

2020-2021 Employee Handbook

EXCELLENCE IN EDUCATION

Bishop Consolidated Independent School District

www.bishopcisd.net

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Introduction

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

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. Please remember the Employee Handbook is a living document. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. Policy manuals are located online and are available for employee review during normal working hours.

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Employee handbook receipt

I hereby acknowledge receipt of information pertaining to the Bishop Consolidated Independent School District Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have access to the handbook in electronic format on the district/school website.

Handbook is available at www.bishopcisd.net and in each campus principal's office.

_____ ***I will access 2020-2021 Employee Handbook in electronic format and accept responsibility for accessing according to the instructions provided.***

_____ ***I choose to receive a hard copy of the 2020-2021 Employee Handbook.***

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes. A complete listing of both legal and local policies may be found on the Policy Online website:

www.tasb.org/policy/pol/private/178902/

In addition, both sexual harassment and blood-borne pathogen worksheets may be found in this manual and will be covered in greater detail during campus staff meetings scheduled during the first six weeks of the school year.

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

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Payroll Clerk at Extension 245 if I have questions or concerns or need further explanation.

Name _____ Campus/Department _____

Signature

Date

Note: You have been given two copies of this form. Please sign and date one and keep it. Sign and date the other copy and forward it to Central Administration Sandy Rose.

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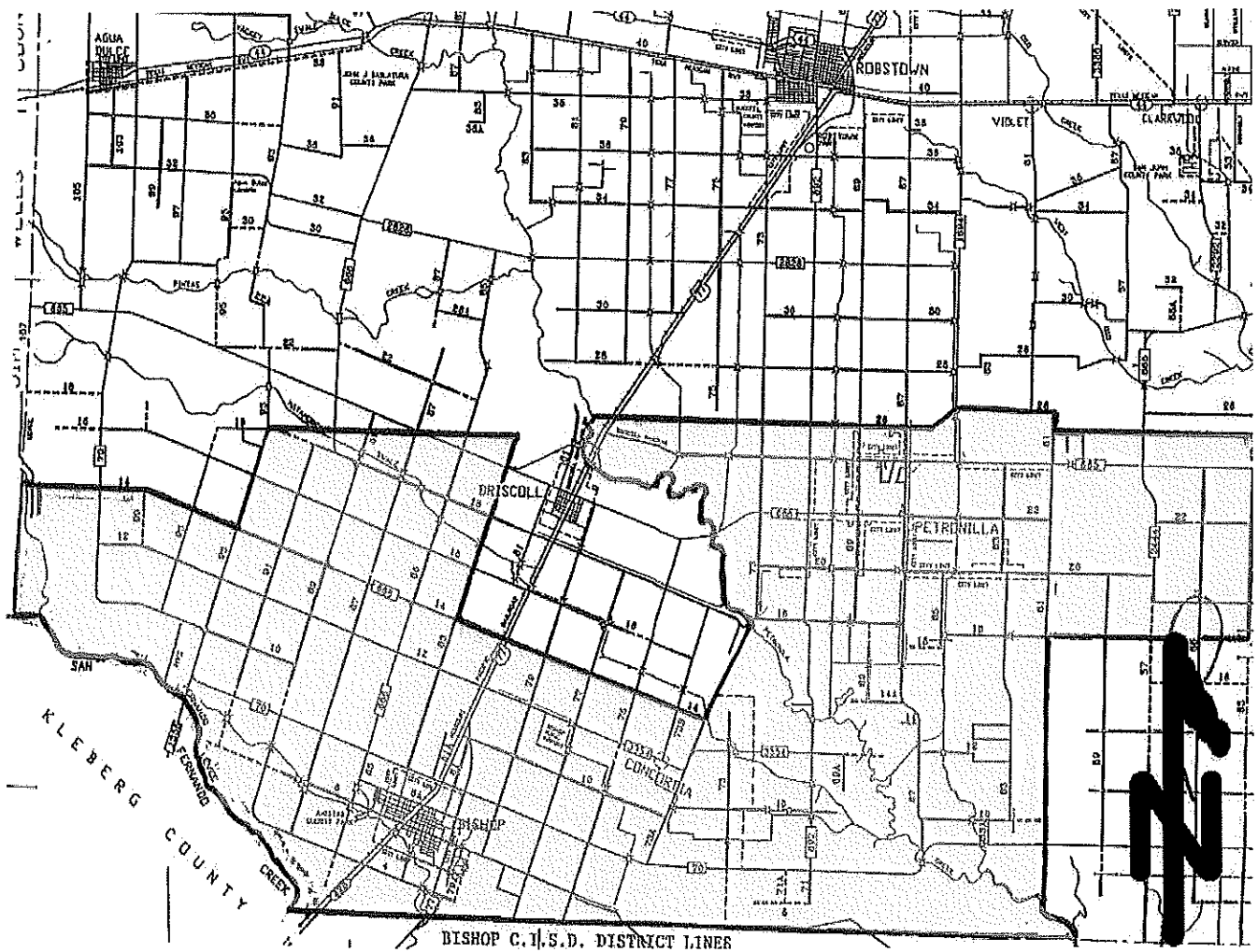
District information

Description of the district

Bishop CISD is an independent school system serving 177 square mile radius including the community of Petronila.

The enrollment of approximately 1502 students is served by Petronila Elementary (EC through 5th grade), Bishop Primary (EC through 2nd grade), Bishop Elementary (3rd grade through 5th grade), Luehrs Junior High (6th grade through 8th grade), and Bishop High (9th grade through 12th grade).

