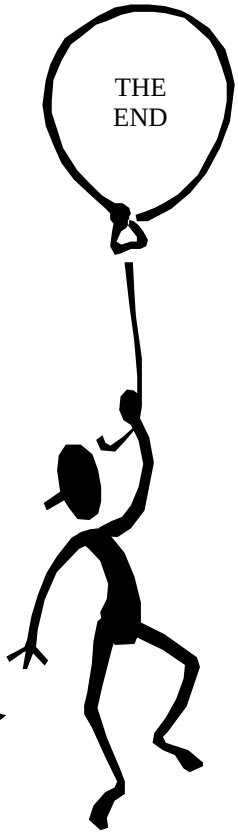
Purchase order is sent to vendor.

Teachers & principals verify delivery of items ordered.

The originator of the requisition will receive items in Teams and attach the invoice.

Encumbered PO & Invoice are authorized to be paid.

Bill is paid.



WILLIS INDEPENDENT SCHOOL DISTRICT
BUDGETARY EXPENSE REQUEST

Name:		**Campus:**	
Date Submitted:		**Budgetary Account:**	
Purpose of Travel:		**Location:**	
Dates of Travel:		**Number of Days:**	

Mode of Travel:	☐ District Vehicle	☐ Personal Vehicle	☐ Rental Vehicle	☐ Rider	☐ Overnight	☐ Day Trip	☐ Other

***Please reference back of form for reimbursement details.**

List Other:

ITEMS TO BE EXPENSED:

MEALS		*(Expenditures must be supported by itemized receipts)*	**AMOUNT:**
Date			
Date			
Date			
Date			
Date			
Date			

MILEAGE	*(Mileage Rate located on Back of Form)*	**AMOUNT:**

MISCELLANEOUS:	(Parking Expenses, taxi, shuttles, car rentals)	**AMOUNT:**

TOTAL:	

Staff Signature:		**Date:**	

PLEASE ATTACH ALL RECEIPTS

WISD Travel Information Sheet

The following rules apply to all employees of the Willis Independent School District with reference to travel expense reports.

1. Documentation as to the purpose of the trip should be attached to the Personnel Absence Report before submitting it for approval. A copy of a brochure, flyer, registration or entry form, or any item that states the location and date of the event is acceptable.

2. Requests for trip approval shall be submitted to your principal and/or central office administrator for approval 10 days before making reservations.

3. Persons due reimbursement for traveling expenses shall complete the Expense Request form within 30 days of the time they return. (Exception - August requests must be received in the Business Office by Sept. 2nd to receive reimbursement.) The employee should keep a copy of the request for their records. The claim must be itemized, with receipts attached, and signed by the employee.

4. Receipts for monies expended for travel must be submitted with the Expense Request Form; as evidence of the expenditure. The top of the Expense Request Form must be completed in its entirety including the proper budgetary coding.

5. Automobile mileage reimbursement will be computed using 48 cents per mile for travel occurring on or after September 1, 2008. Roadmap mileage to and from the city of destination should be used.

6. Such items as miscellaneous incidentals, amusements, valet services, alcoholic beverages, room service, laundry, telephone calls (unless relative to school business), or other unauthorized expenses will not be approved and/or reimbursed.

    a. Hotel expenses (at a maximum of $125/night per person) must be paid by purchase order/check/or WISD credit card and will only be considered for reimbursement in emergency situations
    b. Registration fees must be paid by purchase order/check/or credit card and will only be considered for reimbursement in emergency situations

7. In cases in which a spouse accompanies an employee, no expense for the spouse shall be included. However, there is no objection to joint use of automobiles and hotel facilities, provided only single standard rates are listed as expenses.

8. Allowable reimbursements include:

    a. Meals - $35.00/day maximum per employee. (Expenditures must be supported by itemized receipts.)
    Meals within an hour from the home destiny are not allowed for reimbursement.

    b. Mileage - 48 cents/mile for travel occurring on or after September 1, 2008. (Use roadmap mileage. If mileage claimed is greater than the roadmap indicates, the excess mileage must be explained.)
    c. Miscellaneous Expenses - Parking expenses, taxi, shuttles, and car rentals may be claimed as additional transportation expenses, but they must be documented with receipts. (Car rentals must be approved before the trip.)

WILLIS INDEPENDENT SCHOOL DISTRICT

MANAGEMENT SAFETY STATEMENT

In fulfilling its educational mission, the Willis Independent School District has a commitment to the employees and students of the district to provide a safe and healthful workplace; free of recognized hazards to the greatest degree possible.

The administration's basic responsibility is the prevention of accidents, whether they involve employee injuries, traffic incidents, property damage, or student injury. Administrators therefore provide the incentive and full support for all safety procedures, training, and hazard elimination practices. Administrators will stay fully informed on all health and safety items throughout the District in order to constantly review the effectiveness of the current safety and health programs.

Supervisory personnel are directly responsible for the instruction of all employees under their jurisdiction in regard to proper procedures and safe methods to be utilized in performing work duties, for taking immediate corrective measures to eliminate hazardous conditions, and for implementing practices for the prevention of all accidents.

Each employee, regardless of his or her position within the District, shall cooperate in every respect with the District's safety and loss control program. Some of the major points of the District's program are as follows:

- *Employees will follow recognized safe work practices as a condition of employment within the District. Failure to follow this stated policy will be cause for disciplinary action.*
- *All employees and students, where required, will wear personal protective equipment.*
- Hazardous *conditions and other safety concerns will be reported to the responsible supervisor immediately.*

Each District employee has the responsibility for his or her own safety, as well as the safety of fellow employees. Employees must become familiar with the potential hazards of their jobs and do what is necessary to ensure their safety. By this means, our District can achieve the safe working conditions deserved by all its employees.

Jennifer Walker has been appointed as the Willis Independent School District Safety Control Officer. *The responsibilities of this position include the authority and responsibility for implementing the district-wide safety control program.*

Dr. Tim Harkrider
Superintendent, Willis ISD

12/8/2021
Date

WISD Board of Trustees

Mr. Cliff Williams
President

Mr. Kyle Hoegemeyer
Vice President

Mrs. Rebecca Broussard
Secretary

Mrs. Christen Arnold, Member

Mrs. Robin Sproba, Member

Mr. Charles Perry, Sr., Member

Mrs. Paulett Traylor, Member

Stephanie Hodkins, WHS Principal

Willis Independent School District

Reporting to campus:_____

Incident Report Form (Student)

Student's name *(if you wish to provide it)*: _____

Date: _____

Details of the incident(s)

Name of the student(s) the incident happened to: _____

Name(s) of student(s) alleged in causing the incident(s):

_____

_____

_____

_____

Date the incident happened: _____

Time the incident happened: _____

Where did the incident happen? _____

Name(s) of anyone else who knows about what happened:

_____

_____

_____

What happened? *(Attach additional pages if needed)*

_____

_____

_____

_____

_____

Student's signature *(optional)*: _____

Date: _____

Received by: _____

Date: _____

DATE ISSUED: 12/8/2017
UPDATE 55
FFI(EXHIBIT)-RRM

Willis Independent School District

Reporting to campus:_____

Incident Report Form (Adult)

Contact information

Name: _____

Home address: _____

Work address (*if applicable*):_____

Home phone:_____

Mobile phone: _____

E-mail address: _____

Name(s) of alleged offender:_____

Name(s) of alleged victim: _____

Describe your relationship to alleged victim(s)/offender(s). _____

Date(s) of alleged incident: _____

Time(s) of alleged incident: _____

Location(s) of alleged incident(s): _____

List any witnesses:

_____

Describe the incident(s) as clearly as possible, including such things as what force or physical contact, if any, was used; any verbal statements such as threats, requests, or demands; and any electronic methods, including e-mail, social media, and the like. *(Attach additional pages if more space is needed.)*

_____

_____

_____

_____

I hereby certify that the information I have provided is true, correct, and complete to the best of my knowledge and belief.

Signature: _____

Date:_____

Received by: _____

Date: _____

DATE ISSUED: 12/8/2017
UPDATE 55
FFI(EXHIBIT)-RRM

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyber-bullying.

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, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Examples

Bullying of a student could occur by physical contact or through electronic means and 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 Procedures

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, school counselor, principal, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

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.

Notice of Report

When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

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, sex, 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 a 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

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.

District Action

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 District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.

Discipline

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 whether 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	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.
Confidentiality	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
Appeal	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
Records Retention	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 website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

Notification Procedures for Possible

Inappropriate Relationship between Student and Educator (S/E)

Romantic or inappropriate social relationships between students and District employees are prohibited. Additionally, any sexual relationship between a student and a District employee is always prohibited, even if consensual. *See* Board Policies DH and FFH (Local).

Romantic or inappropriate relationships between students and District employees may be considered child abuse or neglect. If you suspect a District employee of child abuse or neglect you must submit an oral or written report to CPS within 48 hours of learning the facts giving rise to the suspicion. For additional information on reporting requirements see Board Policies FFG (Exhibit) and (LEGAL).

REPORTING YOUR SUSPICION TO A SCHOOL COUNSELOR, A PRINCIPAL, OR ANOTHER SCHOOL STAFF MEMBER DOES NOT FULFILL YOUR RESPONSIBILITIES UNDER THE LAW. THE DISTRICT DOES NOT REQUIRE YOU TO REPORT YOUR SUSPICION FIRST TO A SCHOOL ADMINISTRATOR.

The following procedure will be implemented immediately.

Preventive Measures:

1. Be alert to possible warning signs: {Note: this is not an exhaustive list}
    a. Closeness between S/E (i.e. daily walking to class(es) together, meeting at a fixed location such as hallways, stairwells, or parking lots).
    b. Excessive conversations by educator focused on student.
    c. Texting or phone calls between S/E that are not education based.
    d. Correspondence between S/E that are not classroom related (i.e. letters or notes).
    e. Meetings outside of school or school-related activities.

2. Notify your campus principal of any concerns:
    a. Provide as much detail as possible.
    b. If you are concerned the notification may hurt the working relationship between colleagues, use the campus tip line for the notification.

It is extremely important to notify your campus principal of your concerns as early as possible as a preventive measure. However, if you suspect child abuse or neglect by a District employee, you must notify CPS within 48 hours of learning the facts giving rise to the suspicion. Notifying your principal or other administrator does not fulfill your responsibility.

3. Upon notification of a concern, Campus Principal shall immediately follow-up. If there is suspicion of misconduct the campus principal shall:

    a. Inform the Superintendent and Human Resources that an investigation is being initiated.
    b. Consider whether interim actions are necessary to protect the student(s) or others involved.
    c. Determine who will conduct the investigation and the scope of the investigation (i.e. administrator, outside counsel).
    d. Contact the parents of the student involved and any student witnesses. (Parents of students will be allowed to sit in on the interview of their child **only.**)
    e. Obtain written, signed and dated statements from each person interviewed, if possible.
    f. Determine if any reports are required to be made to law enforcement, CPS, SBEC and/or other agencies. **Remember 48 hour duty to report obligation.**
    g. Report your findings to Superintendent and Human Resources as soon as possible for appropriate administrative action.

If an investigation reveals evidence of an improper relationship between S/E:

1. If you have not already done so, Campus Principal or other administrator will immediately place educator on administrative leave.
2. Campus Principal will notify Willis I.S.D. Director of Security to assist with law enforcement as necessary.
3. Campus Principal will create a timeline report from all documented information gathered during the investigation to deliver to Willis I.S.D. Director of Security.
4. Willis I.S.D. Director of Security will coordinate with law enforcement to notify involved student's parents or guardians.

WILLIS INDEPENDENT SCHOOL DISTRICT

Confidentiality and Access Agreement

I am currently an employee in the Willis Independent School District. Because of the nature of my position, I may have access to certain sensitive student records and/or employee information. This Confidentiality and Access agreement will remain in effect regardless of my position or location of employment within Willis ISD.

I understand that any unauthorized disclosure of confidential information regarding student is prohibited as provided in the federal Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232 *eg. seq.* and in the federal regulations found in 34 CFR part 99, FERPA is specifically incorporated into the Texas Public Information Act (formerly known as the Open Records Act). It is listed as an exception to records that are subject to disclosure to the public.

I hereby affirm that any student data of which I have knowledge will be kept strictly confidential, and I will not disclose any student's confidential information to anyone other than a District employee with a legitimate educational need to know.

I understand that any unauthorized disclosure of confidential information regarding employees is prohibited in accordance with 19 TAC 247.2, Code of Ethics and Standard Practices for Texas Educators, and Board Policy DH (Exhibit). In addition, I understand that any conversations among staff are confidential and are to be protected. I will not repeat any sensitive information I may overhear regarding a student or staff member to any member of the public without proper authorization.

I understand that any data or reports that I may generate are confidential and the data are to be protected. I understand that transmitting or providing WISD data outside of our network is a breach of District policy and may be a safety or identity threat to students and staff. I will not distribute to any unauthorized person any data or reports that I have access to or may generate using confidential WISD data.

I hereby agree that failure to abide by the requirements of this agreement may lead to the immediate revocation of my employment with WISD. I understand that any intentional, knowing, or negligent release of confidential student and/or employee information to unauthorized persons may also subject me to a legal cause of action for violation of an individual's civil rights in addition to state or federal criminal penalties.

I hereby waive, release and discharge the Willis Independent School District, its trustees, officers and employees from any claim, demand or cause of action arising out of my negligent use or misuse of confidential student or employee information. I agree to hold the Willis Independent School District harmless from any and all liability that the District may incur, including without limitation, damages of every kind and nature and out-of-pocket costs and legal expenses, incurred by reason of my negligence or misuse of confidential student or employee information.

This form will be signed electronically with the Handbook Acknowledgement or Substitute Renewal process.