Employee Handbook

2026-2027

Flour Bluff Independent School District
2505 Waldron Road
Corpus Christi, Texas 78418

www.flourbluffschools.net

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FLOUR BLUFF ISD
FLOUR BLUFF • PADRE ISLAND • NAS • CCAD

Hornet Family,

It's a great time to be part of Flour Bluff ISD! Whether you're returning for another year or joining us for the first time, I am proud to welcome you to a district rooted in tradition, strengthened by community, and driven by a shared commitment to student success.

I want you to look forward to coming to work each day, feel valued in your role, and have access to the tools, resources, and support you need to thrive. Your work matters and so do you!

This Employee Handbook is here to help you navigate district policies, expectations, and available benefits throughout the year. Please take time to review it and keep it accessible. If you have any questions or need clarification, don't hesitate to reach out—we're here to support you.

We have several exciting initiatives underway this year, including wellness events, enhanced benefit support, and so much more. Looking ahead, we're also entering a transformational chapter as we begin the planning and blueprinting phase of our 2025 Bond projects. This process will be a collaborative effort with staff and our community, focused on creating lasting improvements and new opportunities that will leave a legacy for all of Flour Bluff ISD.

Together, we'll continue to build on our momentum and grow even stronger as a team. Thank you for your dedication, your heart for students, and your ongoing commitment to Flour Bluff ISD. It's an honor to work alongside each of you, and I look forward to all we'll accomplish together this year.

Chris Steinbruck, Superintendent of Schools

Flour Bluff Independent School District

2026-2027

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

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

The handbook is presented in two formats. One is a personal copy and the other is on the Flour Bluff ISD Website. Employees will be given a choice on the format that they would like to receive.

If you would like to receive hard copies of any policies referenced in the handbook, please contact Cindy Holley-Melendez, Administrative Assistant for Human Resources, at 361-694-9202 or cholleymelendez@flourbluffschools.net .

District Information

Beliefs, Mission, Vision, and Goals

In Flour Bluff ISD We Believe…

• All students are the key to our future, and they understand that strength is borne from our diversity, and each has potential for excellence through action and accountability.

• Parents and families will receive consistent communication, support, and collaboration so that they are true partners in the education of all students in our care.

• Faculty and staff are pillars in our community who demonstrate integrity, subject-matter expertise, and empathetic knowledge of our students in a way that inspires intellectual curiosity and commitment to excellence.

• Principals and campus leaders are servant leaders who lead with compassion, knowledge, and support in order to lay the foundation for excellence for all students in our care.

• The Superintendent and Central Office Staff are servant leaders who lead with integrity and vision to support students, families, faculty, and staff while ensuring fiscal responsibility.

• The Board is a visionary team of trustworthy servant leaders who set the direction for our community's school system in a way that supports all students, families, faculty, and staff in pursuit of excellence while ensuring fiscal responsibility.

MISSION

The mission of the Hornet community is to foster and empower students to become confident, productive members of society who pursue excellence with integrity.

VISION

Our vision is to make Flour Bluff ISD the premier district in Texas.

Flour **B**luff – North Padre **I**sland – NA**S**/CCA**D**

GOALS

Goal 1: Students: Well-being and academic Success.
Goal 2: Faculty and Staff: Well-being, Professional Development and Growth.
Goal 3: Community Satisfaction and Engagement
Goal 4: Financial Stewardship

Board of Trustees

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

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

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

Current board members include:

- Shirley Thornton, President
- Jerry L. Hooper, Jr, Vice-President
- Jennifer Welp, Secretary
- David Gerlach, Member
- Dr. Steven McClure, Member
- Dr. Jim Needham, Member
- Jeanie Blankenship Paluseo, Member

The board usually meets on the last Thursday of the month at 6:00 PM at the Central Office Board Room. In the event that large attendance is anticipated, the board may meet at a different location. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and on the front entrance at Central Office at least three business days before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed 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 consulting with attorneys regarding pending litigation.

Administration

Chris Steinbruck, Superintendent

Linda Medley, Deputy Superintendent

Campus Principals

Amy Seeds, High School Principal

Brodie Wallace, Junior High School Principal

Dr. Sal Alvarado, Intermediate School Principal

Cindy Holder, Elementary School Principal

Jessica Guitierrez, Primary School Principal

Dr. Molli Barnes, Early Childhood Principal

Chriss Hess, Director of Safety and SDGC/ Hornet Learning Academy

Employee Guide

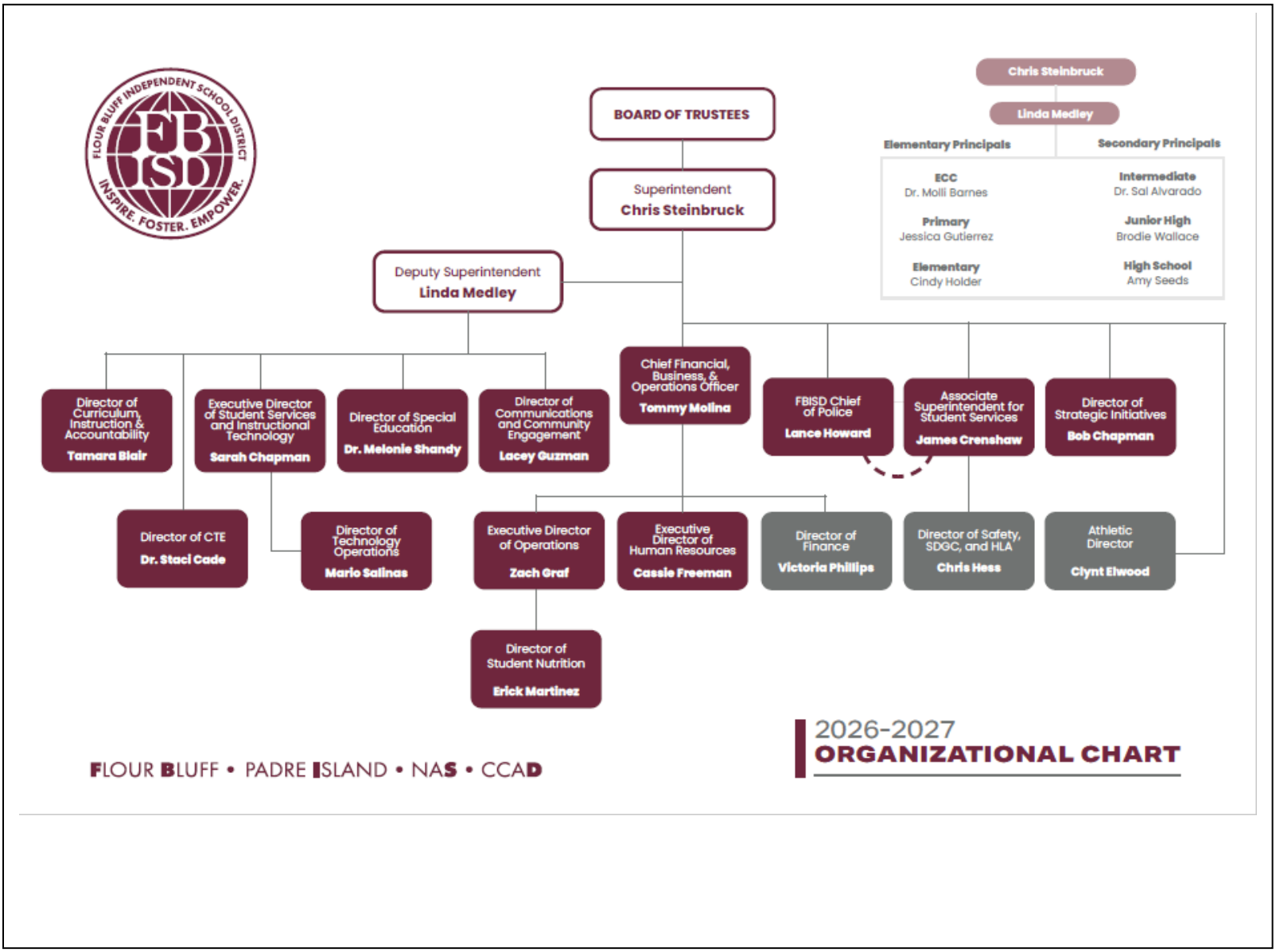
The Flour Bluff Independent School District Employee Guide is a directory for key district departments and contacts. The guide includes department leadership and staff roles, titles, phone numbers, and email addresses. The Employee Guide can be accessed at https://flourbluffschools.net/wp-content/uploads/2026/08/Employee-Guide_2026_27.pdf or by scanning the QR code below:

Campus/ Department Directory

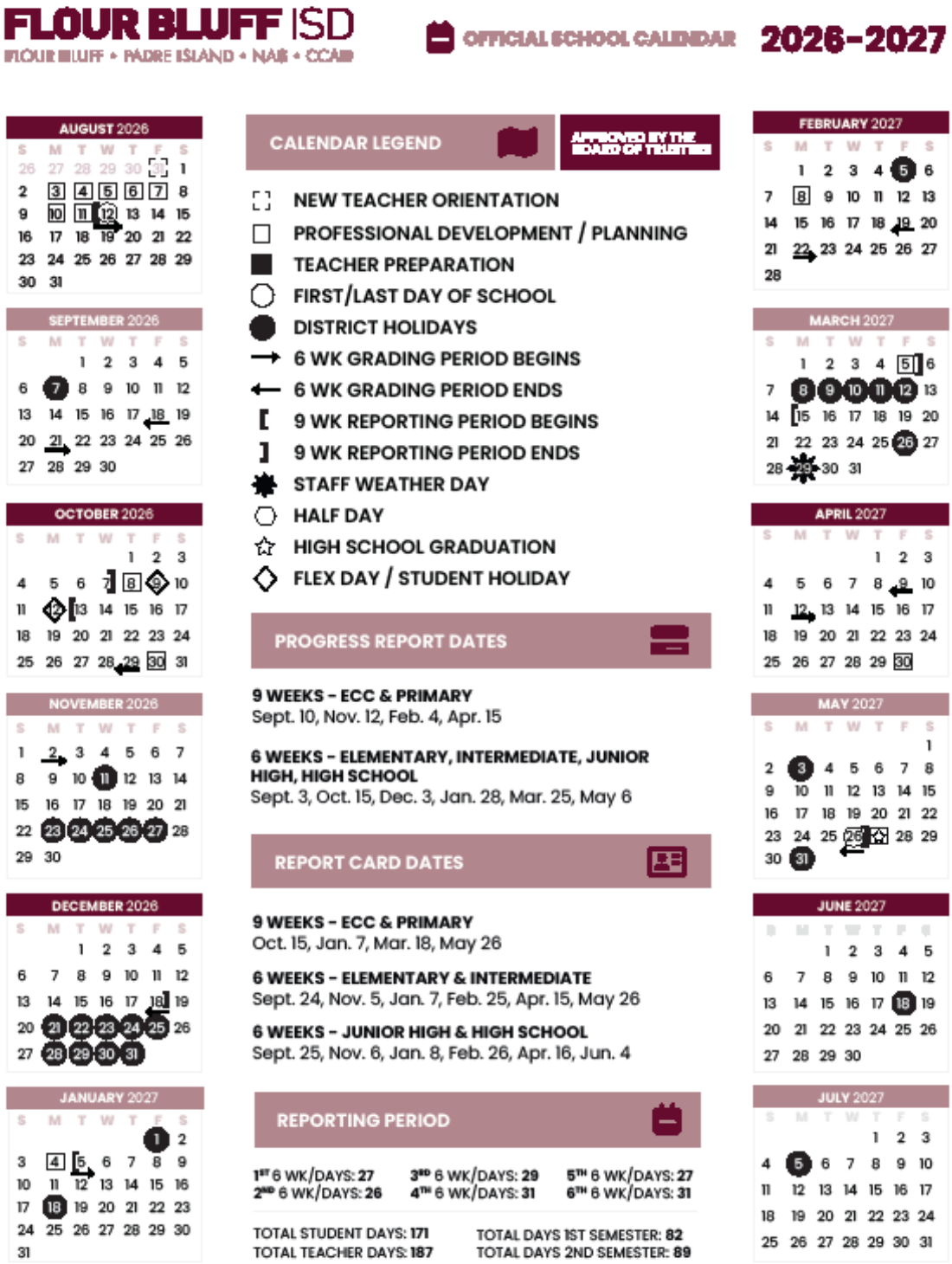
Campuses:	
Flour Bluff Early Childhood Center	Ph. 361-694-9036
Flour Bluff Primary School	Ph. 361-694-9600
Flour Bluff Elementary School	Ph. 361-694-9500
Flour Bluff Intermediate School	Ph. 361-694-9400
Flour Bluff Junior High School	Ph. 361-694-9300
Flour Bluff High School	Ph. 361-694-9100
SDGC/ Hornet Learning Academy	Ph. 361-694-9005

Departments:	
Administration	Ph. 361-694-9000
Athletics	Ph. 361-694-9276
Maintenance	Ph. 361-694-9703
Performing Arts	Ph. 361-694-9052
Police	Ph. 361-694-9901
Special Education	Ph. 361-694-9801
Student Nutrition	Ph. 361-694-9034
Transportation	Ph. 361-694-9702

Organizational Chart



Calendars


FLOUR BLUFF ISD
FLOUR BLUFF • PADRE ISLAND • NAS • CCAD
OFFICIAL SCHOOL CALENDAR 2026-2027
AUGUST 2026
SEPTEMBER 2026
OCTOBER 2026
NOVEMBER 2026
DECEMBER 2026
JANUARY 2027
FEBRUARY 2027
MARCH 2027
APRIL 2027
MAY 2027
JUNE 2027
JULY 2027
CALENDAR LEGEND
APPROVED BY THE BOARD OF TRUSTEES
NEW TEACHER ORIENTATION
PROFESSIONAL DEVELOPMENT / PLANNING
TEACHER PREPARATION
FIRST/LAST DAY OF SCHOOL
DISTRICT HOLIDAYS
6 WK GRADING PERIOD BEGINS
6 WK GRADING PERIOD ENDS
9 WK REPORTING PERIOD BEGINS
9 WK REPORTING PERIOD ENDS
STAFF WEATHER DAY
HALF DAY
HIGH SCHOOL GRADUATION
FLEX DAY / STUDENT HOLIDAY
PROGRESS REPORT DATES
9 WEEKS - ECC & PRIMARY
Sept. 10, Nov. 12, Feb. 4, Apr. 15
6 WEEKS - ELEMENTARY, INTERMEDIATE, JUNIOR HIGH, HIGH SCHOOL
Sept. 3, Oct. 15, Dec. 3, Jan. 28, Mar. 25, May 6
REPORT CARD DATES
9 WEEKS - ECC & PRIMARY
Oct. 15, Jan. 7, Mar. 18, May 26
6 WEEKS - ELEMENTARY & INTERMEDIATE
Sept. 24, Nov. 5, Jan. 7, Feb. 25, Apr. 15, May 26
6 WEEKS - JUNIOR HIGH & HIGH SCHOOL
Sept. 25, Nov. 6, Jan. 8, Feb. 26, Apr. 16, Jun. 4
REPORTING PERIOD
1ST 6 WK/DAYS: 27
2ND 6 WK/DAYS: 26
3RD 6 WK/DAYS: 29
4TH 6 WK/DAYS: 31
5TH 6 WK/DAYS: 27
6TH 6 WK/DAYS: 31
TOTAL STUDENT DAYS: 171
TOTAL TEACHER DAYS: 187
TOTAL DAYS 1ST SEMESTER: 82
TOTAL DAYS 2ND SEMESTER: 89

Revised 07/10/2026

Flour Bluff Independent School District
2026-2027

(*Note: This calendar is subject to change)

Position & Days	First & Last Day	Paycheck Timeline
171 Days	August 12, 2026 through May 26, 2027 Crossing Guards - Full Time & Part Time, Part Time Cafeteria Bus Aides	September-August
179 Days (Transportation)	August 4, 2026 through May 26, 2027 Bus Drivers, Bus Aides	September-August
179 Days (Cafeteria)	August 6, 2026 through May 27, 2027 Cafeteria Workers - Full Time & Part Time, Cafeteria Managers, Asst. Cafeteria Managers; Cafeteria Training Supervisor; Central Kitchen Supervisor, Team Leader, CK Warehouse Manager, CK Asst. Warehouse Manager, Truck Driver/Storeroom Helper	September-August
187 Days	August 3, 2026 through May 27, 2027 ALL Teachers, Coaches, Nurses, Athletic Trainers, SPED Case Managers; School Nutrition Clerk 2; Aides: Classroom, Campus, PE, Title I, Computer Lab, SDGC, SPED Functional Living, SPED SI, SPED Inclusion, ISSC, Read & Math Lab, Oceans, Outdoor Adventures/Coastal Explorers, Security Aide, Security Aide/Crossing Guard, Senior Security Personnel; ECC-INT Receptionists	September-August
195 Days	July 27, 2026 through June 2, 2027 ECC-JH Librarians; Library Aides; Attendance Clerks; Social Worker; INT Registrar/Attendance; JH-HS Receptionists	September-August
196 Days	July 27, 2026 through June 3, 2027 ECC-INT Counselors; HS CTE Coordinator; HS Student Services Clerk; Diagnosticians; Special Ed Counselors; Speech Pathologists; Speech Pathology Assts.; Licensed Specialist in School Psychology; SPED Clerks: SPED Records/PEIMS, ARD, SHARS, Campus; SPED Receptionist	September-August
197 Days	July 27, 2026 through June 4, 2027 Truancy Officer	September-August
201 Days	July 20, 2026 through June 3, 2027 JH Counselors; HS Assistant Registrar	September-August
201 Days (HS Counselors)	July 23, 2026 through June 8, 2027 HS Counselors; HS Counselor's Secretary; Mental Health Counselor	September-August
206 Days	July 20, 2026 through June 10, 2027 Assistant Principals; ECC-INT Curriculum Supervisors; Dyslexia Coordinator; Instructional Technology Specialist; JH Registrar; HS Lead Counselor; HS Administrative Clerk; Lead Diagnostician; ARD Facilitators; Police Officers; School Nutrition Clerk 1	September-August
211 Days	July 13, 2026 through June 10, 2027 Principals for ECC-INT; Director of Safety & SDGC/HLA ; JH Dean of Instruction; HS Administrator of Academics & Assessment; HS Librarian; Admin. Asst. for Athletics; ECC-JH Campus Secretaries; Secretaries for SDGC, Performing Arts, School Nutrition; Police Lieutenant	August-July
211 Days (NJROTC)	July 20, 2026 through June 17, 2027 NJROTC Instructors; LOTC Aide & Drill Instructor	August-July
227 Days	July 1, 2026 through June 24, 2027 JH & HS Principal; HS Dean of Instruction; Director of Special Education; Asst. Director of Special Education; Deputy Superintendent; Director of Curriculum & Accountability; Associate Superintendent of Student Services; Exec. Director of Student Services & Instructional Technology; TIA $ Assessment Coordinator; Chief Financial, Business & Operations Officer; Exec. Director of Human Resources; Asst. Director of Human Resources; Director of Finance; Purchasing Agent; Director of CTE; Athletic Director; Asst. Athletic Director; Aquatics Supervisor/ Head Swim & Dive Coach; Multimedia Specialist; Chief of Police; Director of Strategic Initiatives; NJROTC Commander; Director of Communications & Community Relations; Director of School Nutrition; School Nutrition Coordinator, Food Production Supervisor; HS Student Services Clerk; HS Registrar; Print Shop & PIO Staff; Central Office Staff; HS Campus Secretary; PEIMS Coordinator; Technology Assistant/Secretary; NJROTC Secretary/Assistant; Secretary for Transportation and Athletics; Admin Assistant SPED and Police, Safety & Security, Telecommunications Specialist; Lead Technologist; Campus Techs	July-June
240 Days	July 1, 2026 through June 24, 2027 Executive Director of Operations; Asst. Director of Operations; Fleet Supervisor; Operations Secretary; Transportation Clerk; Director of Technology Operations	July-June

TEACHER APPRAISAL CALENDAR

2026-2027 School Year			
Teacher Orientation	**Goal Setting & Professional Development Plan**	**Ongoing Review of Teacher & Student Data and Collection of Evidence through Observations**	**End-Of-Year Conferences**
August 12-September 2, 2026	August 12-October 14, 2026 *GSPD Plan Submitted to Appraiser Within 6 Weeks of Orientation Date **Teachers New to the District Require a Conference	October 15, 2026-May 1, 2027	February 22-April 30, 2027

All teachers will receive at least one formal observation, scheduled by date and time. The teacher may request a second observation. The second appraiser shall appraise the teacher in all domains and make observations and walk-throughs as necessary to evaluate. The second appraiser shall use the Teacher's Goal-Setting and Professional Development Plan and cumulative data from the first appraisal to evaluate. Following these guidelines, the second observation will serve as the final appraisal. [See Board Policy DNA (LEGAL) and (LOCAL).]

*Teacher Observation Exemption

Teachers are eligible for an exemption every two years based on the following conditions:

- ☐ Teacher must have a term contract
- ☐ Teacher has been assigned to the same campus for at least three years
- ☐ Teacher agrees in writing to the evaluation plan
- ☐ Teacher is rated "Proficient" or better with no "Improvement Needed" in any area
- ☐ Teacher must participate in the Self-Assessment and the End-Of-Year Conference
- ☐ Principal or Teacher can ask to be appraised annually at any time
- ☐ Teachers considered looping between campuses may be granted an exception at the discretion of the administration

***Teachers eligible for the Teacher Incentive Allotment (TIA) will not be allowed to waive the T-TESS appraisal during the 2026-2027 school year. TIA-eligible teachers will also receive a minimum of two walkthroughs and one formal observation (no less than 45 minutes) during the school year.**

Helpful Contacts

Responsibility	Contact	Ext #
504/ Americans w/ Disability Act	Tamara Blair	9219
Accountability	Tamara Blair	9219
Accreditation	Tamara Blair	9219
Alternative Programs	Chris Hess	9049
Annuities	Payroll Office	9221 / 9222
Approvals: Contests, Activities, Proposals	Tamara Blair	9219
Assessment	Charlotte Castaneda	9320
Assistant Principals	James Crenshaw and Chris Hess	9203
Athletics	Clynt Elwood	9276
At-Risk Program/ State Compensatory Education/Homeless	Sarah Chapman	9230
Attendance	James Crenshaw	9203
Behavior Threat Assessment	James Crenshaw	9203
Bilingual/ ESL Education	Sarah Chapman	9230
Board Policies: Information, Revisions, Distributions	Chris Steinbruck	9205
Branding	Lacey Guzman	9713
Bullying Records	James Crenshaw	9203
Business/ Finance: Administrative Functions	Tomas Molina	9229
Business/ Finance: Student Activity Accounts	Terri Tolan	9209
Business: Information and Reports	Victoria Phillips, Terri Tolan	9210 / 9209
Campus Improvement Plans	Tamara Blair	9219
Career and Technical Education	Dr. Staci Cade	9250

Responsibility	Contact	Ext #
Communications/ Publications/ Website/Public Information Requests	Lacey Guzman	9713
Computer Help Desk	Anna Quintanilla	9208
Computer Services: Daily Operations/Reports	Mario Salinas	9208
Counseling, Social Workers, Community in Schools	Sarah Chapman	9230
Curriculum	Tamara Blair	9219
Deposits	Erika Sanchez	9229
Diagnostic Learning Specialists	Dr. Melonie Shandy	9247
Discipline Policies	James Crenshaw	9203
Due Process Records	James Crenshaw	9203
Dyslexia	Jamie Woodard	9012
Elections	Cesarea Germain	9205
Emergency Closing	Chris Steinbruck	9205
Emergency Operations (Hurricane Plan, SRP, MOUs, Maps & Sites, Communication and Training)	Lance Howard	9901
Evaluations	Chris Steinbruck, Campus Administrators, Appropriate Supervisors	9205
Expulsions	James Crenshaw	9203
Facility Requests	Tracie Henderson	9703

Responsibility	Contact	Ext #
Fixed Assets	Terri Tolan	9209
Food Service	Erick Martinez	9034
Gifted and Talented Program	Sarah Chapman	9230
Grievances: Employees	Cassie Freeman	9216
Grievances: Students	James Crenshaw	9203
Health Services/ Nurses	Sarah Chapman	9230
Hiring	Cassie Freeman	9216
Home Schooling	Tamara Blair	9219
Hornet Spirit Shop	Dr. Staci Cade / Liza Garza	9250
Insurance: Information/ Beneficiary Changes	Hollie Crenshaw	9204
Leave Information: Maintenance/ Transportation/ Food Service	Supervisor, Veronica Bernal	9201
Leave Information: Monthly Personnel	Campus/ Dept. Secretaries, Veronica Bernal	9201
Library/ Media Centers	Sarah Chapman	9230
Maintenance/ Custodians	Zach Graf / Elliott Chapa	9703
Military Connected	Sarah Chapmen	9230
Non-Instructional Operations	Tomas Molina	9229
Non-Residential Students (Guardianships)	James Crenshaw	9203
Payroll	Silvia Hinojosa / Anna Garcia	9221 / 9222

Responsibility	Contact	Ext #
PEIMS	Casey Jenkins	9225
Police	Chief Lance Howard	9901
Pregnancy Related Services	Sarah Chapman	9230
Radio (Manage)	Lance Howard	9901
Radio Repair	John McLaughlin	9703
Records Management	Casey Jenkins	9225
Registration	Casey Jenkins	9225
Safe Schools Training Module	Tamara Blair	9219
Safety/ Security and Emergency Operations	James Crenshaw	9203
Security Alerts (Sentinel, Centegix, Go Guardian, Anonymous Alerts)	Lance Howard	9901
Sexual Harassment/ Harassment	Cassie Freeman	9216
Site-Based Campus Decisions	Tamara Blair, Campus Principals	9219
Site-Based District Committee	Tamara Blair	9219
Special Education	Dr. Melonie Shandy	9247
Staff Development	Tamara Blair	9219
Student Health Advisory Committee (SHAC)	James Crenshaw	9203
Student Transfers	James Crenshaw	9203
Substitutes	Veronica Bernal	9201
Surveys	Linda Medley	9220
TAIS Reporting	Tamara Blair	9219
Teacher Incentive Allotment (TIA)	Charlotte Castaneda	9320
Title IX Coordinator – Staff	Cassie Freeman	9216
Title IX Coordinator – Students	James Crenshaw	9203

FBISD Safety and Security Procedures 2026-2027

- All visitors must check in through the district's Raptor system and wear a name tag with destination displayed. Visitors must check out through the school front office.
- Only people listed on the emergency contact list may check out student(s).
- Parents must show ID in order to retrieve (PK-Kindergarten) children at the bus stop.
- Employees are required to wear an I.D. badge at all times during the workday.
- Internal doors must be locked during instruction, or any time there are students in the room.
- Students are required to have a hall pass when released by a teacher any time during the school day. (Hall pass should include student name/date/room #/time/teacher signature)
- All employees are required to know and be able to perform the Standard Response Protocols during an emergency or drill.
- All employees are required to report anything suspicious to their direct supervisor and/or district dispatch at 361-694-9904.
- Employees shall promptly report any building maintenance needs or safety concerns to the building principal, who will coordinate with maintenance for immediate resolution
- Employees shall leave and enter via each campuses' designated point of entrance/exit.
- All external doors must remain locked and secured at all times during the school day.
- Visitors shall park in visitor designated spots only.
- All staff and student vehicles shall be registered through Flour Bluff ISD.
- Designated traffic patterns shall be followed at each campus and display a tag on the rear-facing mirror on the windshield.
- Clear bags are required at all athletic events.
- Elementary students shall be required to have parent supervision when attending an athletic event.

Note: additional safety and security measures may be implemented as needed throughout the school year.

Failure to follow the FBISD Safety and Security Procedures is subject to disciplinary action including termination.

Updated 7/10/2026

IN AN EMERGENCY
TAKE ACTION

HOLD! In your room or area. Clear the halls.

STUDENTS
Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS
Close and lock the door
Account for students and adults
Do business as usual

SECURE! Get inside. Lock outside doors.

STUDENTS
Return to inside of building
Do business as usual

ADULTS
Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual

LOCKDOWN! Locks, lights, out of sight.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

ADULTS
Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

EVACUATE! (A location may be specified)

STUDENTS
Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS
Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults

SHELTER! Hazard and safety strategy.

STUDENTS
Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS
Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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K12 2021 STANDARD RESPONSE PROTOCOL

Employment

Equal Employment Opportunity

Policies DAA, DIA

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

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

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: *Cassie Freeman, Executive Director of Human Resources, 2505 Waldron Rd. Corpus Christi, TX, 78418, cfreeman@flourbluffschools.net, 361-694-9216*. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: *Tamara Blair, Director of Curriculum, Instruction, and Accountability, 2505 Waldron Road, Corpus Christi, TX, 78418, tblair@flourbluffschools.net, 361-694-9219*.

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

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the district's website, in the Central Administration Building, and throughout the district.

Applications for Employment

Applications for employment are completed electronically through the district's hiring platform located on the district's website. Application requirements may vary by position and/ or director, administrator, or supervisor for internal candidates applying for positions within district.

Employment after Retirement

Policy DC

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

Contract and Noncontract Employment

Policy DC series

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

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

*****As part of Flour Bluff ISD's District of Innovation Plan, experienced teachers may receive additional probationary contracts before being moved to a term contract if deemed necessary by the campus administration or supervisor. Information on Flour Bluff ISD's District of Innovation Plan can be accessed at https://flourbluffschools.net/district-of-innovation/ .

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

Noncertified Teacher Contract. Teachers hired through the District of Innovation plan who are not fully certified will be employed by a Noncertified Teacher Contract as they complete the requirements as established in the DOI plan to become a fully certified teacher

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

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

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or a professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify Human Resources when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background

checks. Contact Human Resources if you have any questions regarding certification or licensure requirements.

Recertification of Employment Authorization

Policy DC

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

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

Searches and Alcohol and Drug Testing

Policy CQ, DHE

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

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

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure.

Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

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

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact Human Resources.

Health Safety Training

Policies DBA, DMA

District employees who are head directors of a marching band or head coaches or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or UIL must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR) issued by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Sarah Chapman, Executive Director of Student Services & Instructional Technology, by the last day of each school year.

Nurses, athletic coaches or sponsors, PE teachers, marching band directors, cheerleading coaches, and other certain employees must obtain and maintain certification in the principles and techniques of cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) provided by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Athletic Department by the last day of each school year.

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

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus, except when reassignments are due

to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by June 15 of each year. 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 Resources office and must be approved by the receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

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

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation on page 34 for additional information.

ADA Accommodations

Policies DAA, DBB, DIA

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting Cassie Freeman, Executive Director of Human Resources, and identifying an adjustment or change at work that is needed because of a

disability. An employee may also submit a written request to Human Resources using the ADA Accommodation Request Form.

Upon receiving the reasonable accommodation request, Human Resources and the ADA coordinator will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documentation, Human Resources and the ADA coordinator will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. HR or the ADA coordinator will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

Breaks for Expression of Breast Milk

Policies DEAB, DG

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

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

The federal Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact Cassie Freeman, Executive Director of Human Resources, cfreeman@flourbluffschools.net, 361-694-9216.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have a known limitation related to pregnancy, childbirth, or related medical

conditions. An employee seeking a PWFA accommodation should contact Cassie Freeman, Executive Director of Human Resources, cfreeman@flourbluffschools.net, 361-694-9216.

Notification to Parents Regarding Qualifications

Policies DK, DBA

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

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to an uncertified substitute, inappropriately certified teacher, or an uncertified teacher. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit, including substitutes. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Human Resources.

Outside Employment and Tutoring

Policy DBD

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

Administrators. An employee (other than employees primarily responsible for in-class instruction) who has significant administrative duties relating to the operation of a school district, including the operation of a campus, program, or other subdivision of the district, may not receive financial benefits for performing personal services for any business entity that conducts or solicits business with the district. With exceptions as noted below, administrators are also prohibited from receiving financial benefits for performing personal services for any education business that provides services regarding the curriculum or administration of any school district or financial benefits for performing personal services for other school districts, open enrollment charter schools, and education service centers.

Exceptions apply to an administrator who is not a superintendent, assistant superintendent, or member of a board of managers if the board approves as required by statute. To be approved,

services must be performed on the administrator's personal time. Contact Human Resources for more information.

Performance Evaluation

Policy DN, DPB series

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor periodically. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda can also be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

The district shall appraise teachers annually. Teachers who are eligible for less frequent evaluations in accordance with law and established local criteria in policy shall be appraised in accordance with Policy DNA local.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Flour Bluff ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the Executive Director of Student Services & Instructional Technology.

Mental Health Training

Policy DMA

All district employees who regularly interact with students are required to complete an evidence-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide a

certificate of completion to the district that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner's rules for mental health training.

Campus staff required to complete the training includes, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students.

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for 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.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*, page 35.)

All employees will receive written notice of their pay and work schedules at the start of each school year. 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 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 Resources for more information about the district's pay schedules or their own pay.

Paychecks

All professional and salaried employees are paid monthly. Hourly employees are paid bi-weekly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. Employees are responsible for regularly reviewing the accuracy of their pay statements and should contact the Payroll Department if they have any questions.

A listing of cut-off dates and check-release dates is included for monthly employees and for bi-weekly employees.

Monthly Payroll Schedule
2026-2027

****All Absences to be input by Monday following the week of the absence. All supplemental pay info are due in the payroll office by the Pay Period Ending date.**

(Sunday) Pay Period Beginning	(Saturday) Pay Period Ending	Pay Date
07/26/2026	08/22/2026	09/16/2026
08/23/2026	09/19/2026	10/16/2026
09/20/2026	10/24/2026	11/16/2026
10/25/2026	11/21/2026	12/16/2026
11/22/2026	12/26/2026	01/15/2027
12/27/2026	01/23/2027	02/16/2027
01/24/2027	02/20/2027	03/16/2027
02/21/2027	03/20/2027	04/16/2027
03/21/2027	04/24/2027	05/14/2027
04/25/2027	05/22/2027	06/16/2026
05/23/2027	06/19/2027	07/16/2027
06/20/2027	07/24/2027	08/16/2027

BI-WEEKLY PAY SCHEDULE

2026-2027

PAYROLL REPORTING DATES		PAY DATES
08/09/26	08/22/26	08/28/26
08/23/26	09/05/26	09/11/26
09/06/26	09/19/26	09/25/26
09/20/26	10/03/26	10/09/26
10/04/26	10/17/26	10/23/26
10/18/26	10/31/26	11/06/26
11/01/26	11/14/26	11/20/26
11/15/26	11/28/26	12/04/26
11/29/26	12/12/26	12/18/26
12/13/26	12/26/26	12/31/26
12/27/26	01/09/27	01/14/27
01/10/27	01/23/27	01/28/27
01/24/27	02/06/27	02/11/27
02/07/27	02/20/27	02/25/27
02/21/27	03/06/27	03/11/27
03/07/27	03/20/27	03/25/27
03/21/27	04/03/27	04/08/27
04/04/27	04/17/27	04/22/27
04/18/27	05/01/27	05/06/27
05/02/27	05/15/27	05/20/27
05/16/27	05/29/27	06/03/27
05/30/27	06/12/27	06/16/27
06/13/27	06/26/27	07/01/27
06/27/27	07/10/27	07/15/27
07/11/27	07/24/27	07/29/27
07/25/27	08/07/27	08/12/27

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of 30 days is necessary to activate this service. Contact the Payroll Department for more information about the automatic payroll deposit service.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overpayments

Employees are not entitled to any funds the district overpays. An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay.

If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one cycle. However, if this creates an undue hardship for the employee, the district has the discretion to develop a plan for regular deductions in the same fiscal year.

An agreement between an employee and the district must be in place in order to deduct any overpayment.

Overtime Compensation

Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:00 a.m. on Sunday and ends at 11:59 pm on Saturday.

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

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using 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 and Superintendent or designee must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage.

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is available to all permanent employees. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees in a separate booklet entitled the Employee Benefit Handbook.

The health insurance plan year is from September 1 through August 31. New employees must complete enrollment forms within the first 30 days of employment. Current employees can make changes in their insurance coverage during open enrollment or when they experience a qualifying event. Employees should contact the Benefits Coordinator for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs approved annually by the board, such as disability insurance, whole and term life insurance, cancer insurance, dental insurance, and vision insurance. Premiums for these programs can be paid by payroll deduction. Employees should contact the Benefits Coordinator for more information.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer, dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.
New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage through TASB Risk Management Fund, effective September 1, 2026.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to campus administrators or supervisors. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits,* page 45 for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

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

Teacher Retirement

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

Employees who plan to retire under TRS should notify Human Resources as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov). See page 20 for information on restrictions of employment of retirees in Texas public schools.

Leaves and Absences

Policies CRD, DBB, DEC, DECA, DECB, DED, DG

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call Human Resources for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Paid leave must be used in whole or half-day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Leave
- State Sick Leave accumulated before the 1955-96 school year
- State Personal Leave

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

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

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

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild

- Any person residing in the employee's household at the time of illness or death

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

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

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

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

Continuation of Health Insurance. Employees, on an approved leave of absence other than family and medical leave, may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Personal Leave

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

Nondiscretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of

leave allow very little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.

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

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

State Sick Leave

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

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

Local Leave

A regular full-time monthly employee shall earn local leave up to a maximum of seven leave days per fiscal year.
A regular full-time biweekly employee shall earn local leave, in hours, to be recorded on the first of each month up to a maximum equivalent of seven leave days per fiscal year. Local leave shall accumulate without limit.

Local leave shall be used according to the terms and conditions of state personal leave.

Previously earned local sick leave and local leave (Leave earned prior to May 31, 1999) shall be combined and classified as local leave.

Vacation

Policy DED

Eligible employees in positions normally requiring 12 months of service annually shall receive paid vacation days in accordance with administrative regulations that address: eligibility criteria; accrual rates and availability; request and approval processes; accumulation and carryover limits; and treatment of vacation days upon separation from service.

Eligible employees in positions normally requiring 12 months of service annually shall receive paid holidays in accordance with the employee's duty schedule and administrative regulations.

Sick Leave Bank

The district has established a Sick Leave Bank that employees may join through contribution of local leave.

Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experiences a catastrophic illness or injury and the employee has exhausted all paid leave.

If the employee is unable to request leave from the Sick Leave Bank, a member of the employee's family or the employee's supervisor may submit the request. The Superintendent or designee shall develop regulations for the operation of the bank.

Family and Medical Leave Act (FMLA)—General Provisions

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

What is FMLA leave?

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

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

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

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness ***may* take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is ***not* paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if *all* of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or

- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave?

Generally, **to request FMLA leave you *must***:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do *not* have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You ***must* also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer *may* request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

What does my employer need to do?

If you are eligible for FMLA leave, your employer ***must***:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

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

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer *must* confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, **your employer *must* notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME

Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from July 1 through June 30.

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. Teachers have the option of not using paid leave during an FML absence for pregnancy or birth or adoption of a child.

Combined Leave for Spouses. Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for

the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

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

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

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

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

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

District Contact. Employees that require FML or have questions should contact Human Resources for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Any full-time employee shall be eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time employees who cannot work for an extended period of time because of a mental or physical disability of a temporary nature.

Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

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

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

Workers' Compensation Benefits

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

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

Assault Leave

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

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

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

Jury Duty

Policies DEC, DG

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

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Compliance with a Subpoena

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

Truancy Court Appearances

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

Religious Observance

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

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty orders by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during 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 duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact Human Resources. In most cases, the length of federal military service cannot exceed five years.

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

Mental Health Leave for Peace Officers and Licensed Telecommunicators

A District peace officer or licensed telecommunicator who experiences a traumatic event in the scope of employment shall be granted a maximum of five days of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative guidelines and shall not be deducted from the employee's pay or leave balance.

Quarantine Leave for Peace Officers

District peace officers shall be granted leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a

communicable disease while on duty. Such leave shall be provided in accordance with administrative guidelines and shall not be deducted from the employee's pay or leave balance.

An instructor or other employee may also qualify for this leave if they are certified as an emergency medical technician under the Texas Health and Safety Code.

Leave for Police Officers for Illness or Injury

A full-time district employed licensed police officer who regularly serves in a law enforcement capacity in a district police department is entitled to a paid leave of absence (LOA) for an illness or injury related to the person's line of duty. If necessary, the leave shall continue for one year.

If unable to work at the end of the paid leave and any extension, a police officer may use accumulated sick, vacation, and other accrued leave before being placed on unpaid temporary leave. At the end of temporary leave, the police officer will be reinstated at the same rank and with the same seniority the person had before going on temporary leave.

Payment for Accumulated Leave and Payment for Accumulated Leave Upon Separation

Policy DEC, Local

Under guidelines developed by the Superintendent and approved by the Board, the District shall operate a limited program to pay an employee for unused leave. Three payment options are available.

Annual Payment for Unused Leave. An employee who has accumulated excess local leave may request payment for unused local leave, as follows:

1. For teachers and administrative personnel, the rate shall be 60 percent of the daily rate of pay for a degreed substitute, rounded to the nearest dollar.
2. For paraprofessional employees, the rate shall be based on 60 percent of the daily rate of pay for a nondegreed substitute.
3. For hourly personnel, the rate shall be based on 60 percent of an hourly conversion of the daily rate of pay for a nondegreed substitute.
4. Payment must be requested between May 15 and May 31. The amount will be paid on the June payroll.

"Excess local leave" shall be defined as days in excess of 20 days of accumulated local leave. Payment under this option shall be for a minimum of five days and a maximum of 15 days.

Payment for Accumulated Leave Upon Separation Other than Retirement. An employee who separates from employment with the District, for reasons other than retirement, shall be eligible for of accumulated local leave in excess of 15 days, at the rates established in Table A,

below, if the employee's separation from employment is voluntary, i.e, the employee is resigning an is not being discharged or nonrenewed.

If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

Table A

Employee Category	Rate
Teacher/Administrator	60% of the daily rate of pay for a degreed substitute
Paraprofessional	60% of the daily rate of pay for a nondegreed substitute
Hourly	60% of the daily rate of pay for a nondegreed substitute in hours

Payment for Accumulated Leave Upon Retirement. An employee who retires from the District through the TRS shall be eligible for payment of accumulated state and local leave, based on the employee's length of service in the District as follows:

1. Payment for up to 60 local leave days in accordance with rates established in Table B, below.
2. Payment for the balance of local and state leave in accordance with Table A, above.

If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

Table B

Experience in District	0-4 Years	5-9 Years	10-14 Years	15-19 Years	20+ Years
Teacher/Administrator	60%	70%	80%	90%	100%
	Of the daily rate of pay for a degreed substitute.				
Paraprofessional/ Hourly	60%	70%	80%	90%	100%
	Of the daily rate of pay for a nondegreed substitute				

District Leave Earned Prior to September 1, 1992. An employee with District local leave days earned prior to September 1, 1992, may use the days in accordance with this policy or, at any

time, be paid by the District for the days. The days shall be valued at the employee's current daily rate of pay as of May 31, 1999. District personal days shall remain available for the employee's use.

An employee who wishes to receive payment for accumulated leave must submit his or her written request in accordance with administrative procedures.

The complete policy may be accessed online through the links below.

Policy DEC (Legal)

Policy DEC (Local)

FLOUR BLUFF INDEPENDENT SCHOOL DISTRICT

DISTRICT LOCAL SICK LEAVE/PERSONAL
Buy-Back Application
BOARD POLICY DEC (LOCAL)

_____
Date Received

Employees may apply for the district to buy-back excess LOCAL sick leave days. Excess days are LOCAL sick leave days over and above the minimum balance of 20. These days are purchased back by the district in accordance with the chart below. Employee independent transactions under this option must be for a minimum of 5 days and a maximum of 15. An employee must submit this application to the Chief Financial Officer.

Buy Back Leave must be requested between May 15 – May 31. The amount will be paid in the June payroll.

This application is being submitted by:

Employee Last Name **First Name** **Initial**

Employee I.D. Number

Employee Signature **Date**

I am requesting to sell back to the district:

Local Leave	
_____ Days	Professional at $69.60
_____ Rate per day	Paraprofessional at $60.00
_____ Total Amount	Auxiliary at $7.50 hourly

Old District Personal Leave (based on Daily Rate as of May 31, 1999)	
_____ Days	Daily Rate $_____
_____ In Excess of Contract Days	Daily Rate $_____

___ Approved ___ Denied

Chief Financial Officer Date

Payroll Use Only	
Local Sick Leave Balance	_____
Minus Minimum Balance	_____
Amount Available for Buy-Back	_____

Form revised 08/2025

Flex Days

Flour Bluff ISD has implemented a Flex Day Program for teachers and other staff members. This program allows teachers and staff to complete required staff development and other job responsibilities on their own time in exchange for Flex Days that can be used on designated days during the school year.

Flex Days are not designated as paid leave and are only applicable to current employees on the designated dates. The district does not compensate for Flex Days upon resignation or retirement.

Flex Day Qualifications

Professional, Contracted Employees

Responsible Staff: Campus Principal or Supervisor—The Campus Principal or Supervisor will submit to payroll (Silvia Hinojosa and Anna Garcia) a list of staff who did NOT meet the Flex Day requirements by the due date (see due dates below). The following options are available for Professional, Contracted Employees to earn Flex Time:

Safe Schools Training	Non-Paid Professional Development	Non-Paid Curriculum Writing	Other
By completing all Safe Schools Training by **September 18, 2026**, employees may use the **October 9, 2026, and October 12, 2026**, Flex Days. Safe Schools completion certificates do **NOT** need to be submitted to campus principals/supervisors. Safe Schools Reports are run and sent to each campus/department to check completion. If the employee does **NOT** complete ALL Safe Schools Training assigned to them by September 18, 2026, they must enter two personal days of leave in Aesop (October 9, 2026, and October 12, 2026), or they will be docked pay for both days.	Employees may use the **February 8, 2027**, Flex Day by attending at least 6 hours of unpaid PD (on non-contract days) **between June 1, 2026, and January 22, 2027**. By leading/facilitating at least 3 hours of PD in July of 2026 (on non-contract days), employees may use February 8, 2027, as a flex day. • 3 hours of facilitating PD + 3 hours of preparing for PD = 6 hours. One half-day training = 1 Flex Day. For PD used as a Flex Day, the employee must submit a certificate of completion to the Campus Principal or supervisor. If the employee does **NOT** complete PD by the due date, they must enter a personal leave day in Aesop (for February 8, 2027), or be docked pay.	Employees may use the **February 8, 2027**, Flex Day by completing at least 6 hours of Curriculum Writing (CW) **between June 1, 2026, and July 31, 2026** (the deadline). The employee must submit documentation (a copy of the green sheet) to the Campus Principal or Supervisor. If the employee does **NOT** complete PD by the due date, they must enter a personal leave day in Aesop (for February 8, 2027), or be docked pay.	The campus principal or supervisor can approve time worked off-contract in other unlisted capacities, which include: • Working in the classroom before contract days • Analyzing student/campus data outside contract days/hours • Preparing for ARD/504 students outside contract days/hours • Tutoring before/after contract hours • Curriculum Writing/Adjustments mid-year before/after contract hours • Book Study before/after contract hours • Other training relevant to your job assignment, approved by the Campus Principal/Supervisor. The Campus Principal/Supervisor is responsible for documenting and tracking who fulfilled and who did not fulfill the Flex Day requirements. All approved work must be completed between June 1, 2026, and January 22, 2027.
The deadline to complete Safe Schools Training for the October 9th & 12th Flex Days is **September 18, 2026**. The deadline to complete and submit documentation for the February 8th Flex Day is **January 22, 2027**.			

Campus/District Paraprofessionals (Non-Auxiliary - Instructional / Clerical) & 227-Technology

Responsible Staff: Campus Principal or Supervisor - The Campus Principal or Supervisor will submit to payroll (Silvia Hinojosa and Anna Garcia) a list of staff who did NOT meet the Flex Day requirements by the due date (see due dates below). The following options are available for Non-Auxiliary Paraprofessional and Technology 227 Day Employees to earn Flex Time:

Safe Schools Training	Non-Paid Professional Development	Comp Time (Optional)	Other
By completing all Safe Schools Training by **September 18, 2026**, employees may use the **October 9, 2026**, **and October 12, 2026**, Flex Days. Safe Schools completion certificates do **NOT** need to be submitted to campus principals/supervisors. Safe Schools Reports are run and sent to each campus/department to check completion. If the employee does **NOT** complete ALL Safe Schools Training assigned to them by September 18, 2026, they must enter two personal days of leave in Aesop (October 9, 2026, and October 12, 2026), or they will be docked pay for both days.	Employees may use the **February 8, 2027**, Flex Day by attending at least 6 hours of unpaid PD (on non-contract days) **between June 1, 2026, and the Flex Day deadline**. By leading/facilitating at least 3 hours of PD in July of 2026 (on non-contract days), employees may use February 8, 2027, as a flex day. • 3 hours of facilitating PD + 3 hours of preparing for PD = 6 hours. One half-day training = 1 Flex Day. For PD used as a Flex Day, the employee must submit a certificate of completion to the Campus Principal or supervisor. If the employee does **NOT** complete PD by the due date, they must enter a personal leave day in Aesop (for February 8, 2027), or be docked pay.	Comp Time may be used for a Flex Day by working outside regular work hours (as approved by the campus principal or supervisor). The Campus Principal/Supervisor is responsible for documenting and tracking who fulfilled and who did not fulfill the Flex Day requirements. All approved work must be completed between June 1, 2026, and January 22, 2027.	The campus principal or supervisor can approve time worked off-contract in other unlisted capacities, which include: • Working in the classroom/front office before contract days • Tutoring before/after contract hours • Book Study before/after contract hours • Other training relevant to your job assignment, approved by the Campus Principal/Supervisor. The Campus Principal/Supervisor is responsible for documenting and tracking who fulfilled and who did not fulfill the Flex Day requirements. All approved work must be completed between June 1, 2026, and January 22, 2027.
The deadline to complete Safe Schools Training for the October 9th & 12th Flex Days is **September 18, 2026**. The deadline to complete and submit documentation for the February 8th Flex Day is **January 22, 2027**.			

Employees Not Eligible For Flex Days

- 260 Day Employees
- 179 Day Employees (not a scheduled work day)

*For staff hired after the start of the school year, Flex Day approval will come on a case-by-case basis by the Campus Principal or Supervisor, but the options above would still apply.

Off-Contract Days (Excess Days)

Employees on a 227-day calendar may be required to work between contracted days during the month of June to meet the district's needs. The number of these days varies from year to year . If worked, these “Excess Days” must be used before the employee’s next year's contract end date. These days do not carry over from year to year.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities.
At the end of each school year, Flour Bluff ISD honors staff members for their years of service in the District, honors staff members for recognition of outstanding performance, and honors staff members retiring.

Years of Service Awards
These awards honor the time staff members have served in Flour Bluff ISD.

Years of service in FBISD for teachers are based on the 187-day work calendar; 90 days or more worked in a year counts as a full year.

For all other positions, if a staff member has worked 50% or more of the days in their position according to the start date of their work calendar for a year, that year will count as a full year.

Years of service for time served in Flour Bluff ISD recognized are in 5-year increments.

Honors of Recognition for Outstanding Performance

- District Teacher of the Year
- Elementary Teacher of the Year
- Secondary Teacher of the Year
- Paraprofessional of the Year
- District Support Staff of the Year
- Substitute of the Year

Retirement Recognitions
Staff members retiring through the Texas Retirement System will be honored. This will include staff members who have submitted their retirement during the current school year. A Retirement Recognition Form must be submitted to Human Resources by the published date to ensure that commemorative recognition awards will be ready to be presented at the End of the Year Service Awards Ceremony.

***For the 2026-2027 School Year, the Retirement Recognition Form must be submitted by <u>Friday, April 9</u>.**

District Communications

Throughout the school year, the Public Information Office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. Information is also shared out through the district website and social media. These publications and postings 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 concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, a link to the district's policy concerning the process of bringing concerns and complaints is below.

Policy DGBA (Local)

Employee Conduct and Welfare

Standards of Conduct

Policy DH, DHA

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action up to and including termination.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation, may result in disciplinary action up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported by the superintendent. See *Reports to the Texas Education Agency,* page 66 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

Purpose and Scope

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

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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

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

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

Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

3. Ethical Conduct toward Students

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

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

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

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

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

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

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

(i) the nature, purpose, timing, and amount of the communication;

(ii) the subject matter of the communication;

(iii) whether the communication was made openly or the educator attempted to conceal the communication;

(iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;

(v) whether the communication was sexually explicit; and

(vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

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

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

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

A link to the district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is below.

Policy DIA (Local)

Harassment of Students

Policies DF, DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual

harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 64, and Bullying, page 91, for additional information.

A link to the district's policies that include definitions and procedures for reporting and investigating harassment of students is below.

Policy DF (Legal)

Policy DHB (Legal)

Policy FFH (Local)

Policy FFH (Exhibit)

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, the Department of Family and Protective services (DFPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within **24 hours** after the employee first has reasonable cause to believe that the child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety (DPS), a municipal police department, a county sheriff's office, or a county constable's office and does not include the district police.

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of a child (including a teacher), the report of alleged abuse or neglect must be made to DFPS even if a report is made to law enforcement.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to DFPS can be made using the Texas Abuse Hotline (https://www.txabusehotline.org/Login/Default.aspx or 800-252-5400). State law specifies that

an employee may not delegate to or rely on another person or administrator to make the report.

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

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

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

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

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed on the district's website. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Abuse in the Texas Family Code is defined to include any sexual conduct harmful to a child's mental, emotional, or physical welfare including conduct that constitutes the offense of continuous sexual abuse of a young child or disabled individual, indecency with a child, improper relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Reports to Texas Education Agency

Policies DF, DHB, DHC

The conduct of an employee must be reported to TEA within **48 hours** if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

For a certified employee, the conduct below must also be reported **no later than the seventh business day after the termination or resignation** from the principal:

- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

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

Reporting Crime

Policy DG

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

Scope and Sequence

Policy DG

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

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

Teaching About Controversial Issues

Policy EMB

The District shall address controversial topics in an impartial and objective manner. Teachers shall not use the classroom to transmit personal beliefs regarding political or sectarian issues. Students and educators shall ensure that, to the extent possible, discussions are conducted fairly and courteously.

Selection of Topics. A teacher selecting topics for discussion in the classroom shall be adequately informed about the issue and capable of providing instruction on the subject, free from personal bias. In addition, the teacher shall be certain that:

1. The issue in question is within the range, knowledge, maturity, and comprehension of the students.
2. The issue is current and educationally significant.
3. The consideration of the issue does not interfere with required instruction.
4. Sufficient relevant information on all aspects of the issue is provided.

If a teacher is unsure about a topic of discussion or about the methods to employ, the teacher may discuss the issue with the principal.

Classroom Discussion. In guiding classroom discussion of controversial issues, teachers shall:

1. Foster students' critical thinking skills.
2. Encourage discussion based on rational analysis.
3. Create an atmosphere in which students learn to respect others' opinions and disagree courteously.
4. Ensure that multiple viewpoints about the issue are presented by introducing an unexpressed viewpoint when necessary.
5. Avoid any attempt to coerce or persuade students to adopt the teacher's point of view.

Student or Parent Concerns. A student or parent with concerns regarding instruction about controversial issues shall be directed to the complaint policy at FNG.

Exemption from Instruction. A parent or person standing in parental relation is entitled to remove the parent's child from a class or other school activity that conflicts with the parent's religious or moral beliefs if the parent presents or delivers to the teacher of the parent's child a written statement authorizing the removal of the child from the class or other school activity.

Limitations. parent or person standing in parental relation is not entitled to remove the parent's child from a class or other school activity to avoid a test or to prevent the child from taking a subject for an entire semester. This provision does not exempt a child from satisfying grade level or graduation requirements in a manner acceptable to the district and the Texas Education Agency (TEA).

Education Code 26.002, .010

Instructional Requirements and Prohibitions. The following provisions under Education Code 28.022(a) apply to any course or subject, including an innovative course, for a grade level from kindergarten through grade 12.

Controversial Topics. A teacher may not be compelled to discuss a widely debated and currently controversial issue of public policy or social affairs.

Education Code 28.0022(a)(1)–(a)(2)

Political Activism and Advocacy Participation. A teacher who chooses to discuss a topic described above shall explore that topic objectively and in a manner free from political bias.

A district or teacher may not require, make part of a course, or award a grade or course credit, including extra credit, for a student's:

1. Work for, affiliation with, or service learning in association with any organization engaged in:
    a. Lobbying for legislation at the federal, state, or local level, if the student's duties involve directly or indirectly attempting to influence social or public policy or the outcome of legislation; or
    b. Social policy advocacy or public policy advocacy;
2. Political activism, lobbying, or efforts to persuade members of the legislative or executive branch at the federal, state, or local level to take specific actions by direct communication; or
3. Participation in any internship, practicum, or similar activity involving social policy advocacy or public policy advocacy.

Education Code 28.0022(a)(3)

The above provisions do not apply to a student's participation in:

1. Community charitable projects, such as building community gardens, volunteering at local food banks, or other service projects;

2. An internship or practicum:

    a. For which the student receives course credit under a career and technology education program or under the P-TECH program established under Education Code 29.553; and

    b. That does not involve the student directly engaging in lobbying, social policy advocacy, or public policy advocacy; or

3. A program that prepares the student for participation and leadership in this country's democratic process at the federal, state, or local level through the simulation of a governmental process, including the development of public policy.

Concepts Prohibited. A teacher, administrator, or other employee of a district may not require or make part of a course inculcation in the concept that:

1. One race or sex is inherently superior to another race or sex;

2. An individual, by virtue of the individual's race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously;

3. An individual should be discriminated against or receive adverse treatment solely or partly because of the individual's race or sex;

4. An individual's moral character, standing, or worth is necessarily determined by the individual's race or sex;

5. An individual, by virtue of the individual's race or sex, bears responsibility, blame, or guilt for actions committed by other members of the same race or sex;

6. Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race;

7. The advent of slavery in the territory that is now the United States constituted the true founding of the United States; or

8. With respect to their relationship to American values, slavery and racism are anything other than deviations from, betrayals of, or failures to live up to the authentic founding principles of the United States, which include liberty and equality.

A teacher, administrator, or other employee of a district may not teach, instruct, or train any administrator, teacher, or staff member of a state agency, school district, or open-enrollment charter school to adopt a concept listed above.

A teacher, administrator, or other employee of a district may not require an understanding of The 1619 Project.

Education Code 28.0022(a)(4)

Student Discussion. A district may not implement, interpret, or enforce any rule in a manner that would result in the punishment of a student for reasonably discussing the concepts described above in school or during a school-sponsored activity or have a chilling effect on reasonable student discussions involving those concepts in school or during a school-sponsored activity.

Education Code 28.0022(d)

Limitations on Statute. Education Code 28.0022 may not be construed as limiting the teaching of or instruction in the essential knowledge and skills adopted under Education Code Chapter 28, Subchapter A.

Education Code 28.0022 does not create a private cause of action against a teacher, administrator, or other employee of a district. A district may take appropriate action involving the employment of any teacher, administrator, or other employee based on the individual's compliance with state and federal laws and district policies.

Education Code 28.0022 may not be construed as prohibiting a teacher employed by a district from directing a classroom activity that involves students communicating with an elected official so long as the district, school, or teacher does not influence the content of a student's communication.

Education Code 28.0022(e)–(g)

A link to the district's policy this topic follows .

Policy EMB (Legal)

Policy EMB (Local)

Technology Resources

Policy CQ, CQD

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

- Imposes no tangible cost to the district.
- Does not unduly burden the district's technology resources.
- Has no adverse effect on job performance or on a student's academic performance.
- Artificial intelligence (AI) should only be used as a support tool to improve student outcomes, not to replace the decisions made by teachers or students

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and/or legal action. Employees with questions about computer use and data management can contact the Technology Department.

Personal Use of Electronic Communications

Policy CQ, CY, DHA

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.

- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.

- The employee shall not use district and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express written consent.

- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

    - Confidentiality of student records. [See Policy FL]

    - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See DHA (LEGAL)]

    - Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]

    - Copyright law [See Policy CY]

    - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DHA (LEGAL)]

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

Electronic Communications between Employees, Students, and Parents

Policy DH

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

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or

participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

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

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

- *Electronic communications* means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic 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, school psychologists, and athletic trainers.

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

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

communicates with a student using text messaging shall comply with established protocol.

- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).

- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.

- The employee shall not communicate directly with any student between certain hours that are established through protocol. An employee may, however, make public posts to a social network site, blog, or similar application at any time.

- The employee does not have a right to privacy with respect to communications with students and parents.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:

    - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]

    - Copyright law [Policy CY]

    - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]

- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.

- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.

- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or

text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.

- An employee shall notify his or supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Public Information on Private Devices

Policy DH

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

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

Unauthorized Recording

Unauthorized electronic surveillance of employees is disruptive to employee morale and inconsistent with the respectful treatment required of our employees. For this reason, all employees are directed that no employee may record the conversation of another employee without his or her full knowledge and consent. A violation of this directive may result in disciplinary action, up to and including termination.

Criminal History Background Checks

Policy DBAA

All employees are 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 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.

Employee Arrests and Convictions

Policy DH, DHB, DHC

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

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code.

If an employee is arrested or criminally charged, the superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA.

The superintendent is required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to Policies DHB(LEGAL) and DHC(LEGAL) for timelines and conduct that will result in reporting.

Alcohol and Drug-Abuse Prevention

Policy DH

Flour Bluff 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. A link to the district's policy regarding employee drug use follows.

Policy DH (Local)

Policy DHB

Policy DHC

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, GKA

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

"E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device, regardless of whether the liquid solution or material contains nicotine. The term does not include a prescription medical device, prescription medication, or other prescribed substance unrelated to the cessation of smoking. The term "e-cigarette" includes:

1. A device regardless of whether it is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description; and

2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

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 include the following:

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

Conflict of Interest

Policy CB, DBD

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

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

Employees should contact their supervisor for additional information.

Employment of Relatives

The District recognizes that family members may be employed by the District. Employment decisions are based on qualifications, experience, and the needs of the District. When relatives work on the same campus or within the same department, reasonable safeguards will be implemented to avoid actual or perceived conflicts of interest.

When a campus administrator directly supervises or is related to another employee on the same campus, the following practices shall be implemented whenever practical:

- Personnel matters, including recommendations regarding employment, discipline, contract renewal, or other employment actions, should be assigned to another campus administrator when appropriate.
- Instructional observations and evaluations will be assigned to another qualified administrator when necessary to ensure objectivity and maintain public confidence.
- The supervisory arrangement will be documented and maintained at the campus level.
- Campus administrators will consult with Human Resources when questions arise regarding supervisory responsibilities or potential conflicts of interest.
- Human Resources will periodically review these arrangements to ensure compliance with District policy and applicable law.

Confidentiality

Employees who are related to another District employee are expected to maintain the highest standards of professionalism and confidentiality.

Employees shall not disclose, discuss, or use confidential personnel, student, disciplinary, investigative, or other non-public District information obtained through their employment with a spouse, family member, or relative unless such disclosure is specifically authorized as part of their official duties.

Likewise, employees shall not seek confidential information from a related employee that is not otherwise available to them through the normal performance of their own job responsibilities.

Any unauthorized disclosure of confidential information or misuse of a position of trust may result in disciplinary action in accordance with District policy.

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy CY

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

Associations and Political Activities

Policy DGA

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

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers

concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of district resources including work time for political activities is prohibited.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

Charitable Contributions

Policy DG

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

Charitable Contributions

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies on page 65 for additional information.

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

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

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

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion.

Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact James Crenshaw, Associate Superintendent for Student Services, jcrenshaw@flourbluffschools.net, 361-694-9203.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or call the Flour Bluff ISD Police Department at 361-694-9904 immediately.

Visitors in the Workplace

Policy GKC

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

Asbestos Management Plan

Policy CSC

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 Maintenance 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 on the front door of the building. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electronic means. Pest control information sheets are available from campus principals or facility managers upon request.

General Procedures

Emergency School Closing

Policies EB

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

TV Stations:	**Radio Stations:**		
KIII TV (Channel 3/5)	KOUL Radio 103.7	KMXR Radio 93.9	KLITE Radio 96.5
KRIS TV (Channel 6/7)	KZFM Radio Z-95	KRYS Radio K-99.1	KKUNO Radio 1400
KZTV TV (Channel 10/12)	KNCN Radio C-101.3	KSAB Radio 99.9	KEYS Radio 1440
KORO TV (Channel 28)	KRAD Radio 105.5	KEDT Radio 90.3	KRYS Radio 1360

Emergencies

Policies CKC, CKD

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

Purchasing Procedures

Policy CH

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

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify Human Resources if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary.

Personnel Records

Policy DBA, GBA

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

Employees may choose to have the following personal information withheld:

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

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

Facility Use

Policies DGA, GKD

Employees who wish to use district facilities after school hours must follow established procedures. The Maintenance Office is responsible for scheduling the use of facilities after school hours and should be contacted to request to use school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Policy DFE, DHB

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

The principal is required to notify the superintendent of an educator's resignation within seven business days of the following:

- Certain misconduct, abuse, unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor
- Solicitation or engaging in sexual conduct with a student or minor
- Inappropriate communications with a student or minor
- Failure to maintain appropriate boundaries with a student or minor
- Possession, transfer, sale, or distribution of a controlled substance
- Illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The superintendent is required to report such conduct to SBEC.

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

The principal or director is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days for any of the following:

- Alleged incident of misconduct of abuse or otherwise committed an unlawful act with a student or minor,

- Was involved in or solicited a romantic relationship with a student or minor
- Engaged in inappropriate communications with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

The superintendent is required to report such conduct to TEA.

Dismissal or Nonrenewal of Contract Employees

Policies DF Series, DHB, DPA, DPB

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

The reporting requirements for termination of a contract are the same as those listed above in Resignations/Contract Employees.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or are available online.

Dismissal of Noncontract Employees

Policies DCD, DHC, DPA, DPB

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance. (See *Complaints and Grievances*, page 58.)

The reporting requirements for termination of a noncertified employee are the same as those listed above in Resignations/Noncontract Employees.

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of a felony under Title 5 Penal Code or convicted of or placed on deferred adjudication community supervision for the following:

- An offense requiring the registration as a sex offender
- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful materials to a minor
- Public indecency
- A felony offense involving school property

If the Title 5, Penal Code offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Exit Interviews and Procedures

An exit interview questionnaire will be provided for all employees leaving the district. This provides the district with feedback on the employment experience for the employee. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided with the questionnaire. Separating employees are asked to provide the district with a forwarding address and phone number. All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Reports Concerning Court-Ordered Withholding

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

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

Student Issues

Equal Educational Opportunities

Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Flour Bluff ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to James Crenshaw, Associate Superintendent for Student Services, 2505 Waldron Rd., Corpus Christi, TX, 78418, jcrenshaw@flourbluffschools.net , 361-694-9203, the district Title IX coordinator for students. Questions or concerns about discrimination on the basis of a disability should be directed to Tamara Blair, Director of Curriculum, Instruction, & Accountability 2505 Waldron Rd., Corpus Christi, TX, 78418, schapman@flourbluffschools.net , 361-694-9230, the district ADA/Section 504 coordinator for students. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Student Records

Policy FL

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

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

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

Parent and Student Complaints

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 teacher or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved to their satisfaction should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC, FFAF

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

Dietary Supplements

Policies DH, FFAC

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

Psychotropic Drugs

Policy FFAC

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

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

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

Student Conduct and Discipline

Policies in the FN series and FO series

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

Student Attendance

Policy FEB

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

Bullying

Policy FFI

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

Policy FFI (Local)

Hazing

Policy FNCC

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

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