District map



VISION - Equity and Excellence for a Changing Future

MISSION - Our mission is to empower all to acquire knowledge and develop the skills and work habits to be responsible community members.

BELIEFS

We believe:

- that educating all to be productive in a changing future requires an excellent educational system characterized by quality, equity, and accountability.
- that all members of the educational community possess:
 - o strong character
 - o self motivation
 - o nurturing traits
 - o respect for one-self and others
 - o the ability to maintain and/or strengthen relationships
 - o the desire and ability to seek opportunities
 - o lifelong learning skills
 - o the shared philosophy of parents/guardians being our students' first and best teachers
- in positive, open communication

DISTRICT GOALS 2020-2021

1. Bishop CISD will meet the educational needs of every student by continually addressing instruction and learning so all students can reach their education potential.

Objective One: By the end of the 2020-2021 school year, core academic subjects that are tested will exceed state standards by 5% as measured by the STAAR assessments

Objective Two: By the end of the 2020-2021 school year, Bishop CISD will attain at least two distinctions per campus as reflected on the School Report Card.

2. Bishop CISD will attract, retain, develop and evaluate high-quality personnel to ensure all staff are held accountable and receive the support necessary to achieve our mission and district aims.

Objective One: By the end of the 2020-2021 school year, Bishop CISD will retain 95% of teachers designated as "exceptional" by establishing a school climate that grows and supports the instructional efforts of those teachers.

Objective Two: By the end of the 2020-2021 school year, Bishop CISD will cultivate and improve all certified staff members and will increase their _____ score by a minimum of 10 points.

3. Bishop CISD will effectively manage all district resources to maximize the educational resources available for students.

Objective One: By the end of the 2020-2021 school year, the district will increase the fund balance by a minimum of \$100,000 as reflected by our end of the year audit as a result of working with a lower ADA projection.

Objective Two: By the end of the 2020-2021 school year, Bishop CISD will strive to reach a daily attendance of 96% in an effort to increase state revenue.

Board of trustees

Policies BA, BAA, BBA, BBB, BBE, BBF, BE, BEC, BED www.tasb.org/polic/ypol/private/178902/

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 law and regulations.

The board of trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Trustees are elected by place and serve 3-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Current board members include:

- Marc Morales, President
- Dawn Cavanaugh, Vice President
- Yolanda Cruz , Secretary
- Lee Davila, Member
- Rosie Elizondo, Member
- Jeanette Gonzalez, Member
- Jennifer Ruiz, Member

The board usually meets the fourth Monday of each month at 6:30 p.m. in the Bishop Consolidated Independent School District Board Room located at 719 East Sixth Street, Bishop. In the event that large attendance is anticipated, the board may meet at the Luehrs Junior High School Badger Den located at 717 East Sixth Street Bishop. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at 719 East Sixth Street in Bishop at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-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 to consult with attorneys regarding pending litigation.

Administration

Christina Gutierrez, Superintendent

Dr. Eden Hernandez, Assistant Superintendent

Manuel Tamez, Director of Finance and Related Services

Cindy McBryde, Business Manager

Campus Principals

Dr. Andrea Kuyatt

Bishop High School Principal

CTE Director/Federal Programs

Claudia Esquivel

Bishop High School Assistant Principal

Debra Garcia

Bishop High School Assistant Principal

Ray Garza

Luehrs Junior High School Principal

Alternative Education Program

Yvette Rodriguez

Luehrs Junior High School Assistant Principal

Rosalinda Trevino

Bishop Elementary School Principal

Emily Salazar

Bishop Primary School Principal

Rick Gutierrez

Petronila Elementary School Principal

George Luna

Athletic Director

Charlie Farek

Maintenance/Transportation

Sheri Hayes

Director of Information & Instructional Technology

Joe Garcia

Director of Network Services



Bishop CISD

Where Badger Pride Never Dies

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School Board approved 4-27-2020
Amended 8-10-2020

Bishop CISD 2020-2021 Official District Calendar

- ☐ Holidays
- ↑ Staff Development
- Teacher Work Days
- ★ STAAR Testing

First Day of School - August 31, 2020
Last Day of School - May 21, 2021
Total Instruction Days - 160 days
First Semester - 73 days
1st nine wks - 33 days
2nd nine wks - 40 days
Second Semester - 87 days
3rd nine wks - 43 days
4th nine wks - 44 days

STAAR Testing

Dec 8 STAAR English I; Dec 10 STAAR English II
Dec 9 - 11 STAAR Alg 1 & Biology & US History
Apr 6 STAAR 4&7 Writing; 6&8 Math; Eng I
Apr 7 STAAR 6&8 Reading
Apr 8 STAAR English II
May 4 - 7 STAAR Alg 1 & Biology & US History
May 6 STAAR 8 Science
May 7 STAAR 8 Social Studies
May 11 STAAR 3, 4, 6, 7 Math; 5&8 Math Retest
May 11 STAAR Eng III
May 12 STAAR 3, 4, 6, 7 Reading
May 13 STAAR 6 Science; Alg II
June 22 - 25 STAAR Alg 1 & Biology & US History
June 22 STAAR 6&8 Math Retest; English I
June 23 STAAR 6&8 Reading Retest
June 24 STAAR English II

Operational Minutes

Petronila Elementary - 76,800 minutes
Bishop Elementary & Primary - 76,800 minutes
Bishop High School & Jr High - 76,800 minutes

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CENTRAL ADMINISTRATION 584-3591 Fax: 584-3147			BISHOP HIGH SCHOOL 584-2547 Fax: 584-3593		
Name	Title	Ext.	Name	Title	Ext.
Gutierrez, Christina	Superintendent	221	Kuyatt, Andi	Principal	307
Hernandez, Dr. Eden	Asst. Superintendent	222	Esquivel, Claudia	Assistant Principal	304
Tamez, Manuel	Director of Finance	220	Garcia, Debra	Assistant Principal	302
McBryde, Cindy	Business Manager	208	Campus Police Officer		327
Barrington, Shirley	Teacher Mentor	205	Garza, Norma	Secretary to Principal	306
Flores, Susan	PEIMS Coordinator	224	Albus, Amy	Athletic Clerk	323
Hayes, Sheri	Dir. Of Technology	207	Athletic Depart. /Boys	Coach's Office	319
Olvera, Lourdes	Business Office Secretary	200		Nurse	312
Rogers, Denise	Payroll	245	Beltran, Ruth	Cafeteria Manager	328
Rose, Sandy	Administrative Assistant	260	Crisman, Elizabeth	CTE/SPED Secretary	309
Salinas, Estela	Accounts Payable	252	Garcia, Joe Harvey	Counselor	324
Scott, Elsa	Attendance	201	Lopez, Mary Alice	Front Desk Secretary	301
Smith, Tracy	ELA/SS Coordinator	219	Luna, George	Athletic Director	320
	Empty Office by Manuel	254	Luna, Sherry	Girl's Coordinator	321
SPECIAL PROGRAMS			Main Conference Room		308
Gaona, Jessica	Coordinator	266	Martinez, Desiree	College Advisor	305
Garcia, Synphorose	Diagnostician/Counselor	237	Meeting Room	Room # 301	318
Trice, Jennifer	Diagnostician	223	Moctezuma, Bud	Special Education	322
Corona, Raquel	RTI/Behavior/Transition	410	North Workroom	Room # 215	331
FOOD SERVICES			Sholtis, Arthur	Band Director	317
Delgado, Rachel	Director	426	Student Phone		303
Jimenez, Vilma	Kitchen Manager	427	South Workroom		330
Lopez, Sarita	Secretary	436	Vera, Magda	Library	313
TECHNOLOGY			Vilches, Nelda	Counselor	337
Garcia, Joe	Dir. Of Network Mgmt.	210			
Davila, Connie	Technology Specialist	210			
MAINTENANCE/TRANSPORT 584-7039 FAX: 584-2581			BISHOP ELEMENTARY 584-3571 FAX : 584-3572		
Farek, Charlie	Director	625	Trevino, Rosie	Principal	532
Tijerina, Belinda	Secretary	630	Lopez, Rachel	Secretary to Principal	501
PETRONILA ELEMENTARY 387-2834 FAX: 584-3880			Chumbley, Sarah	Counselor	558
Gutierrez, Rick	Principal	705	Diaz, Gail	Special Education	559
Valdez, Brandie	Secretary to Principal	701	Gonzales, Christy	Library	569
Clarke, Debra	Nurse	703		Conference Room	527
Palacios, Lourdes	Cafeteria	709		Staff Lounge	513
Perez, Betty	Library	710	Shifferly, Carol	Nurse	503
	Staff Lounge/Com Lab	708/712	LUEHRS JUNIOR HIGH SCHOOL 584-3576 FAX: 584-3592		
BISHOP PRIMARY SCHOOL 584-2434 FAX: 584-7600			Garza, Ray	Principal	442
Salazar, Emily	Principal	610	Rodriguez, Yvette	Assistant Principal	439
Clarke, Nancy	Secretary to Principal	601	Guerra, Roxanne	Secretary to Principal	401
Gonzalez, Tina	Library	604	Cano, Karlene	Counselor	447
Griffith, Christine	Counselor	620	Pineda, Glenda	Library	
Harris, Michelle	Life Skills	613	Alvarado, Adam	Special Education	421
Clarke, Debra	Nurse	608	Pruneda, Katherine	ISS/DAEP	422
Barrientes, Yolanda	Cafeteria	618	Sholtis, Arthur	Band Office	456
	Copy Room by Office	605	Student Phone	Office	402
	Speech	621		Nurse	478

Updated 8/12/20

Employment

Equal employment opportunity

Policy DAA www.tasb.org/policy/pol/private/178902/

The Bishop Consolidated Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination on the basis of race, color, religion, sex, national origin, age, or military status should contact the superintendent, the district's Title IX Coordinator. Employees with questions or concerns about discrimination on the basis of a disability should contact the superintendent, the district's Title IX Coordinator.

Fingerprinting

Senate Bill 9 (SB 9) also known as the "Fingerprinting Bill" was passed by the 80th Legislature and signed into law by Governor Perry on June 15, 2007. SB 9 authorizes and requires greatly expanded criminal history information reviews for most classes of educators and school employees, including national criminal history background checks based on the submission of fingerprints for all certified and currently employed educators, as well as all substitute teachers, whether or not certified, by September 1, 2011, certain charter school employees, and all non-certified school employees hired after January 1, 2008.

Job vacancy announcements

Policy DC www.tasb.org/policy/pol/private/178902/

Announcements of job vacancies by position and location can be found on the district's Web site along with the applications.

Contract and non-contract employment

Policies DC, DCA, DCB, DCC, DCD, DCE www.tasb.org/policy/pol/private/178902/

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

Probationary contracts. Full-time 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 at least a two-year lapse in district employment also may be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the district may not exceed one school year. For those with less experience, the

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

Term and continuing contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term or continuing contracts after they have successfully completed the probationary period. Teachers employed before 1996-1997 school year are employed by continuing contract. Teachers employed after that date are employed by term contracts. Campus principals and central office administrators are employed under 1, 2, or 3 year term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract and employment policies.

Non-certified professional and administrative employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed by a one-year contract that is not subject to the procedures 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.

Searches and alcohol and drug testing

Policy DHE www.tasb.org/policy/pol/private/178902/

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

Employees required to have a commercial driver's license. Any employee who is required to have a commercial driver's license (CDL) is subject to drug and alcohol testing. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving.

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

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

the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the Maintenance/Transportation Director at (361) 584-7039.

First Aid and CPR Certification

Head marching band directors, head coaches, or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or University Interscholastic League (UIL) must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification.

Reassignments and transfers

Policy DK www.tasb.org/policy/pol/private/178902/

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local). www.tasb.org/policy/pol/private/178902/

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

Workload and work schedules

Policy DL www.tasb.org/policy/pol/private/178902/

Professional employees. Professional and administrative employees 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 required days of service and scheduled holidays will be distributed each school year.

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

Paraprofessional and auxiliary employees. Support employees are employed at will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

Notification of parents regarding qualifications

Policies DK, EHBD www.tasb.org/policy/pol/private/178902/

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

Texas law also requires that parents be notified if their child is assigned for more than 30 consecutive days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals serving with an emergency permit (including individuals waiting to take the EXCET exam) or individuals who do not hold any certificate or permit. No later than the 30th instructional day after the date of assignment the superintendent or designee will send a written notice to parents. Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status can call superintendent's office, ext. 222.

Performance Evaluation

Policy DN, DNA, DNB www.tasb.org/policy/pol/private/178902/

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

Employee involvement

Policy BQA, BQB www.tasb.org/policy/pol/private/178902/

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

Staff development

Policy DMA www.tasb.org/policy/pol/private/178902/

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

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

Compensation and benefits

Salaries, wages, and stipends

Policy DEA www.tasb.org/policy/pol/private/178902/

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

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors 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 the superintendent's office or the payroll office at ext. 245 for more information about the district's pay schedules or their own pay.

Paychecks

All professional and salaried employees are paid once a month on or before the 15th of the month. Hourly employees are paid on the 15th and the last day of the month. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

The payroll calendars for the 2020–2021 school year are as follows:

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BISHOP CONSOLIDATED I.S.D.
Monthly Payroll Calendar
2020-2021

Time Cards/Absent From Duty Forms/Sub Sheets/Extra Duty Sheets (if applicable)

***Fill out completely for each pay period.**

***Give to supervisor at the end of each week.**

***Supervisor will turn in Time Cards by noon on Monday of each week. Absent from Duty Forms/Sub Sheets/Extra Duty Sheets to Central Office by the FIRST of each month.**

***Check with supervisor if any questions.**

Any Time Cards or Sub Sheets that are missing as of the FIRST of each month will be paid on the following pay date.

PAY DATES

September 15, 2020

October 15, 2020

November 13, 2020

December 15, 2020

***January 15, 2021 (see below)**

February 12, 2021

March 15, 2021

April 15, 2021

May 14, 2021

June 15, 2021

July 15, 2021

August 13, 2021

***December payroll paperwork (pay date/Jan. 15, 2021) is due to Central Office by December 18, 2020.**

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BISHOP CONSOLIDATED I.S.D.

260 Day

Payroll Calendar

2020-2021

Time Cards

- *Fill out completely for each pay period.
- *Give to supervisor at the end of each week.
- *Supervisor will turn in cards to Central Office by noon on Monday of each week.
- *Check with supervisor if any questions.

Any time cards turned in after the Monday deadline to Central Office will be paid on the following pay date.

PAY PERIOD

<u>Beginning Date</u>	<u>Ending Date</u>	<u>Pay Date</u>
August 17, 2020	August 30, 2020	September 15, 2020
August 31, 2020	September 13, 2020	September 30, 2020
September 14, 2020	September 27, 2020	October 15, 2020
September 28, 2020	October 11, 2020	October 30, 2020
October 12, 2020	October 25, 2020	November 13, 2020
October 26, 2020	November 8, 2020	November 30, 2020
November 9, 2020	November 29, 2020(3)	December 15, 2020
November 30, 2020	December 13, 2020	December 30, 2020
December 14, 2020	December 27, 2020	January 15, 2021
December 28, 2020	January 10, 2021	January 29, 2021
January 11, 2021	January 24, 2021	February 12, 2021
January 25, 2021	February 7, 2021	February 26, 2021
February 8, 2021	February 21, 2021	March 15, 2021
February 22, 2021	March 14, 2021(3)	March 31, 2021
March 15, 2021	March 28, 2021	April 15, 2021
March 29, 2021	April 11, 2021	April 30, 2021
April 12, 2021	April 25, 2021	May 14, 2021
April 26, 2021	May 9, 2021	May 28, 2021
May 10, 2021	May 30, 2021(3)	June 15, 2021
May 31, 2021	June 13, 2021	June 30, 2021
June 14, 2021	June 27, 2021	July 15, 2021
June 28, 2021	July 11, 2021	July 30, 2021
July 12, 2021	July 25, 2021	August 13, 2021
July 26, 2021	August 15, 2021(3)	August 31, 2021

2021-2022

August 16, 2021	August 29, 2021	September 15, 2021
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Payroll deductions

Automatic payroll deductions for the Teacher Retirement System of Texas (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions also are required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership are subject to Social Security.

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

Overtime compensation

Policy DEA www.tasb.org/policy/pol/private/178902/

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. on Monday and ends at 12:00 midnight on Sunday.

Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

Travel expense reimbursement

Policy DEE www.tasb.org/policy/pol/private/178902/

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For district initiated 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 expenses other than mileage.

Health, dental, and life insurance

Policy CRD www.tasb.org/policy/pol/private/178902/

Group health insurance coverage is available to all employees working at least one-half time. The district contribution to the employee health insurance premium is determined annually by the board of trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all *eligible* employees on the **Benefits Accelerator*** web-site. The employee must be entered on the web-site by the payroll clerk (ext. 245) in order to access the site.

The health insurance plan year is from September 1 through August 31. New employees must complete enrollment forms within the first 10 days of employment or as directed. ***Current employees experiencing a family status change may make changes to their insurance; however, the change must occur within thirty (30) days after the qualifying event.*** Employees should contact payroll office, ext. 245 for more information.

* **Benefits Accelerator** is an internet based system for enrollment in the district cafeteria plan.

Supplemental insurance benefits

Policy CRG www.tasb.org/policy/pol/private/178902/

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs can be paid by payroll deduction. Employees should contact the payroll office, ext. 245 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 pre-tax basis (i.e., accidental death and dismemberment, cancer, dread disease, dental, and vision). 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 www.tasb.org/policy/pol/private/178902/

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

All work-related accidents or injuries should be reported immediately to your supervisor. 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* Policy CRE for information.

Unemployment compensation insurance

Policy CRF www.tasb.org/policy/pol/private/178902/

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the payroll office (ext. 245).

Teacher retirement

All personnel employed on a regular basis for at least one-half of the normal work schedule are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days in a school year are eligible for TRS membership and may purchase a year of creditable service. TRS provides members with an annual statement of their account as of August 31.

Employees who plan to retire under TRS should notify TRS as soon as possible 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.state.tx.us).

Children of non-resident full-time employees may attend District schools tuition-free upon completion of appropriate documents in the Attendance Office (ext. 201).

Leaves and absences

Policy DEC www.tasb.org/policy/pol/private/178902/

Please see Policy DEC Legal and DEC Local in regard to the following issues:

Personal leave

Sick leave

Local leave

Temporary disability

Family and medical leave

Contact payroll office (ext. 245) for details on eligibility, requirements, and limitations.

Workers' compensation benefits

Assault leave

Bereavement leave

Jury duty

Other court appearances

Military leave

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, and through special events and activities.

District communications

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

Complaints and grievances

Policy DGBA www.tasb.org/policy/pol/private/178902/

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 process that all employees must follow. 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.

Employee conduct and welfare

Standards of conduct

Policy DH www.tasb.org/policy/pol/private/178902/

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.
- 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 may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the superintendent first learns of the incident.

The *Code of Ethics and Standard Practices for Texas Educators*, adopted by the State Board for Educator Certification, which all district employees must adhere is reprinted in the policy section of this manual.

Harassment

Policies DH www.tasb.org/policy/pol/private/178902/

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

Employees who believe they have been harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal or supervisor is the subject of a complaint, the employee should report the complaint directly to the superintendent.

The district's policy that includes definitions and procedures for reporting and investigating harassment is reprinted below:

Harassment of students

Policies DH, FFG www.tasb.org/policy/pol/private/178902/

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

The district's policy that includes definitions and procedures for reporting and investigating harassment can be found in the policy section of the handbook.

Drug-abuse prevention

Policies DH, DI www.tasb.org/policy/pol/private/178902/

Bishop Consolidated ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. 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.

Reporting suspected child abuse

Policy DG, DH, FFG, GRA www.tasb.org/policy/pol/private/178902/

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to the campus principal or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report.

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

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

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

Fraud and financial impropriety

Policy DG www.tasb.org/policy/pol/private/178902/

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, 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
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the district

Conflict of interest

Policy BBFA, DBD www.tasb.org/policy/pol/private/178902/

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

- A personal financial interest
- A business interest
- Any other obligation or relationship

An employee with a substantial interest in a business entity or interest in real property must disclose the interest to the district prior to the award of a contract or authorization of payment. This is done by filing an affidavit with the Superintendent. An employee is also considered to have substantial interest if a close family member (e.g., spouse, parent, child, or spouse's parent or child) has a substantial interest.

Gifts and favors

Policy DBD www.tasb.org/policy/pol/private/178902/

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 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.

Associations and political activities

Policy DGA www.tasb.org/policy/pol/private/178902/

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.

Safety

Policy CK www.tasb.org/policy/pol/private/178902/

Employees with questions or concerns relating to safety programs and issues can contact the Superintendent.

Tobacco use

Policies DH, GKA, FNCD www.tasb.org/policy/pol/private/178902/

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

Employee arrests and convictions

Policy DH www.tasb.org/policy/pol/private/178902/

An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of or receives deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within three days of the event. Moral turpitude includes, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Drug- or alcohol-related offenses
- Acts constituting abuse under the Texas Family Code

Possession of firearms and weapons

Policies FNCG, GKA www.tasb.org/policy/pol/private/178902/

Employees, visitors, and students 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. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisors or call Christina Gutierrez at Ext. 221 or Eden Hernandez at Ext. 222 immediately.

Visitors in the workplace

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.

Copyrighted materials

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Renting videotapes are to be used in the classroom for educational purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

Computer use and data management

Policy CQ www.tasb.org/policy/pol/private/178902/

The district's electronic communications systems, including network access to the Internet, is primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

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

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

Employees and students who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the technology department ext. 207 or 210.

Asbestos management plan

Policy CKA www.tasb.org/policy/pol/private/178902/

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

Pest control treatment

Policy DI, CLB www.tasb.org/policy/pol/private/178902/

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 posted or made available. Pest control information sheets are available from campus principals or facility managers upon request.

General procedures

Bad weather closing

Policy CKC www.tasb.org/policy/pol/private/178902/

The Superintendent shall have the authority to dismiss school for a portion of a day or for longer periods of time, if necessary, in case of unusual or emergency situations. In the event such actions require the alteration of the annual school calendar, the Superintendent shall prepare recommendations to the Board for approval as soon as practicable.

Emergencies

Policy CKC www.tasb.org/policy/pol/private/178902/

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

Purchasing procedures

Policy CH www.tasb.org/policy/pol/private/178902/

All requests for purchases must be submitted to the accounts payable department on an official district purchase order (PO) form with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact accounts payable (ext. 252) for additional information on purchasing procedures.

Name and address changes

It is important that employment records be kept up to date. Employees must notify the payroll office (ext. 245) if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary.

Personnel records

Policy GBA www.tasb.org/policy/pol/private/178902/

Building use

Policy GKD www.tasb.org/policy/pol/private/178902/

The board desires to permit and encourage the fullest use of all school facilities in a manner that will serve the needs of the school first and other segments of the community second. Arrangements for school functions shall be made through the appropriate campus principal who will be present or represented by responsible teachers. Requests for use of school facilities by non-school individuals or groups shall be submitted to the principal.

The principal shall ensure adequate supervision of activities including security if deemed appropriate. The cost of supervision and/or security shall be included in the fee schedule.

Termination of employment

Resignations

Policy DFE www.tasb.org/policy/pol/private/178902/

Dismissal or nonrenewal of contract employees

Policies DFAA www.tasb.org/policy/pol/private/178902/

Policy DFAB www.tasb.org/policy/pol/private/178902/

Policy DFBA www.tasb.org/policy/pol/private/178902/

Policy DFBB www.tasb.org/policy/pol/private/178902/

Policy DFCA www.tasb.org/policy/pol/private/178902/

Policy DFD www.tasb.org/policy/pol/private/178902/

Policy DFF www.tasb.org/policy/pol/private/178902/

Dismissal of non-contract employees

Policy DCD www.tasb.org/policy/pol/private/178902/

Exit interviews and procedures

Policy D www.tasb.org/policy/pol/private/178902/

An exit interview shall be conducted and a termination report prepared, if possible, for every employee who leaves employment with the District. These interviews shall be conducted in accordance with administrative procedures.

All district keys, books, property, and equipment must be returned upon separation from employment. The district may withhold the cost of any unreturned items from the final paycheck.

Reports to State Board for Educator Certification

Policy DF www.tasb.org/policy/pol/private/178902/

Student issues

Equal educational opportunities

Policy FB www.tasb.org/policy/pol/private/178902/

The Bishop Consolidated ISD does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students on any of the bases listed above should be directed to the superintendent

Student records

Policy FL www.tasb.org/policy/pol/private/178902/

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 of a minor or of a student who is a dependent for tax purposes. The student (if 18 or older or attending an institution of postsecondary education) 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 www.tasb.org/policy/pol/private/178902/

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

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

Administering medication to students

Policy FFA [Cwww.tasb.org/policy/pol/private/178902/](http://www.tasb.org/policy/pol/private/178902/)

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

Dietary supplements

Policy DH, FFAC www.tasb.org/policy/pol/private/178902/

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 www.tasb.org/policy/pol/private/178902/

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 discipline

Policies in the FN series and FO series www.tasb.org/policy/pol/private/178902/

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 FDD www.tasb.org/policy/pol/private/178902/

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

When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. All absences (including verbal absence notification by parents) require written excuses within three (3) days of the absence. If an excuse is NOT received within the time limit allowed, the absence will be considered an UNEXCUSED absence.

These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Hazing

Policy FNCC, FO www.tasb.org/policy/pol/private/178902/

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, 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 discipline person.

GRIEVANCES AND COMPLAINTS

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GRIEVANCES AND COMPLAINTS

Introduction

Procedures

Responding to Grievances

Documentation

Sexual Harassment Complaints

SBEC Disciplinary Proceedings

Introduction

The Texas Constitution (article 1, sec. 27) and Texas Government Code (§617.005) require government entities to provide employees with an opportunity to have their complaints and concerns heard by those in positions of authority. In school districts, administrators and school boards are the persons with authority to hear those grievances.

Grievance Defined. A grievance is a complaint (expression of dissatisfaction) concerning an employee's wages, hours of employment, or conditions of work (Tex. Gov't. Code §617.005). This definition has been construed broadly by the Attorney General to include the following:

- Evaluations
- Salary disputes
- Grading policies
- Sick leave
- Any other matter which is appropriate for communications from employees to their employer concerning an aspect of the relationship.

Procedures

There are no procedures specified by statute for employee grievances. Procedures are specified in district policies and must allow employees to present a grievance to someone in authority. State law guarantees a complaining employee the right to be represented at any level of the grievance by a representative that does not claim the right to strike. District policies usually specify a three-part process designed to resolve complaints quickly at the lowest possible level. The following are levels typically outlined in local policy:

- Level I-Conference with immediate supervisor
- Level II-Opportunity to appeal to the next highest level in the district administrative hierarchy (e.g., superintendent or designee)
- Level III-Presentation of the complaint before the board of trustees.

GRIEVANCES AND COMPLAINTS

If an employee is not satisfied with the outcome, he or she may appeal a board's decision to the Commissioner of Education under Texas Education Code (TEC) §7.057.

Responding to Grievances

District grievance procedures need only allow the employee to present concerns to someone in authority. There is no guarantee of a specific outcome. Basically, the person or board hearing a complaint is required to "stop, look, and listen", and nothing more. Practical steps that supervisor and administrators can follow when responding to grievances include the following:

- Observe local policy (Policy DGBA).
- Follow required deadlines and ensure the grievance is timely.
- Give all employees access to the grievance procedures and treat grievances consistently.
- Act professionally and in a business-like manner.
- Tape record or make a transcript of all board-level complaints.
- Be aware that all notes taken are disclosable under the Texas Public Information Act.
- Confine the presentation to issues brought up at lower levels. Do not permit new or expanded grievances halfway through the process.
- Dispose of the grievance at the lowest level.
- Consult legal counsel regularly throughout the process.
- If the grievance has merit, take steps to remedy it.

Although there are no requirements to do anything more than hear and consider the grievance, the following actions may occur (particularly at Level III):

- Deny the grievance---Under most school district grievance policies, taking no action upholds the lower-level decision
- Grant the grievance---Reverse the lower-level decision
- Grant in part and deny in part---Modifying the lower level decision
- Take no action---uphold the lower level decision

Timelines. Strict time limits are specified in policy and the complaining employee and the administration must comply unless both parties agree to extend them. Other components that must be a part of the grievance process include the following:

- All complaints arising out of an event or related series of events must be addressed in one complaint.
- Employee may be represented at any level of the process by an attorney or any other person or organization that does not claim the right to strike.

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GRIEVANCES AND COMPLAINTS

- A record of any board proceedings must be made (e.g., audio or video tape recording, transcripts of the hearing)
- Documentation should be included in the local record (e.g., copies of relevant policies, completed grievance form, other documents, etc.)

Documentation

Although there is no legal requirements that grievances be presented in written form, most districts require employees to fill out forms stating their complaint in writing and to detail the remedy sought. Complaint forms help decision makers control the scope of complaints. as they move through the chain of command. To assist districts in processing employee complaints the following forms are available in the *Member Library*:

- *Employee Complaint Form---Level I*
- *Supervisor/Administrator Report of Level I Conference*
- *Notice of Appeal To Level II*
- *Notice of Appeal to the Board---Level III*

Sexual Harassment Complaints

Procedures for complaints regarding sexual harassment by supervisors and other employees are handled differently than other complaints. In most districts these are handled under an employee complaint policy designed specifically for sexual harassment complaints. An employee is not required to present his or her grievance at Level I or II if the supervisor is the subject of the complaint. In addition, time lines for filing sexual harassment complaints are usually waived for an employee making an allegation of sexual harassment against another employee (See, *Sexual Harassment between Employees* in the *Member Library* for additional information).

SBEC Disciplinary Proceedings

Any person may file a complaint against an educator with the State Board for Educator Certification (SBEC) for alleged criminal misconduct or a violation of a principle or standard of the Code of Ethics and Standard Practices for Texas Educators. Employees of the district who are subject to sanctions by SBEC include the following:

- Certified educators (e.g., teachers, librarians, counselors, educational diagnosticians, administrators, and paraprofessionals),
- Applicants for certification
- Examinees taking certification exams
- Persons erroneously issued an educator's certificate

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GRIEVANCES AND COMPLAINTS

Required Reports. Superintendents are required to report specific information to SBEC including reported criminal history of an applicant for or holder of a certificate or permit issued by SBEC (e.g., information about arrest, indictment, prosecution, conviction, or other disposition by the criminal justice system, including probation and deferred adjudication) and educator misconduct that results in termination or resignation (§19 TAC 249.14).

Information must be reported to SBEC not later than seven calendar days after the superintendent first became aware of the reported criminal history or termination or resignation based on specific acts of misconduct (See, *Termination of Contract Employees*, "[Notice to the State Board for Educator Certification](#)" for additional information). Failure to report the required information may result in possible sanctions including reprimand, suspension, or revocation of a superintendent's certificate.

The following information must be included in the superintendent's report:

- Summary of the factual circumstances underlying the report
- Name of the individual reported and any aliases
- Reported individual's certificate number, if any, or social security number
- Reported individual's last known mailing address and home and daytime phone numbers

A report must be mailed to SBEC (1001 Trinity, Austin, TX 78701-2603 Phone (512-469-3002) or faxed (512-469-3002).

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This document is provided for educational purposes only and contains legal information to facilitate a general understanding of the law. It is not an exhaustive treatment of the law on this subject nor is it intended to be legal advice. Nothing herein should be relied upon as legal advice in general or in reference to any specific fact situation. As always, it is important for you to consult with your own attorneys to obtain a legal analysis and to apply these legal principles to specific fact situations. ©2003 Texas Association of School Boards, Inc. All rights reserved.

EMPLOYEE COMPLAINTS/GRIEVANCES

LEVEL I

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

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

Please submit this form to the campus principal that it applies to or to the appropriate lowest level of administration. All complaints will be processed in accordance with FNG (LOCAL). www.tasb.org/policy/pol/private/178902/

Employee's Name _____

Position _____ Campus/Department _____

Please state the date of the event or series of events causing the complaint:

Please state your complaint, including the individual harm alleged:

Please state specific facts of which you are aware to support your complaint (list of detail):

Please state the remedy you seek for this complaint.

Employee Signature

Date Submitted

Signature & Date Person Who Received Form

This form must be filed within 15 business days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and with the lowest level administrator who has the authority to remedy the alleged problem.

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**EMPLOYEE COMPLAINTS/GRIEVANCES
LEVEL II**

**This form must be filled out completely by an employee appealing a
Level I decision to the Superintendent or designee in accordance with FNG (LOCAL).**
www.tasb.org/policy/pol/private/178902/

Employee's Name _____

Position _____ Campus/Department _____

To Whom did you last present your complaint?

Date of Conference?

If you will be represented in pursuing your complaint, please identify the individual or organization representing you:

Name _____

Address _____

Telephone: _____

Attach a copy of the original complaint, and if applicable, a copy of the Level I decision being appealed.

Employee Signature

Date Submitted

Signature & Date of Person Who Received Form

**This form must be filed within 10 business days of the date the employee received the
Level I response.**

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**EMPLOYEE COMPLAINTS/GRIEVANCES
LEVEL III - Notice of Appeal to the Board**

This form must be filled out completely by an employee appealing a Level II decision to the School Board in accordance with FNG (LOCAL). www.tasb.org/policy/pol/private/178902/

Employee's Name _____

Position _____ **Campus/Department** _____

To Whom did you last present your complaint?

Date of Conference?

If you will be represented in pursuing your complaint, please identify the individual or organization representing you:

Name: _____

Address: _____

Telephone: _____

Attach a copy of the original complaint, and if applicable, a copy of the Level II decision being appealed.

Employee Signature

Date Submitted

Signature & Date of Person Who Received Form

This form must be filed within 10 business days of the date the employee received the Level II response.

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Bishop CISD Student/Employee Responsible Use Policy

Technological resources are an important component in the management, communication, curriculum, and instruction of BCISD. District students and employees may be provided a variety of technology resources including, but not limited to the following: desktop computers, cell phones, tablets, laptops, mifi devices, interactive devices, software, and web-based programs. All electronic devices and programs should be used in a safe, responsible, and legal manner with the purpose of promoting educational excellence in BCISD.

The use of all BCISD technology resources, including access to the Internet, is a privilege provided by the district. All users of BCISD technology equipment, software, programs and the Internet are expected to be responsible for their own appropriate behavior and communication at all times. All users are expected to abide by the generally accepted rules of network etiquette. General student standards are outlined in the BCISD Code of Conduct and the respective school Code of Conduct. General employee standards are outlined in the BCISD Employee Handbook. Users choosing not to abide by the Employee/ Student Code of Conduct may have their Internet privileges and/or use of BCISD equipment and programs revoked for a specified period of time as deemed appropriate by district/campus administration.

All BCISD employees are provided with a district email address. This should be used for effective communication in an educational environment. Some students may also be provided with district email accounts. Those who are provided with a district sponsored email address are expected to be responsible at all times for the proper use, integrity and security of their account. If there are concerns regarding the content of an electronic communication, the employee/student is expected to immediately notify campus administration. The BCISD network/Internet and email is not private. Users activities and data are subject to monitoring by BCISD administrators at any time. Be advised that all district electronic communications are subject to state and federal laws.

The BCISD network is filtered and monitored according to the Children's Internet Protection Act (CIPA) requirements; however, it is impossible to guarantee there will never be objectionable material in a global network. Any attempt to circumvent the BCISD Internet filter is strictly prohibited. BCISD will strive to maintain an educational and safe network environment for all users. No right of privacy exists in the use of technological resources on the BCISD network. Users should never assume that files or communications stored, accessed, downloaded, or transmitted using district resources will be private.

At grades 6-12, parents may sign a separate BYOD agreement. This will allow the opportunity for a student to use his/her own personal device as directed by the classroom teacher and/or campus administration. The parents must be aware that the possibility of access to inappropriate material exists if the student uses a network other than BCISD. The parent must take an active role in monitoring the student's use of his/her personal device. BCISD assumes no responsibility for charges incurred on the student's device.

Employees and students are expected to obey and enforce copyright laws at all times. Students are prohibited from posting to social networking sites while on any district campus during regular school hours.

Any violation of the Bishop CISD Responsible Use Policy will be handled according to the District Employee or Student Handbook. Before using any BCISD technology resources, including Internet privileges, the user must sign the Bishop CISD Responsible Use Policy indicating that they understand and agree to abide by the district regulations.

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CHILD PROTECTIVE SERVICES

Bishop Consolidated Independent School District

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CHILD ABUSE HOTLINE:

1-800-252-5400

OBJECTIVES

- Identify the 8 types of abuse and neglect
- Knowledge of the definitions of the types of abuse and neglect
- Knowledge of the procedures of reporting suspected child abuse and neglect
- Identify the characteristics and behaviors of a child who may be abused or neglected

TYPES OF ABUSE AND NEGLECT

- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Abandonment
- Medical Neglect
- