



**PROFESSIONAL (Administrators and Teachers)
AND
SUPPORT STAFF (Paraprofessionals)**

**EMPLOYEE
HANDBOOK**

2011-2012

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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 Human Resource Services.

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 are available online at www.mansfieldisd.org and are available for review.

**EMPLOYEE RECEIPT OF HANDBOOK, TECHNOLOGY ACCEPTABLE USE POLICY AND E-MAIL
ACCEPTABLE USE POLICY**

Name _____

Campus/Department _____

I hereby acknowledge receipt of my personal copy of the Mansfield ISD Employee Handbook, Technology Acceptable Use Policy and the E-Mail Acceptable Use Policy. I agree to read these documents and abide by the standards, policies, and procedures defined or referenced in the documents listed.

You have the option of receiving all three of the documents in electronic form or hard copy. Please indicate your choice by checking the appropriate box below:

I choose to receive the Employee Handbook, Technology Acceptable Use Policy, and the E-Mail Acceptable Use Policy in electronic format and accept responsibility for accessing them according to the instructions provided. Go to website <http://intranet.mansfieldisd.org>, click the Documents and Forms Pages link. The handbooks are listed in the Human Resource Services section.

I choose to receive a hard copy of the Employee Handbook, Technology Acceptable Use Policy, and the E-Mail Acceptable Use Policy. The hard copy is to be requested through your department/campus and provided by the department/campus designee.

Please initial by the following:

_____ I understand that changes in district policies may supersede, modify, or eliminate the information summarized in the above listed documents. As the District provides updated information, I accept responsibility for reading and abiding by the changes.

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

_____ I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the personnel department if I have questions or concerns or need further explanation.

I understand that if I violate any procedures or rules I may face legal or disciplinary action according to applicable law or District/departmental policy.

Signature

Date

NOTE: Sign and date this receipt. Give it to your supervisor and make a copy for yourself.

ACCEPTABLE TECHNOLOGY USE POLICY

Policy CQ (LOCAL)

Mansfield ISD provides many tools to its employees and contractors to enhance their productivity and jobs. These tools include computers and their software, internal networks (e-mail, intranet), external networks like the Internet, telephone systems, voice mail, fax, copiers, and so on. We require that these systems be used in a responsible way, ethically, and in compliance with all legislation and other Mansfield ISD policies and contracts. Non-compliance could have a severe, negative impact on the Mansfield ISD, its employees and clients.

Appropriate Use

Individuals at Mansfield ISD are encouraged to use the systems to further the goals and objectives of the District. The types of activities that are encouraged include:

- Communicating with fellow employees, Mansfield ISD business partners and Mansfield ISD clients within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.

Inappropriate Use

Individual use will not interfere with others' use and enjoyment of the systems. Use in a manner that is not consistent with the mission of Mansfield ISD, misrepresents Mansfield ISD, or violates any Mansfield ISD policy is prohibited. This includes, but is not limited to, the following:

- The contents of messages or sites, downloads, and so on must not be offensive, insulting, or harassing for other employees, users, or non-employees or contain comments that could reasonable be interpreted as discriminatory.
- The systems may not be used for illegal or unlawful purposes, including hacking, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
- Users may not pay access fees or commit Mansfield ISD financial resources without formal authorization.
- Mansfield ISD prohibits use for mass unsolicited mailings, access for non-employees to Mansfield ISD resources or network facilities, competitive commercial activity unless pre-approved by Mansfield ISD, and the dissemination of chain letters.
- Individuals may not view, copy, alter, or destroy data, software, documentation or data communications belonging to Mansfield ISD or another individual without authorized permission.
- Users will not violate the policies of any network accessed through their account.
- In the interest of copyright laws, users may not download music files or software that is not documented as public domain.
- Adding personal computers, printers, and software to the network is strictly prohibited.

Internet Postings

The Internet along with a host of next generation communication tools, has expanded the way in which employees can communicate internally and externally. While this creates new opportunities for communication and collaboration, it also creates new responsibilities for Mansfield ISD employees. This Internet Posting Policy applies to employees who use the following:

- Multimedia and social networking websites such as MySpace, Facebook, Yahoo! Groups and YouTube
- Blogs (Internal and External)
- Wikis such as Wikipedia and any other site where text can be posted

All of these activities area referred to as "Internet Postings" in this policy. Please be aware that violation of this policy may result in disciplinary action up to and including termination.

1. Internet Postings which do not identify the blogger as a MISD employee, so not discuss the District, and are purely personal matters would normally fall outside this guidance.
2. Common sense is the best guide if you decide to post information in any way relating to the Mansfield ISD. If you are unsure about any particular posting, please contact the Mansfield ISD Communication and Marketing Department.

3. If an Internet posting makes it clear that the author works for the Mansfield ISD, it should include a simple and visible disclaimer such as, "these are my personal views and NOT those of the Mansfield ISD." When posting your point of view, you should neither claim nor imply you are speaking on the District's behalf, unless you are authorized in writing by the Assistant Superintendent of Communications and Marketing.
4. Personal internet postings should not reveal confidential information about the Mansfield ISD, including but not limited to aspects of District policy or details of internal District discussions. If in doubt about what might be confidential, contact the Communications and Marketing Department
5. Internet postings should not include Mansfield ISD logos or trademarks, and should respect copyright, privacy, fair use, personal or financial disclosure, and other applicable laws.
6. If a member of the news media or blogger contacts you about an Internet posting that concerns the business of the Mansfield ISD, please refer that person to the District Communications and Marketing Department.
7. Internet postings should not violate any other applicable policy of the Mansfield ISD.
8. The author agrees that the Mansfield ISD shall not be liable, under any circumstances, for any errors, omissions, loss or damages claimed or incurred due to any of you Internet postings.
9. Each employee is responsible for regularly reviewing the terms of this policy.

Security

For security purposes, users may not share account or password information with another person. Network accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to obtain another user's account password is strictly prohibited. Users are required to obtain a new password if they have reason to believe that any unauthorized person has learned their password. Users are required to take all necessary precautions to prevent unauthorized access to Internet services.

Monitoring and Confidentiality

The e-mail systems and all network and Internet services used at Mansfield ISD are owned by the MISD, and are therefore its property. This gives Mansfield ISD the right to monitor any and all e-mail and network traffic. MISD does actively read end-user e-mail, e-mail messages by the Information Technology staff during the normal course of managing the e-mail system. In addition, backup copies of e-mail messages may exist, despite end-user deletion, in compliance with Mansfield ISD's records retention policy.

Use extreme caution when communicating confidential or sensitive information via e-mail. Do not include in the subject or body of the e-mail any personal information, student information, or disciplinary information. ALL NETWORK ACTIVITIES ARE PUBLIC INFORMATION and subject to OPEN RECORDS request by the public. Keep in mind that all e-mail messages sent become the property of the receiver. A good rule is to not communicate anything that you wouldn't feel comfortable being made public. Demonstrate particular care when using the "Reply" command during e-mail correspondence.

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at Mansfield ISD. The use or installation of any software or device onto any computer or network for the purpose of controlling, collecting logins, or accessing any data or systems without written permission will result in disciplinary action. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for inappropriate use of the Internet may include, but are not limited to, one or more of the following:

- Temporary or permanent revocation of access to some or all computing and networking resources and facilities
- Disciplinary action including possible termination in accordance with Mansfield ISD Board policies
- Legal action according to applicable laws and contractual agreements

Privacy, Monitoring, and Filtering

All computers are the property of the District and are subject to searches or removal at any time. There is no privacy on the Mansfield Independent School Network. Mansfield ISD will monitor any E-mail, Network, and Internet activity occurring on Mansfield ISD equipment or accounts. Mansfield ISD currently employs filtering software to limit access to sites on the Internet. If Mansfield ISD discovers activities, which do not comply with applicable law or departmental policy, records retrieved may be used to document the wrongful content in accordance with due process.

Disclaimer

Mansfield ISD assumes no liability for any direct or indirect damages arising from the user's connection to the Internet. Mansfield ISD is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet. We encourage you to use your Internet access responsibly. Should you have any questions regarding this Internet Acceptable Use Policy, feel free to contact Dr. Doug Brubaker, Assistant Superintendent of Technology and Information Services 817-299-3684.

E-MAIL AND ACCEPTABLE USE POLICY

E-mail is a critical mechanism for District communications at Mansfield ISD. However, use of Mansfield ISD's Network, Internet, and GroupWise electronic mail systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals of Mansfield ISD.

The objectives of this policy are to outline appropriate and inappropriate use of Mansfield ISD's e-mail systems and services in order to minimize disruptions to services and activities, as well as comply with applicable policies and laws.

Scope

This policy applies to all e-mail systems and services owned by Mansfield ISD, all e-mail account users/holders at Mansfield ISD (both temporary and permanent), and all e-mail records.

Account Activation/Termination

E-mail access at Mansfield ISD is controlled through individual accounts and passwords. Each user of Mansfield ISD's e-mail system is required to read and sign a copy of the Acceptable Use Policy prior to receiving an e-mail access account and password. It is the responsibility of the employee to protect the confidentiality of their account and password information.

All employees of Mansfield ISD are entitled to an e-mail account. E-mail accounts will be granted to third party non-employees on a case-by-case basis. Possible non-employees that may be eligible for access include:

- Contractors
- Board Members
- Consultants

Applications for these temporary accounts must be submitted in writing to Dr. Doug Brubaker, Assistant Superintendent of Technology and Information Services at 817-299-3684. All terms, conditions, and restrictions governing e-mail use must be in a written and signed agreement.

Request for technology access for student teachers or long-term substitutes must be submitted to Venetia Sneed, Coordinator of Personnel Services, by the principal.

E-mail access will be terminated when the employee or third party terminates their association with Mansfield ISD, unless other arrangements are made. Mansfield ISD is under no obligation to store or forward the contents of an individual's e-mail inbox/outbox after the term of their employment has ceased.

General Expectations of End Users

Important official communications are often delivered via e-mail. As a result, employees of Mansfield ISD with e-mail accounts are expected to check their e-mail in a consistent and timely manner so that they are aware of important company announcements and updates, as well as for fulfilling business-and role-oriented tasks.

E-mail users are responsible for mailbox management, including organization and cleaning. If a user subscribes to a mailing list, he or she must be aware of how to remove himself or herself from the list, and is responsible for doing so in the event that their current e-mail address changes.

E-mail users are also expected to comply with normal standards of professional and personal courtesy and conduct.

Appropriate Use

Individuals at Mansfield ISD are encouraged to use e-mail to further the goals and objectives of Mansfield ISD. The types of activities that are encouraged include:

- Communicating with fellow employees, business partners of Mansfield ISD, and clients within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Participating in educational or professional development activities.

Inappropriate Use

Mansfield ISD's e-mail systems and services are not to be used for purposes that could be reasonably expected to cause excessive strain on systems. Individual e-mail use will not interfere with others' use and enjoyment of Mansfield ISD's e-mail system and services. E-mail use at Mansfield ISD will comply with all applicable laws, all Mansfield ISD policies, and all Mansfield ISD contracts.

The following activities are deemed inappropriate uses of Mansfield ISD systems and services and are prohibited:

- Use of e-mail for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).
- Use of e-mail in any way that violates Mansfield ISD's policies, rules, or administrative orders, including, but not limited to, [list any applicable code of conduct policies, etc.].
- Viewing, copying, altering, or deletion of e-mail accounts or files belonging to Mansfield ISD or another individual without authorized permission.
- Sending of unreasonably large e-mail attachments. The total size of an individual e-mail message sent (including attachment) should be 1.4KBs or less.
- Opening e-mail attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
- Sharing e-mail account passwords with another person, or attempting to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user.
- Excessive personal use of Mansfield ISD e-mail resources. Mansfield ISD allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, pre-empt any business activity, or consume more than a trivial amount of resources. Mansfield ISD prohibits personal use of its e-mail systems and services for unsolicited mass mailings, non-Mansfield ISD commercial activity, political campaigning, dissemination of chain letters, and use by non-employees.

Intellectual Property Rights

Students shall retain all rights to work they create using the District's electronic communications system.

INTERNET SAFETY POLICY FOR MANSFIELD ISD

It is the policy of Mansfield ISD to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (d) comply with the children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

ACCESS TO INAPPROPRIATE MATERIAL: To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communication, access to inappropriate information.

Specifically, as required by the children's Internet Protection Act, blocking shall be applied to visual depictions of

material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

INNAPROPRIATE NETWORK USAGE: To the extent practical steps shall be taken to promote the safety and security of users of Mansfield ISD's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking" and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

EDUCATION, SUPERVISION AND MONITORING: It shall be the responsibility of all members of Mansfield ISD's staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Assistant Superintendent for Technology and Information Services at 817-299-3684 or designated representatives.

* CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

OBSCENE, as that term is defined in section 1460 of title 18, United States Code;

CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or

Harmful to minors

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

DISTRICT INFORMATION

Board of Trustees

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

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

The Board of Trustees is elected by the citizens of the District to ensure a strong educational program for the District's children. Trustees are elected by position or place and serve 3-year terms. Trustees serve without compensation, must be registered voters, and must reside in the District.

Board Members:

Sandra Vatthauer – President
Beth Light – Vice President
Michael Evans, Jr. - Secretary
Raul Gonzalez

Terry Moore
Danny Baas
Courtney Lackey Wilson

The Board usually meets on the fourth Tuesday of each month at 7:00 p.m. The Board meetings are held in the Board Room located at 605 E. Broad Street. However, in the event that large attendance is anticipated, the Board may meet at a designated location. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Administration Building and on the District website 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 two hours' notice.

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

Helpful Contacts and School Directory

See Appendix.

Parking Rules and Guidelines

See Appendix.

EMPLOYMENT

Equal Employment Opportunity

Policies DAA, DIA

The Mansfield Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, gender, age, national origin, disability, military status, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities. Employees with questions or concerns relating to discrimination on the basis listed above should contact the Superintendent or the Associate Superintendent for Human Resource Services at 817-299-6305.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on the District's website.

Contract and Noncontract Employment

Policies DC series

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

Probationary Contracts: Full-time nurses and professional employees new to the district and employed in positions requiring SBEC certification must receive probationary contracts during their first year of employment. Former employees who are hired after at least a two-year lapse in district employment also may be employed by probationary contract. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the district may not exceed 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 school 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 on line or copies will be provided upon request.

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

Paraprofessional and Auxiliary Employees (and Part-Time Educators): 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. This also applies to part-time teachers working less than an average of four hours per day and any part-time counselors, librarians, and professionals not working 100 percent of the work day.

Searches and Alcohol and Drug Testing

Policy DHE

Noninvestigatory 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, including but not limited to canine searches, when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The District may search the employee, the employee's personal items, work areas; including district owned computers, lockers, and private vehicles parked on District premises or work sites or used in District business.

Employees Required to have a Commercial Driver's License. Any employee who is required to have a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large

vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving a commercial vehicle (bus or district 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 when an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs returns to duty.

All employees required to have a CDL who are subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact Amy Rejcek, Superintendent's Secretary, at 817-299-6300.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED) and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Director of Health Services by December 1st.

Reassignments and Transfers

Policy DK

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

Employees with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. The deadline dates for requests will be sent out in early spring. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resource Services and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEA, DL

Professional Employees: Professional 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.

Classroom teachers will have planning periods for instructional preparation and 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 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 position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

Notification of Parents Regarding Qualifications (HQ)

Policies DK, DBA

In schools receiving Title I funds, the district is required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also required that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

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 notification under NCLB 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 may call Human Resource Services at 817-299-6341.

Outside Employment and Tutoring

Policy DBD

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

Performance Evaluation

Policies DN series

Evaluation of an employee's job performance is a continual process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation. See intranet ([Docs & Forms](#)) for PDAS FAQ: second appraisers.

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Mansfield ISD offers opportunities for input in matters that affect employees. As part of the District's planning and decision-making process, employees are elected to serve on district or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office.

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the District. Staff

development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, and addressed in the campus improvement plan which is approved by campus-level advisory committee. Staff development for noninstructional 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.

Employee Dress Code

Policy DH (LOCAL)

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

Mansfield Independent School District **FACULTY AND STAFF DRESS STANDARDS**

All faculty and staff members shall maintain a neat and professional appearance. All personnel will follow these standards:

- No shorts, walking shorts or skorts (skort is defined as shorts in the back and skirt in the front). Pants are considered below the knee.
- Split skirts or divided skirts are acceptable with matching blazer, vest or coordinated set. (Split/divided skirt should have bigger legs resembling a skirt, not shorts.)
- No jeans or coveralls of any color are to be worn.
- Skirt length for women shall be no shorter than five inches above the knee.
- Halter tops, sleeveless tops with large armholes, tube tops, low cut front or back tops, or tops revealing the middle section of the body, are not permitted. Tops must cover the entire torso at all times, even in movement. Sleeveless shirts/tops must cover at least three inches of each shoulder without layering.
- No leggings and stirrup pants may be worn if sized appropriately.
- No sweats or wind-suits are to be worn.
- Men shall wear collared or banded shirts.
- No T-shirts
- Casual dress day will be determined by the administration. On those days, jeans and spirit wear may be worn.
- The administration has the authority to determine any inappropriate dress of faculty and staff.
- Shoes must be worn at all times. No houseshoes or flip-flops of any kind are allowed.

COMPENSATION AND BENEFITS

Salaries, Wages, and Stipends

Policies DEA, DEAA

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All District positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each overtime hour worked beyond 40 in a workweek. (See *Overtime*, page 19)

All employees will receive notice of their work schedule before the start of each school year. Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the Board. After Board approval of salaries, written notice of pay for the upcoming school year will be sent to employees. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular duties or supplemental duties may be paid a stipend in addition to their salary according to the District's extra-duty pay schedule. Employees should contact Human Resource Services for more information about the salary schedule.

Annualized Compensation

Policy DEA

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 monthly payments, beginning with the first pay period of the school year. Employees that separate after the last day of instruction will continue to receive paychecks through the end of the summer.

Paychecks

All employees are paid monthly. During the school year, paychecks are delivered to each campus. Paychecks will not be released to any person other than the District employee named on the check without the employee's written authorization. During summer breaks, paychecks will be mailed if self-addressed stamped envelopes have been provided. If not, paychecks must be picked up at the Administration Building.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. Contact the Payroll Department at 817-299-6333 if there are questions about payroll statements.

Pay dates are on the 28th of each month or the day nearest if the 28th falls on a weekend.

Automatic Payroll Deposit

The District offers employees automatic payroll deposit. Employees can have their paychecks electronically deposited into an account at any bank. Notification to Payroll must be made by the 15th of the month to activate this service. Contact Payroll for more information about the automatic payroll deposit service or view the information on MISD intranet.

Payroll Deductions

Policy CFEA

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

- Texas Teacher Retirement System (TRS)
- Federal income tax
- Medicare tax (applicable only to employees hired after March 31, 1986).

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, cancer, and disability insurance; annuities; the Texas Tomorrow Fund; and savings and loan payments through the Educational Employees Credit Union. Employees may also request payroll deduction for payment of approved membership dues to professional organizations and the United Way. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime Compensation

Policy DEA

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. A

nonexempt employee shall have the approval of their supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline, but shall be compensated in accordance with the Fair Labor Standard Act.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or compensatory time off. Employees must physically work more than 40 total hours in a week to earn overtime compensation.

For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Monday and ends at 12:00 midnight Sunday. Employees may be compensated for overtime with compensatory time off or direct pay at time-and-a-half rates. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time. If an employee has a balance of more than 60 hours of overtime, the employee will be required to take comp time, or at the district's option will receive overtime pay.
- Comp time must be used in the fiscal 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.
- An employee may be required to use comp time before using any other available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule authorized by the Board of Trustees and the Internal Revenue Service. Employees must submit receipts, to the extent possible, to be reimbursed for expenses other than mileage.

Health Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are regularly scheduled to work at least 10 hours per week

TRS retirees who are enrolled in the TRS Care (retiree health insurance program) and employees who are not contributing TRS members who are regularly scheduled to work less than 10 hours per week are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each spring and in August. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the Employee Benefits Department at 817-299-6330 for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees can enroll in supplemental insurance programs during open enrollment. Premiums for these programs will be paid by payroll deduction. Employees must work 20 hours per week to be eligible for supplemental insurance. A separate open enrollment is held in the fall for vision, dental, life, disability, cancer, pretax dollars for dependent care, and pretax dollars for medical reimbursements. Employees will be notified of the fall open enrollment. Employees should contact the Employee Benefits Department for more information 817-299-6336.

Tax-Sheltered Annuities

The District allows employees to payroll deduct a specific amount of their salary monthly into a tax sheltered annuity plan. A list of companies and agents who have agreed to meet the District's criteria is available from the Employee Benefits Department at 817-299-6330.

Cafeteria Plan Benefits (Section 125)

Employees working at least 20 hours per week are eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit during the first 30 days of employment. This plan enables eligible employees to pay certain insurance premiums on a pretax basis. It also provides for a flexible spending type of account for expenses paid for child/dependent care and certain medical bills. A third-party administrator handles employee claims made on these accounts.

Workers' Compensation Insurance

Policy CRE

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The District's coverage is through Texas Association of School Boards. Worker's Comp benefits pay for medical treatment and make up for part of the income lost while recovering. All work-related accidents or injuries must be reported immediately to the employee's supervisor. The supervisor will then report the injury to the Employee Benefits Department at 817-299-6335. 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

Policy CRF

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

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are also eligible for TRS membership and to purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Payroll Department as soon as possible. Information on the application procedures for TRS benefits is available in Payroll. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, Texas 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.state.tx.us).

LEAVES AND ABSENCES

Policy DEC, DECA, DECB

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

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 5 days should call the Employee Benefits Department at 817-299-6335 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the District.

Continuation of Health Insurance. Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense as long as they have an “active status”. The District’s contribution for health care benefits for employees on leave authorized under the Family and Medical Leave will be paid by the District for up to 12 weeks as they were when they were working. Otherwise, the district does not make benefit contributions for employees who are on unpaid leave.

Medical Certification. Any employee who is absent more than 5 days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness the employee’s fitness to return to work. Employees must get a release to return to work from the Employee Benefits Department before going to their work site.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II 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 an individual’s 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.

Use of Leave. Leave is available for the employee to use **upon reporting to work at the beginning of the year**. State personal and local leave is earned on a yearly basis. If an employee leaves the District before the end of the work year, the cost of any unearned leave days shall be deducted from the employee's final paycheck.

Professional staff leave must be used in half or whole day increments. However, if an employee is taking family and medical leave, leave shall be recorded in on-hour increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Days
- State Days
- Vacation Days

Any employee who is not physically at the work site must record his/her absence on an absence from duty form to be turned in at the end of the month and enter the absence in Aseop. Failure to record an absence, or failure to record an absence correctly shall result in disciplinary action.

Auxiliary employees should see their department handbook for further guidelines on personal leave and sick leave.

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of one-half a workday for each 18 workdays of employment. A day of earned personal leave is equivalent to an assigned workday. State personnel leave accumulates without limit, is transferrable to other Texas school districts, and generally transfers to education service centers. There are two types of personal leave: nondiscretionary and discretionary.

Nondiscretionary. Leave taken for personal or family illness, emergency, a death in the family, or active military service is considered nondiscretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.

- An employee absent more than 5 consecutive workdays because of personal illness shall submit, upon return to work, a medical certification of illness and of his or her fitness to return to work.
- An employee absent more than 5 consecutive workdays because of illness in the immediate family shall present, upon return to work, medical certification of the family member's illness.

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 5 days in advance of the anticipated absence to his or her principal or supervisor. Discretionary personal leave will be granted on a first-come, first-served basis, with a maximum of 10 per cent of campus employees in each category permitted to be absent at the same time. 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 subject to the following limitations:

- Discretionary leave may not last more than 3 consecutive workdays. Any days above three will be docked at the employee's daily rate of pay except in extenuating circumstances as determined by the Superintendent.
- Discretionary leave may not be taken on the first day or last day of school or the day before or after a school holiday/break. An employee will be docked the daily rate of pay for leave on these days.
- Discretionary leave may not be used to extend days out before or after breaks, holidays, or designated SDCE days. An employee will be docked the daily rate of pay for leave taken on these days.

Discretionary personal leave shall be considered granted unless the principal or designee notifies the employee to the contrary within 72 hours of receipt of the request.

A list of the prohibited days can be located on the website at <http://intranet.mansfieldisd.org>.

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. Sick leave can be used only in half-day or full day increments, except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with the workers' compensation benefits. If an employee uses more sick leave than he or she has earned, the daily rate of pay will be deducted from the employee's next paycheck.

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

Additional Local Leave

Employees shall earn an additional five equivalent workdays of local personal leave per school year, concurrently with state personal leave up to a maximum of five workdays annually.

Other Absences

Any other leaves granted or days of absence shall result in a deduction of the daily rate of pay for each day of absence, unless otherwise provided. [See DMD (LOCAL)]

Sick Leave Bank

All full time employees may participate in the District’s sick leave bank by completing a form within the first 30 days of employment. Returning employees need to sign up during the month of August during open enrollment. To join you must donating 2 sick days. The Sick Leave Bank form and guidelines are located on the intranet under docs and forms, [Sick Leave Bank](#).

Family and Medical Leave Act (FMLA) – Local Family and Medical Provisions

Employees who have been employed by the District for at least 12 months and have worked at least 1,250 hours during that time are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year between September 1 and August 31.

Basic Leave Entitlement

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

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent who has a serious health condition;
or
- For a serious health condition that makes the employee unable to perform the employee’s job.

Combined Leave for Spouses

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

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active military duty and deployed to a foreign country may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. It also includes a family member who is a veteran with an illness or injury that occurs in the line of duty while on active duty and manifests itself before or after the service member became a veteran. The veteran must

have been on active duty during the five years preceding the need for treatment, recuperation, or therapy.

Continuation of Benefits and Job Restoration

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

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.

Intermittent Leave

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Employees must make reasonable efforts to schedule for planned medical treatment so as not to unduly disrupt the employer's operations. Intermittent leave may be taken under the following circumstances:

- An employee is needed to care for a seriously ill spouse, child, or parent
- An employee requires medical treatment for serious illness
- An employee is seriously ill and unable to work
- An employee becomes a parent or has a foster child placed in his or her home

Requests for FML

When the need for family and medical leave is foreseeable, employees must provide 30 days advance notice to the district. When the need for leave is not foreseeable, employees must contact the Employee Benefits Department as soon as possible. Employees may be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member.
- Second or third medical opinions and periodic recertification of the need for leave
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work
- Certification of the need for family military leave

District Contact

Employees that require FML or have questions should contact Michelle Fry at 817-299-6335 or 6330 at eh Benefits Department.

Temporary Disability

Certified employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide a 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 by sending a letter to Human Resource Services. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the Board of Trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, Human Resource Services and the Benefits Department 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 do the job. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If a position is not available before the end of the school year, employees will be reinstated at the beginning of the following school year.

Workers' Compensation Benefits

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

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

MISD provides workers' compensation protection to its employees who are injured on the job. Such protection applies only to injuries arising out of and in the course and scope of the employment.

Benefit payments may be delayed if the doctor fails to make prompt and regular reports to the Benefits Department. To establish evidence of eligibility to receive benefits under the Workers' Compensation Act, a staff member must comply with the following procedures:

- A) Personnel injured or involved in an on-the-job accident must report the injury and/or the accident to his/her supervisor **immediately**.
- B) Employees absent from work due to a work related injury must have a doctor's release statement and approval from Employee Benefits Department before returning to work.
- C) If the employee injured is unable to follow the provision of procedure "A." he/she shall have someone report for him/her to the supervisor. This does not relinquish the responsibilities of the injured employee to report to the supervisor as soon as possible.
- D) The employee shall choose a treating doctor from the Texas Star Network of doctors in which to receive medical aid (first choice only). List is located at www.texasmutual.com or call 1-800-381-8067.
- E) **During any period of disability, it will be the responsibility of the employee to call 817-299-6336 (Employee Benefits Department) weekly to report the employee's work status and to relay medical information which is pertinent to his/her case.** Each time the employee goes to the doctor, it will be the employee's responsibility to bring or mail a copy of the attending doctor's statement to the Employee Benefits Office, MISD Administration Building, 605 E. Broad Street, Mansfield, Texas, 76063. Failure to comply could affect benefits.
- F) An employee receiving worker's compensation wage benefits for a job-related illness or injury may choose to use accumulated personal 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 absences resulting from a work-related illness or injury, which may not equal to his or her pre-illness or injury wage.
- G) When the employee has exhausted all accumulated personal leave, the employee will be placed on an

inactive list (leave without pay), at which time the employee's insurance will be termed through MISD and Cobra will be offered, if applicable.

- H) If inactive, the District may fill the position, based upon the immediate needs of the District, except when an employee qualifies for Family Medical Leave (FML). If on FML, the employee can be put on an inactive list after the FML expires.
- I) Once the employee receives documentation from his/her attending physician that he/she can return to work, the employee must submit the release to the Employee Benefits Department. If the employee has been placed on inactive status, the employee will be assigned to the most suitable job available at that job's pay grade.
- J) If an employee provides documentation from his/her attending physician that he/she can return to limited duty with restrictions, the employee must present the stipulated release to his/her supervisor, the Employee Benefits Department and Human Resource Services for approval. If employee is on inactive status and returns to a limited duty position, the employee will be paid at that job's pay rate.
- K) If the employee's position has been filled, the employee may apply for a position for which he/she is qualified. If the District offers the employee a comparable job after the employee has been released to return to work, a refusal to accept the position will be considered a voluntary resignation.

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 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 non-responsible 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 Personnel Department will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Bereavement Leave

Policy DEC (LOCAL)

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

Jury Duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and shall be allowed to retain any compensation they receive.

Other Court Appearances

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

Military Leave

Paid leave for military. Any employee who is a member of the Texas National Guard, Texas State Guard, or reserves component of the United States Armed Forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days each federal fiscal year (October 1-September 30). 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 who are ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they can be qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to Human Resource Services within 90 days of discharge or separation. In most cases, the length of military service cannot exceed five years, and the employee must apply for reemployment with the period of time specified in law.

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

EMPLOYEE RELATIONS AND COMMUNICATIONS

Employee Recognition and Appreciation

Policy DJ

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at Board Meetings, in the District newsletter, and through special events and activities. Recognition and appreciation activities also include a yearly recognition banquet.

District Communications

Throughout the school year, the Public Information Office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

COMPLAINTS AND GRIEVANCES

Policy DGBA

In an effort to hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly grievance process. 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. For ease of reference, the entire District Policy concerning the process of bringing concerns and complaints (DGBA LOCAL) can be found online at www.mansfieldisd.org.

All forms to be used can be found online at www.mansfieldisd.org. Click on the MISD Intranet link, then the Documents and Forms link under the Quick Links section.

EMPLOYEE CONDUCT AND WELFARE

Standards of Conduct

Policy DH

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

- Recognize and respect the rights and property of students and coworkers.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor as early as possible (preferably in advance) in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, and tardiness may be cause for disciplinary action.
- Know and comply with department and District procedures and policies.
- 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.
- Express concerns, complaints, or criticisms through appropriate channels.

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 may result in disciplinary action, 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 first learns of the incident. See *Reports to the State Board for Educator Certification*, page 39, for additional information.

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

Statement of 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. (19TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

2. Ethical Conduct toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

3. Ethical Conduct toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3 The educator shall not intentionally, knowingly or recklessly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

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 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.

Harassment, Discrimination and Retaliation

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees 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.

Employees 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 employee should report the complaint directly to the superintendent. A complaint against the Superintendent may be made directly to the Board.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation (DIA LOCAL) can be found online at www.mansfieldisd.org.

Title IX Coordinator for Employees:

Dr. Linda Chance, Associate Superintendent of Human Resources
605 East Broad Street, Mansfield Texas 76063 817-299-6305

Harassment of Students

Policies DF, DH, FFG, FFH

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse* below and *Bullying P. ____* for additional information.

The District's policy DF (Legal) includes the following definition:

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

1. Behavior, gestures, expressions, communications, or a pattern of communication with a student that is unrelated to the educator's job duties and that may reasonably be interpreted as encouraging the student to form an ardent or exclusive emotional attachment to the educator, including statements of love,

affection, or attraction. When evaluating whether communications constitute the solicitation of a romantic relationship, the following may be considered:

- a. The nature of the communications;
 - b. The timing of the communications;
 - c. The extent of the communications;
 - d. Whether the communications were made openly or secretly;
 - e. The extent to which the educator attempted to conceal the communications;
 - f. If the educator claims to be counseling a student, TEA staff may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate law enforcement agencies; and g. Any other communications tending to show that the educator solicited a romantic relationship with a student.
2. Making inappropriate comments about a student's body.
 3. Making sexually demeaning comments to a student.
 4. Making comments about a student's potential sexual performance.
 5. Requesting details of a student's sexual history.
 6. Requesting a date.
 7. Engaging in conversations regarding the sexual problems, preferences, or fantasies of either party.
 8. Inappropriate hugging, kissing, or excessive touching.
 9. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
 10. Any other acts tending to show that the educator solicited a romantic relationship with the student, including providing the student with drugs or alcohol.

See FFH (Local) at www.mansfieldisd.org for procedures for reporting and investigating harassment of students.

Reporting Suspected Child Abuse

Policies DF, DG, DH, FFG, GRA

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

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

Reports to Child Protective Services can be made to a local office or to the Texas Abuse Hotline (1-800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district

is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

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

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

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

Child Sexual Abuse

The District has established a plan for addressing child sexual abuse, which may be accessed by contacting Guidance and Counseling 817-299-6363. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Technology Resources

Policy CQ

The District's technology resources, including its network access to the Internet, 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 who are authorized to use the systems are required to abide by the provisions of the district's acceptable use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management may contact Dr. Doug Brubaker.

Personal Use of Electronic Media

Policy DH

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web sites (e.g. YouTube), editorial comments posted on the Internet, and social network sites (e.g. Facebook, MySpace, Twitter, LinkedIn), electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in

their use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use social network site or similar media for personal purpose, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment,
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
 - Confidentiality of student records. [See Policy FL]
 - Confidentiality of health of personnel concerning colleagues, unless disclosure serves lawful professional purposes or is required by law, [See Policy DH (EXHIBIT)]
 - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
 - Copyright law [See Policy CY]
 - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See *Use of Electronic Media with Students*, below, for regulations on employee communication with students through electronic media.

Use of Electronic Media with Students

Policy DH

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

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

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

- Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, MySpace, Twitter, LinkedIn). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- Communicate means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulation on personal electronic communications. See *Personal Use of Electronic Media*,

above. Unsolicited contact from a student through electronic means is not a *communication*.

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

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

- The employee 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 test; 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 continues to be subject to applicable state and federal laws, local policies, administrative regulations, and Code of Ethics and Standard Practices for Texas Educators, including:

- Compliance with Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
- Copyright law [Policy EFE]
- Prohibiting against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of on-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.

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 all new employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Alcohol and Drug-Abuse Prevention

Policies DH, DI

Mansfield 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 on drug abuse (DH LOCAL) and drug-free schools (DI Exhibit) can be found online at www.mansfieldisd.org.

Tobacco Use

Policies DH, GKA, FNCD

State law prohibits smoking or using tobacco products on all district-owned property and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Fraud and Financial Impropriety

Policy CAA

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

- Forgery or unauthorized alternation 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
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

Conflict of Interest

Policy DBD

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

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

Gifts and Favors

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

Copyrighted Materials

Policy CY

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

Associations and Political Activities

Policy DGA

The District will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization. An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rate of pay, hours of employment, or conditions of work.

Use of district resources, including work time, for political activities is prohibited.

Safety

Policy CK series

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

- 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.

Employees with questions or concerns relating to safety programs and issues can contact Risk Management at 817-299-6330.

Possession of Firearms and Weapons

Policies FNCG, GKA

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the District's weapons policy should report it to their supervisors or call the Mansfield ISD Police Department immediately. For a detailed list of illegal weapons, see Policy FNCG online at www.mansfieldisd.org.

Visitors in the Workplace/Building, Grounds, and Equipment Management: Security

Policy GKC

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

Mansfield ISD has authorized the formation of a District Police Department. See Policy CLA (LOCAL) for jurisdiction, authority, and duties.

Asbestos Management Plan

Policy CKA

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

Pest Control Treatment

Policies CLB, DI

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program. Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in an area of common access. Pest control information sheets are available from campus principals or facility managers upon request.

Attendance at Professional Meetings on School Time

Policy DMD

District employees may be permitted to attend meetings of professional organizations during a workday, with pay, if a direct school-related purpose will be accomplished. Such release time shall not be granted if the meetings are primarily to pursue the business of the organization.

Employee Arrests and Convictions

Policy DH

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part of 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
- Drug-or alcohol-related offenses
- Acts constituting abuse or neglect under the Texas Family Code

GENERAL PROCEDURES

Bad Weather Closing

The District may close schools for a full day or part of a day because of bad weather or 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 or to release students early, or to cancel school, district officials will post a notice on the District's Web site and notify the following radio and television stations:

KDFW - Ch. 4

KRLD - 1080 AM

KPLX - 99.5 FM

KXAS - Ch. 5
WFAA - Ch. 8
KTVT - Ch. 11

WBAP 820 AM
KLIF - 1190 AM

KVIL - 103.7 FM
KERA - 90.1 FM

Emergencies

Policies CKC, CKD

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

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Business Department on an official District purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the District can be made without a PO number. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District's Business Department. Contact the Purchasing at 817-299-6093 for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees should notify Human Resource Services, if there are any changes or corrections to their name, home address, home telephone number, marital status, or emergency contact. Forms to process a change in personal information can be obtained from the office at your campus or from the Human Resource Services.

Personnel Records

Policy GBA

Most district records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

- Address
- Phone number
- Social Security number
- Information that reveals whether they have family members

The choice to not allow public access to this information may be made at anytime by submitting a written request to the Human Resource Services. Otherwise, if requested personal information will be released to the public.

Building Use

Policies DGA, GKD

The Facilities Department is responsible for scheduling the use of facilities after school hours. Contact 817-473-4344 to request to use school facilities and to obtain information on the fees charged.

TERMINATION OF EMPLOYMENT

Resignations

Policy DFE

Contract employees. Contract employees may resign their position without penalty at the end of any

school year if written notice is received 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the Superintendent via the Human Resource Services. Contract employees may resign at any other time only with the approval of the Board of Trustees. Resignation without the consent of the Board may result in disciplinary action by the State Board for Educator Certification.

The Superintendent will notify the State Board for Educator Certification when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the State Board for Educator Certification*, page 39.

Noncontract employees. Noncontract employees may resign their positions at any time. A written notice of resignation should be submitted to Human Resource Services 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.

Dismissal or Nonrenewal of Contract Employees

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

Employees on probationary and term contracts can be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The 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. Advanced notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF policies that are provided to employees or in policy online at www.mansfieldisd.org.

Dismissal of Noncontract Employees

Policy DCD

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, color, religion, gender, 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 a grievance hearing before the Board. To present a grievance, the employee must follow the District process outlined in this handbook. (See *Complaints and Grievances*, page 28)

Exit Procedures

Policy DC and CY

All District keys, books, property, and equipment must be returned upon separation from employment. Employees should complete and submit the exit survey located on the District Web site, under Human Resources, Employee Exit Survey.

Reports to the State Board for Educator Certification

Policy DF

The dismissal or resignation of a certified employee will be reported to the Texas Commissioner of Education if there is reasonable evidence that the employee's conduct involves the following:

- A reported criminal history
- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds

- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position
- Committing a crime on school property or at a school-sponsored event
- Soliciting or engaging in sexual conduct or a romantic relationship with a student or minor
- Violating assessment instrument security procedures

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 to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

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

STUDENT ISSUES

Equal Education Opportunities

Policies FB, FFH

Mansfield ISD does not discriminate on the basis of race, religion, color, national origin, gender, 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, including sexual harassment, should be directed to Paul Cash, Director of Student Services, 609 E. Broad Street, Mansfield, Texas 76063, 817-299-6360. Paul Cash serves as the Title IX coordinator for students and the District ADA/Section 504 coordinator.

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. Confidentiality should be maintained both in verbal and written formats.

The original copy of the record or any document contained in the cumulative record shall not be removed from the school. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student (if 18 or older, or emancipated by a court)
- School officials with legitimate educational interests

Materials that are not considered educational records and do not have to be made available to a parent or student include teachers' personal notes on a student that are shared only with a substitute teacher.

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. The records custodian or designee shall be present to explain the record and to answer

questions.

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the Board has adopted orderly processes for handling complaints on 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 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. Once all administrative complaint procedures are exhausted, parents and students can bring complaints to the Board of Trustees.

Administering Medication to Students

Policy FFAC

Only designated employees can administer medication to students. A student who must take prescription medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

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

Student Conduct and Discipline

Policies in the FN and FO series

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

Teachers must file a written report with the principal or another appropriate administrator when they have knowledge that a student has violated the Student Code of Conduct. A copy of this report will be sent by

the principal or administrator to the student's parents within 24 hours.

Student Attendance

Policy FEB

Teachers on staff should be familiar with the district's policy and procedures for attendance accounting. These procedures require students to have parental consent before they are allowed to leave a 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.

Hazing

Policy FNCC

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

Bullying

Policy FFI

All employees are required to report student complaints of bullying to the principal or designated campus administrator. Information can be found in Policy FFI online at www.mansfieldisd.org.

APPENDIX MANSFIELD INDEPENDENT SCHOOL DISTRICT

Administration Office

605 East Broad Street 76063...817-299-6300

Athletic Director

3700 East Broad Street 76063...817-276-5200

MISD Natatorium

1001 N. Holland 76063...817-276-5230

Campus Support

605 East Broad Street 76063...817-299-6368

Child Nutrition Office

1910 North Main Street 76063...817-299-6040

Department of Instruction

1016 Magnolia Street 76063...817-299-4380

District Health Services

1016 E Broad Street 76063...817-299-6370

Education Grants & Foundation

605 East Broad Street 76063...817-299-6355

Facilities and Maintenance Office

203 Hillcrest Street 76063...817-299-4340

Media and Communication

605 East Broad Street 76063...817-299-6345

Police Department-MISD

1522 N. Walnut Creek 76063...817-299-6000

Purchasing

1920 North Main Street 76063...817-299-6090

Special Services

1016 Magnolia 76063...817-299-4300

Student Services

605 East Broad Street 76063...817-299-6360

Technology Department

1522 N. Walnut Creek 76063...817-299-1980

Transportation

1910 North Main Street 76063...817-299-6060

Warehouse/Distribution Center

1920 North Main Street 76063...817-473-5720

Elementary Schools

Alice Ponder

102 Pleasant Ridge Drive 76063...817-299-7700

Anna May Daulton

2607 N. Grand Peninsula Drive 75050...817-299-6640

Annette Perry

1261 South Main 76063...817-299-3600

Carol Holt

7321 Ledbetter 76001...817-299-6460

Charlotte Anderson

5615 Fox Hunt Drive 76017...817-299-7760

Cora Spencer

3140 South Camino Lagos 75050...817-299-6680

D. P. Morris

7900 Tin Cup Drive 76001...817-299-7860

Elizabeth Smith

701 South Holland 76063...817-299-6980

Erma Nash

1050 Magnolia Street 76063...817-299-6900

Glenn Harmon

5700 Petra Drive 76017...817-299-7780

Imogene Gideon

1201 Mansfield Webb 76002...817-299-7800

Janet Brockett

810 Dove Meadows Drive 76002...817-299-6620

J. L. Boren

1400 Country Club Drive 76063...817-299-7740

Kenneth Davis

900 Eden Road 76001...817-299-7840

Louise Cabaniss

6080 Mirabella Blvd 75052...817-299-6480

Martha Reid

500 Country Club Drive 76002...817-299-6960

Mary Jo Sheppard

1701 Hwy 1187 76063...817-299-6600

Nancy Neal

280 Nelson Wyatt Road 76063...817-299-1270

Roberta Tipps

3001 N. Walnut Creek Drive 76063...817-299-6920

Tarver Rendon

12350 Rendon Road 76028...817-299-7880

Thelma Jones

7400 S. Watson Road 76002...817-299-6940

Willie E. Brown

1860 Cannon Drive 76063...817-299-5860

Intermediate Schools – 5th & 6th

Asa Low

1526 N. Walnut Creek Drive 76063...817-299-3640

Cross Timbers

2934 Russell Road 76001...817-299-3560

Della Icenhower

8100 Webb Ferrell Road 76002...817-299-2700

Donna Shepard

1280 FM 1187 76063...817-299-5940

Mary Orr

2900 East Broad Street 76063...817-299-5820

Mary Lillard

1301 N. Day Miar 76063...817-276-6260

Middle Schools – 7th & 8th

Brooks Wester

1520 North Walnut Creek Drive 76063...817-299-7000

Danny Jones

4500 East Broad Street 76063...817-276-6200

James Coble

1200 Ballweg Road 76002...817-299-6400

Linda Jobe

2491 Gertie Barrett Road 76063...817-299-7040

Rogene Worley

500 Pleasant Ridge Drive 76063...817-299-5900

T. A. Howard

7501 Calendar Road 76001...817-299-3500

MISD High Schools -

Alternative Education Center - AEC

902 East Broad Street 76063...817-299-5800

Ben Barber Career Technology Academy

1120 West Debbie Lane 76063...817-299-1900

Lake Ridge High

101 North Day Miar Road 76063 ...817-299-7920
Attendance Office ...817-
Band Hall Office ...817-
Choir Office ...817-
Counselor's Office...817-
Library ...817-
Police Office - Campus...817-

Legacy High

1263 North Main Street 76063...817-299-1100
Attendance Office ...817-299-1103
Band Hall Office ...817-299-1167
Choir Office ...817-299-1174
Counselor's Office...817-299-1115
Library ...817-299-1145
Police Office - Campus...817-299-1150

Mansfield High

3001 East Broad Street 76063 ...817-299-7500
Attendance Office ...817-299-7505

Band Hall Office ...817-299-7567
Choir Office ...817-299-7569
Counselor's Office...817-299-7530
Library ...817-299-7550
Police Office - Campus...817-299-7544

Reed Stewart Agricultural Center

1924 North Main Street 76063...817-473-5450

Summit High

1071 West Turner Warnell 76001...817-299-7400

Attendance Office...817-299-7405
Band Hall Office ...817-299-7467
Choir Office ...817-299-7469
Counselor's Office ...817-299-7430
Library...817-299-7450
Police Office - Campus...817-299-7444

Timberview High

7700 South Watson Road 76002...817-299-2600

Attendance Office...817-299-2610
Band Hall Office...817-299-2768
Choir Office...817-299-2772
Counselor's Office...817-299-2675
Library...817-299-2627
Police Office – Campus...817-299-2690
Crime Stopper ...817-299-2699

<u>ADMINISTRATION</u> Main # 299-6300 605 East Broad Street Mansfield 76063 <i>(Dolly Cacciola)</i> 6300 <i>(Shelia Betzel)</i> 6301	<u>Accounts Payable</u> Sandra Dupuis 6315 6314 Brandilyn Cobb 6309 Fax -453-7278	<u>Athletics #981</u> <i>(Sally Jackson)</i> 5200 Susan Morris 5202 Julie Ginechese 5203 Eric White 5204 Kirk Thor 5205 Debbie Weems 5206 Fax- 453-7145 <u>Natatorium #982</u> <i>(Kim Henneman)</i> 5230 Cody Huckabay 5232 Fax - 453-7154	<u>Benefits #911</u> Lucy Peebles 6336 Michelle Fry 6335 Shelley Trammell 6330 Fax-473-5330	<u>Business Office #905</u> Katie Bowman <i>(Tracy Phillips)</i> 6304 Fax- 473-5723 Misty Brown 6327 Keia Wilson 6307 Ashalata Pai 6310 Gwen Nichols 6311 Timothy Hood 6312 Christy Hawcrow 6313 Fax- 453-7278
<u>Child Nutrition #937</u> Main # 299-6040 Gaylan Mathis 6046 <i>(Yolanda Torres)</i> 6045 Fax -473-5717 <u>Catering</u> Joel Ruiz 1959	<u>Communications Office #926</u> Terry Morawski 6346 <i>(Liz Wright)</i> 6345 Fax -473-5370 Jerry Cantu 6347 Richie Escovedo 6349 Alicia Boykin 6348 Fax -473-7250	<u>Curriculum & #895 Instruction</u> Dr. Vaszauskas <i>(Rebecca Dodenhoff)</i> 6303 Fax - 453-7283 Sarah Jandrucko 6328 Darrell Sneed 6329 Lamar Goree 6319 <i>(April Abbott)</i> 6318 Fax -453-7142	<u>Career and Tech</u> <i>(Pat Prentice)</i> 1924 Tracy Presnell 1904 CTE PEIMS <u>Distribution Center #915</u> Al Betzel 5720	<u>Facilities #951</u> Jeff Brogden 4340 <i>(Kelly Hall)</i> 4344 Mark Williamson 4343 <i>(Kim Sherlock)</i> 4346 Jerry Nash 4345 <i>(Gaby Calderon)</i> 4351 Fax-473- 5737 <u>Federal Programs</u> Sheila Saxton 6358
<u>Fine Arts Director #901</u> Russell Sanders 6377 <i>(Joanie Cain)</i> 6316 <i>(Britany Reswik)</i> 6317 Fax -453-7136	<u>Foundation Office #928</u> Linda Bacsik 6354 <i>(Danny Wilson)</i> 6355 Fax -473- 5645	<u>Guidance and Counseling</u> 6363 Fax -453-6583	<u>Health Services #933</u> Ted Cross 6370 <i>(Evelyn Conlon)</i> Fax- 473-5337	<u>Huckabee #958</u> 6390 Cyndi Vaughan 6391 Laverne Bramson Fax - 453-7164
<u>MISD Police #952</u> Main# 299-6000 Chief Leyman 6006 <i>(Cindy Smith)</i> 6005 Fax - 473-5749 <u>Truancy Officers</u> Joe Gaither 6025 Denise LaRue 6026 Sandra Lee 6027	<u>Payroll</u> Nova Pontuti 6331 Darlene Jennings 6333 Carol Braswell 6332 Iris Sandoval 6334 Mary Pappalardo 6337 Fax - 473- 5612	<u>Human Resources #904</u> Linda Chance <i>(Pam Collins)</i> 6305 Gail Etlely 6340 Karen Wentworth 6326 <i>(Leigh Smith)</i> 6306 Janna Hodges 6341 Stephanie Couch 6342 Venetia Sneed 6343 <i>(Nikki Wright)</i> 6338 Alexis McClendon 6339 Aurora Garcia 6380 Fax-473-5488	<u>Program Coordinators</u> Monica Gonzales 4383 Toni Clarkson 4384 Fred Garza 4385 Teresa Francis 4388 Staci Buck 4389 Marie Medina 4386 Amy Senato 3680 Barbara Day 3681 <i>(Elaine Holladay)</i> 4380 <i>(Tina Riechers)</i> 4375 Yvonne Davault 4382 <i>(Eva Perez)</i> 4381 Fax - 473-5319	<u>Purchasing #912</u> <i>(Shernita McMillan)</i> 6090 Heather Cox 6091 Elaine Johnson 6094 Shelly Freeman 6093 Pam Fennell 6092 Fax -473-5780 <u>#911</u> <u>School Services</u> Joyce Roberts 6097 <i>(Beverly Stahl)</i> 6095 Misty Fisher 6098 Fax - 453-6530
<u>Region X / EDP</u> Lynn Phears 1981 Felice Franks 6361 Alison Mendelsohn 6381	<u>Superintendent</u> Bob Morrison <i>(Amy Rejcek)</i> 6302 Fax - 473-5465 <u>Board Secretary</u> Julie Moye 6382	<u>Special Education Main #</u> 817-299-4300 <i>(Sandy Sandoval)</i> 4300 Carmelynn Bragiell 4306 <i>(Michelle Long)</i> 4304 <u>Coordinators</u> Peggi McNairn 4303 Diane Chapell 4301 Christy Ruder 5880 Fax - 473-5748	<u>Technology #925 Main #</u> 4357 Doug Brubaker 3684 <i>(Lori Helsley)</i> 1980 <u>Director</u> Teretha Patterson 1982 Jan North 4387 <u>Telephones</u> Carolyn Gonzagowski 1990	<u>Technology Dept</u> 4357 <u>Help Desk 299-HELP</u> 4357 Kim Pollard 1986 Lynn Phears 1981 Gail Marlin 4393 Fax -473-5349
<u>Test Coordinator</u> Teresa Stegall 6351 William Whitfield 6352 Stephanie Barnes 6353 <i>(Mary Jean Steinmetz)</i> 6350 Fax -473-5381	<u>Transportation #934</u> Charles Stone 6066 <i>(Lisa Adair)</i> 6067 Jason Gillis 6064 Deborah Kline 6065 Dispatch 6074 Field Trips 6069 Fax - 473-5639	<u>Student Services</u> Kyle Heath 6360 <i>(Cynthia Ramos)</i> 6319 Paul Cash 6320 David Hodges 6362 <i>(Adrienne Moody)</i> 6368 Angela Martin 6364 Andrea Hensley 6366 <i>(Yvette Ojeda)</i> 6363 6365 Fax - 453-6583	<u>Communications and Marketing Director</u> Richie Escovedo 6349 <u>Coordinator of Web Services</u> Alicia Boykin 6348 Fax -473-7250	<u>PEIMS</u> Felice Franks 6361 Alison Mendelsohn 6381 Fax - 453-6520
Cynthia Petty 4390 Marv Lemons 4391	Kristi Bell 4392 Cindy Brock 4394	Ashley Coffman 4374 Emily Young 4376	Cynthia Brennan 4396 Philip Deal 4397	

Elementary Schools	Principal	Vice-Principal(s)	Counselor(s)	Librarian
<u>CH. ANDERSON</u> Main: 299-7760 Fax: 472-3216 # 106	Sheira Petty 7765 (<i>Katherine Ford</i>) 7764	Tracy Johnson 7766	Gene Stewart 7767	Trish Robison 7775
<u>J. L. BOREN</u> Main: 299-7740 Fax: 473-5727 # 105	John Williams 7745 (<i>Denise Wilkens</i>) 7744	Georgia Pierce 7746	Jennifer Heuer 7747	Margie Gallagher 7755
<u>JANET BROCKETT</u> Main: 299-6620 Fax: 453-6835 # 119	Chuck Roe 6625 (<i>Tracey Latham</i>) 6626	Deborah Mabry 6627	Haley White 6631	Jennifer Chen 6632
<u>WILLIE BROWN</u> Main: 299-5860 Fax: 473-5392 # 110	Kyna Eastlick 5865 (<i>Jill Coble</i>) 5864	Brenda Glass 5866	Lisa Arnold 5867	Cynthia Gray 5875
<u>LOUISE CABANISS</u> Main: 299-6480 Fax: 472-3030 #122	Kisha McDonald 6485 (<i>Shellie Vansa</i>) 6486	Bryan Johnson 6487	David Dye 6488	Nancy Stabler 6489
<u>ANNA MAY DAULTON</u> Main: 299-6640 Fax: 453-6570 # 120	Sue Gerlach 6645 (<i>Sonia Alvarado-Lyons</i>) 6646	Jocelyn Hobdy 6647	Michelle Stegall 6651	Lynn Kostel 6652
<u>KENNETH DAVIS</u> Main: 299-7840 Fax: 472-3267 # 111	Holly Smith 7845 (<i>Luanne Snow</i>) 7844	Jena Williams 7846	Sanna Eddie 7847	Robin Shipman 7855
<u>IMOGENE GIDEON</u> Main: 299-7800 Fax: 472-3292 # 112	Imelda Little 7805 (<i>Alison Andrews</i>) 7804	David Thayer 7806	Linda Bryan 7807	Tracy LaHue 7815
<u>GLENN HARMON</u> Main: 299-7780 Fax: 472-3228 # 107	Sharon Ferguson 7785 (<i>Dyana Saylor</i>) 7784	Edith Milam 7786	Stephanie Ivory 7787	Deborah Jones 7795
<u>CAROL HOLT</u> Main: 299-6460 Fax: 561-3888 #123	Kelly Campbell 6465 (<i>Jenny Mutterer</i>) 6466	Tameka Atkins 6467	Cheryl Ferrell 6468	Teresa Caddell 6469
<u>THELMA JONES</u> Main: 299-6940 Fax: 472-3247 # 117	Dameon Gray 6945 (<i>Patricia Turner</i>) 6946	LaToya Garrett 6947	Christina Stanley 6952	Laura Watts 6949
<u>D. P. MORRIS</u> Main: 299-7860 Fax: 473-5362 # 109	Billy Snow 7865 (<i>Linda Moss</i>) 7864	Julia McMains 7866	Gayla Warner 7867	Shannon Dutton 7875

<u>ERMA NASH</u> Main: 299-6900 Fax: 453-7300 # 113	Rennnda Branson 6905 (<i>Donna Furtick</i>) 6906	Julia Yost 6907	Catherine Wimbrey 6912	Jennifer Auvenshine 6909
<u>NANCY NEAL</u> Main: 299-1270 Fax: 561-3820 #126	Elna Clarke-Davis 1275 (<i>Virginia Eakin</i>) 1276	Robert Balentine 1277	Jennifer Bustillos 1278	Lesley Norris 1285
<u>A. PERRY</u> Main: 299-3600 Fax: 453-6760 # 124	Sondra Thomas 3605 (<i>Paula McBride</i>) 3606	Pam Elrod 3604	Mary Nix 3608	Tammy Ledesma 3615
<u>ALICE PONDER</u> Main: 299-7700 Fax: 473-5658 # 101	Jennifer Stoecker 7705 (<i>Vicki Klahn</i>) 7704	Oscar Barbour 7706	Nicole Brody 7707	Dyann Campbell 7715
<u>MARTHA REID</u> Main: 299-6960 Fax: 453-7360 # 116	Andrea Hensley 6965 (<i>Dorothy Sanders</i>) 6966	George Gamble 6967	Joan Hart 6972	Claire Sybrant 6969
<u>TARVER RENDON</u> Main: 299-7880 Fax: 561-3864 # 103	<i>Jamie Norwood- Miller</i> (<i>Cindy Pannell</i>) 7884	Thelma Foster 7886	Sarah Duhon 7887	Susan Buckles 7895
<u>M. J. SHEPPARD</u> Main: 299-6600 Fax: 453-6870 # 118	Gary Manns 6605 (<i>Tammy Flores</i>) 6606	tba 6607	Teresa Franklin 6611	Sharon Prince 6612
<u>CORA SPENCER</u> Main: 299-6680 Fax: 453-6580 # 121	Tammy Rountree 6685 (<i>Miriam Singarella</i>) 6686	Catherine Browder 6687	Samiyah Middleton 6671	Lora Crews 6672
<u>ELIZABETH SMITH</u> Main: 299-6980 Fax: 453-7340 # 114	Lea Boiles 6985 (<i>Julissa Martin</i>) 6986	Damian Patton 6987	Sharon Austin 6992	Darlene James 6989
<u>ROBERTA TIPPS</u> Main: 299-6920 Fax: 453-7320 # 115	Violet Maxwell 6927 (<i>Eileen Carmichael</i>) 6926	Tamara Liddell 6925	Tiffany Woodard 6932	Christina Cupples 6929

Secondary Schools	Principal	Vice-Principal(s)	Counselor(s)	Librarian (L)
<u>MANSFIELD HS</u> Main: 299-7500 Fax: 473-5424 # 003	Cynthia McCallum 7509 (Carolyn 7508 Goddard)	Mike Vopal 7516 Maria Anthraper 7517 (Kim Spencer) 7515 Regina Crane 7521 (Julie Heafner) 7520 Scott Saetell 7523 (Kathy Mitchell) 7522 Jeff Pollard 7526 (Kim Yetter) 7525	Christine Dawkins 7532 Kimberly Goree 7533 Chrystal Barnett 7534 Jennifer Castrillo 7535 Monica Dabney 7536 (Gail Wiggins) 7530 (Janie Rountree) 7531 Lynda Petersen 7537 Shelly Server	Suzanne Moncuse 7550
<u>LAKE RIDGE HS</u> Main: 299-7920 #007	Sean Scott 7929 (Dianna Casper) 7928	Tracy Curtis		
<u>LEGACY HS</u> Main: 299-1100 Fax: 453-7650 # 005	David Wright 1109 (Barbara 1108 Chambers)	Christine Englert 1111 (Nicole Kidd) 1112 John Contreras 1177 (Debbie Larimore) 1175 Dwayne Tampkins 1207 (Kay Tamakian) 1200 Kimberly Murphee 1206 (Patricia Borowy) 1205 Louie Trammell 1198	Mendy Gregory 1117 Dana Railsback 1119 Lori Cook 1122 John Williams 1123 Beth Morrison 1126 Christy Longoria 1125	Pam Pinkerton 1146
<u>SUMMIT HS</u> Main:299-7400 Fax: 473-5732 # 002	Jimmy Neal 7409 (Nancy Hoyt) 7408	Catherine Cobos 7419 (Marsha Brake) 7418 Kristin Hansard 7416 (Alicia Boen) 7415 Winston Gipson 7423 Todd Taylor 7421 (Kristi Russell) 7420 Kendria Davis-Martin 7425 (Carla Girouard) 7422	Liz Evans 7433 Kevin Klein 7432 (Laura Strause) 7430 7434 Barbara Herod 7435 (Donna Green) 7431 NiShani Grigsby 7436 Dawn Candler 7437	Paul Daily 7450
<u>TIMBERVIEW HS</u> Main: 299-2600 Fax: 472-2980 # 004	Derrell Douglas 2609 (Mari Ramsey) 2608	Horace Jennings 2669 (Cheryl McMillion) 2670 Zelmariam Ready 2697 Sandro Garcia 2616 (Patricia Bankhead) 2696 Patty Ayala 2698 (Michelle Vasquez) 2615 Wendell Joubert 2620 (Sherry Butler) 2618	Vonda Nunley 2676 LeAndra Lester 2677 Cassandra Burton 2679 James Bedwell 2680 Schmeka Beck 2683 Shea Phillips 2684	Jennifer Rike 2625
<u>AEC</u> Main: 299-5800 Fax: 473-5477 # 006	Jerry Gray 5806 (Corey Alaniz) 5805	Lauren Brown 5804 (Charla Holman) 5803 Fax:473-5479	Russell Cave 5808 Chissy Jackson 5807 Fax: 473-5477	<u>Coordinator K-6</u> Marilyn Varner 5815

<u>BEN BARBER</u> <u>CAREER TECH</u> Main: 299-1900 Fax : 453-6839 # 038	Christie Alfred 1912 (<i>Kimberly Looney</i>) 1905	Janet McDade 1928 (<i>Valerie Rollings</i>) 1918 Karl Bethel 1947	Michelle Brown 1911 Deidre Crockett 1909 <u>Day Care</u> 1934 Sherry Carson	
<u>T.A. HOWARD</u> Main: 299-3500 Fax: 561-3840 # 042	Des Montes 3505 Stewart (<i>Julie Koenig</i>) 3504	Brandee King 3507 Peter Jensen 3508 (<i>Kim Skinner</i>) 3506	Alice Musselman 3511 Natasha Harrison 3509	Amy Toombs 3515
<u>LINDA JOBE</u> Main: 299-7040 Fax: 561-3899 #046	Elizabeth Hosten 7044 (<i>Katrina Walker</i>) 7045	Patricia Ayala 7047 Ben Renner 7048 (<i>Linda Marino</i>) 7050	Bernard Cowan 7051 Dana Jackson 7052	Blanca Smith 7070
<u>DANNY JONES</u> Main: 276-6200 Fax: 453-7380 # 044	Travis Moore 6203 (<i>Karen Sparkman</i>) 6202	Laura Myers 6210 Omarian Brown 6208 (<i>Laura Hash</i>) 6205	Thelma Foy 6207 Julie Jager 6214 Priscilla Fontenot 6233	Deborah Andrews 6217
<u>JAMES COBLE</u> Main: 299-6400 Fax: 453-7331 # 045	Charlotte Ford 6405 (<i>Leah Caliendo</i>) 6406	Neal Morrison 6408 Coletha Johnson 6407 (<i>Kristi Underwood</i>) 6409	LaMonica 6403 Brewington Terrance McDonald 6411	Amy Herford 6415
<u>ROGENE WORLEY</u> Main: 299-5900 Fax: 473-5623 # 041	<i>Shelly Butler</i> 5904 (<i>Kim Gartner</i>) 5905	Kendall Hasse 5908 Dawert Johnson 5909 (<i>Debbie Larimore</i>) 5910	Tisha McCarty 5912 Tonya Cook 5911	Mary Beth Foulk 5915
<u>BROOKS WESTER</u> Main: 299-7000 Fax: 453-7213 # 043	Scott Shafer 7004 (<i>Karen DeWitt</i>) 7005	David Hodgson 7007 Nicole Holland 7006 (<i>Sundee Doerr</i>) 7010	Debbie McDonald 7008 Marshella Stone 7009	Karen Swanson 7015
<u>DELLA ICENHOWER</u> Main: 299-2700 Fax: 453-6890 # 205	Duane Thurston 2710 (<i>Carol Cippant</i>) 2711	Kristi Shannon 2712 Reginald Rhines 2713	Lisa Fields 2708 Chantrina Forte 2709	Hayley Rambo 2721
<u>ASA LOW, JR</u> Main: 299-3640 Fax: 453-6577 # 207	Jason Short 3646 (<i>Tracy Franklin</i>) 3645	Ryan McCoy 3648 Nicole Brook 3649	Chauntel Ladotto 3651 Nicole Sheppard 3652	Debby Reiling 3655
<u>MARY ORR</u> Main: 299-5820 Fax: 473-5747 # 201	Alma Martinez 5824 (<i>DeeDee Parsons</i>) 5825	Rob Romaguera 5827 Rebecca Stephens 5826	Jack Gregory 5828 Katrina Bullock 5829	Jennifer Boyett 5830

<u>DONNA SHEPARD</u> Main: 299-5940 Fax: 453-6812 # 204	Chuck Roberts 5944 (<i>Martha Nichols</i>) 5945	Jerry Cooper 5946 Elisa Mynhier 5947	Dixie Dibley 5949 Kathy Roberts 5948	Suzonne Evans 5955
<u>CROSS TIMBERS</u> Main: 299-3560 Fax: 561-3814 # 202	Holly McCanlies 3564 (<i>Karen Fichte</i>) 3565	Willie Wimbrey 3567 Tracy Patton 3566	Linda Boyce 3569 Patti Gatlin 3568	Melinda Golson 3570
<u>MARY LILLARD</u> Main: 276-6260 Fax: 453-7100 # 206	Donna O'Brian 6265 (<i>Chris Escoto</i>) 6266	John Goins 6267 Gina Rietfors 6268	Megan Pierce 6276 LeeAnn Grommesh 6277	Carolee Wilson 6269

Parking Rules and Guidelines

Overview

The operation of a motor vehicle on campus is a privilege granted by the Mansfield ISD Board of Trustees. Vehicles requiring a state license are classified as a motor vehicle including cars, trucks, mopeds and motorcycles. All vehicles driven on Mansfield ISD campuses are subject to all local and state traffic laws. A student or employee has full responsibility for the security and content of his or her vehicle. Students, faculty, staff and employees who operate or park a motor vehicle on a Mansfield ISD High School campus are required to have a valid parking permit decal properly affixed to the vehicle. The person to whom a parking permit is issued has a nontransferable decal.

The Mansfield ISD Police Department or their designee is given the responsibility of enforcing procedures that provide a safe campus environment for our students. To aid in this process, the MISD Police Officers are licensed by the State of Texas and are granted all the powers of a peace officer. The jurisdiction of these officers are both on and off school property within the boundaries of the Mansfield Independent School District. The jurisdiction of these officers may be extended to any school-sponsored event, which may take place outside the boundaries of MISD. Citations, arrest, and/or other legal action may be taken for any violation of federal law, state law, and/or city ordinances. According to the Texas Education Code section 37.102 (b) all laws regulating traffic on highways and streets apply to the operation of vehicles within school property. The following regulations and guidelines were established by the Mansfield ISD Board of Trustees in the effort to maintain a fair and impartial system for the enforcement of parking and traffic regulations on MISD school campuses.

The privilege of parking a vehicle on campus may be taken away from violations pertaining to inappropriate behavior or parking violations. Upon arriving at school, students must immediately vacate their cars and the parking lot and enter the school building. Students in the parking lot during the day without a pass will be subject to disciplinary action. Persons, including enrolled students of any school of this district, who are not authorized to be on school grounds after school hours, may be charged with trespass on school grounds in accordance with section 37.107 of the Education Code.

Parking Permits Required for Students & MISD Employees Parking on all High School Campuses

A student or employee driving a motor vehicle or motorcycle to school must be a licensed driver and have the required liability insurance coverage. The student or employee must register the motor vehicle and obtain a parking permit sticker from the Mansfield ISD Police Department. The parking permit must be affixed - by its own adhesive, to the registered vehicle. Note: Students ARE NOT to park in Faculty (yellow striped parking spaces) or Visitor parking spaces that have signage indicating "Visitor" on pavement, curb and/or erected signage. Students are not permitted to use staff parking stickers or use staff parking spaces.

Purchase of Parking Permits

Eligible students may purchase a parking permit decal for \$30.00 (or \$15.00 with verification of half year enrollment.) Parking stickers for additional vehicles in the same household are \$5.00 per vehicle per school year. Employee parking permits are issued at no cost. Students and Employees will be required to complete a parking permit form, present a valid Texas driver's license, and present valid proof of liability insurance for the vehicle being registered. The student's driver's license and insurance must remain current at all times.

Place of Purchase

For the convenience of the employees and students, parking permits will be issued during fall registration at all Mansfield ISD high schools. All parking permits will be issued through the Mansfield ISD Police Department. After registration, parking permits may be purchased at the Mansfield ISD Police Department, 1522 N. Walnut Creek Drive (directly behind the Brooks Wester Campus). The Mansfield ISD Police Department is open 24 hours a day, seven days a week.

Temporary Permits

In special circumstances, temporary parking permits may be obtained from MISD police officers who are assigned to the high school campuses. The definition of "special circumstances" and the issuance of the temporary parking permit will be at the discretion of the MISD Police Department. Temporary permits may also be obtained at the MISD Police Department; open 24 hours a day, seven days a week. The hanger type temporary permits must be properly displayed with the printed side facing the front end of the vehicle on the interior rear view mirror where the permit can be read from outside the vehicle.

Replacement Permits

In the event that a vehicle is stolen, wrecked, sold, or has the windshield replaced, the permit holder should immediately notify the MISD Police Department. We will issue replacement permits at the discretion of the department and may require proper documentation including the original parking permit, a letter from the insurance company, a police report or other related information. Replacement permits can only be obtained at the MISD Police Department. If a replacement permit is issued, a service charge of \$2 will be assessed.

Designation of Parking Spaces

Parking spaces with white striping is designated for students parking. Parking spaces with yellow striping is for employee parking and students are not to park in those areas. Parking spaces for visitors will be designated on pavement, curb, and/or erected signage, indicating "Visitor".

Visitor Parking

All visitors must park in areas designated specifically for visitors. A visitor is defined as a person(s) who has no official connection with the Mansfield ISD. A student or employee is not considered a visitor and may not park in a visitor's area, on class days between the hours of 7a.m. and 4p.m. no matter whose vehicle they are driving. All rules and guidelines must be followed by visitors.

Fine Amounts

The fine amount for tickets issued by the Mansfield ISD Police Department will be a standard rate of \$30.00 per ticket for all parking infractions. All other fines are set by the court having jurisdiction. **Payments can be made by cash or check only.**

Vehicle Regulations

Violators may be issued traffic citations for moving violations and/or parking tickets for parking violations. Traffic

citations will be filed through the court having jurisdiction as indicated on the issued citation.

Parking lot regulations include, but not limited to:

- 15-MPH speed limit on campus at all times
- No parking in faculty, bus-loading zones, on sidewalks, in fire lanes or designated handicapped spaces
- No parking in visitor's parking area
- No parking without a permit
- No back-in or pull through parking (head in only)
- No parking in more than one parking space.
- Longer than normal or oversized vehicles may pull forward into the adjoining parking space ahead so that the rear of the vehicle is not extending into the traffic lane. A majority of the longer than normal or oversized vehicle must be in the parking space occupied by the rear of the vehicle.
- All vehicles must have the correct decal registered to that particular vehicle
- No loud sound system
- No display of obscene, indecent or offensive language or symbols written or affixed to the vehicle
- No parking off the pavement

Immobilized (Booted) or Towing of Vehicles

The Mansfield ISD Police Department may impound or boot any vehicle being operated by a driver that has unpaid tickets (one or more) and proper disposition has not been made within 10 school days of any ticket issued. All fines and fees must be paid by 6:00 p.m. on the date the vehicle is immobilized or the vehicle will be towed. If a vehicle is immobilized or towed: (1) All previous tickets must be paid before the vehicle is released, (2) An immobilized (booted) removal fee of \$25.00 must be paid, and (3) The owner of the vehicle must pay all towing expenses.

The Mansfield ISD Police Department is not liable for any loss or damage resulting from a vehicle being immobilized or towed. The owner of a vehicle that has been immobilized will be responsible for any damages to the immobilizer caused by unauthorized removal or attempts at removal. Unauthorized removal of the immobilizer (boot) may result in criminal charges being filed. A certificate of release must be obtained from the MISD Police Department before a vehicle can be released back to the owner. Proof of insurance and a valid driver's license will be required to obtain a certificate of release.

Revocation of Parking Permits

When a student is caught off campus or attempting to leave campus without the proper sticker/justification, policies are as follows:

First Offense: Loss of parking privileges for 9 weeks. Second Offense: Loss of parking privileges for one calendar year.

These consequences will be given to all students riding in a vehicle, not just the driver. If a student who is not of driving age is caught, their parking privileges will be suspended from the first date they would be able to park on campus. Parking stickers will be removed from the student's car following each offense. Students will be charged \$2.00 for a replacement sticker following the discipline period. It will be the responsibility of the student and their family to arrange for alternate transportation during the discipline period. MISD Bus Transportation is provided for those eligible. City police will be monitoring surrounding businesses and neighborhoods for students who are illegally parked, so it is not recommended to park off-site.

Appeals

Parking tickets may be appealed by obtaining and completing an appeal form available at the Mansfield ISD Police

Department, from a MISD Police Campus Officer, or the MISD website in the “forms” section. Appeal forms must be completed within ten (10) school days of issuance of the ticket. Appeal forms will not be accepted for tickets more than ten (10) school days past issuance.

Display of Permits

The parking decal must be permanently affixed to the outside bottom left corner of the back window. If the vehicle does not have a rear window the permit may be placed on the back left side of the rear bumper. For motorcycles, the permit may be placed on the rear fender, where visible. The permit can only be displayed on the vehicle to which the permit is registered. Any deviation from this policy may result in the permit being revoked and/or the vehicle being removed (towed). The improper displaying of a decal constitutes a parking violation. Affix parking permit (X) on bottom left corner of rear window or to an alternate location (X) on the left rear bumper. The permit must be displayed on the outside of the vehicle. Any person who obtains a parking permit agrees to surrender the permit to any MISD police officer immediately upon a request. Any person may file a written letter of appeal to the Chief of Police, after first surrendering the permit.

Vehicles Subject to Search

Any vehicle entering MISD property is subject to search by school authorities. Such search includes all compartments and components thereof.

Mansfield ISD Police Department 1522 North Walnut Creek Drive, Mansfield Tx 76063
(Located directly behind the Brooks Wester Middle School Campus)
817-299-6000
Open 24 hours a day, seven days a week

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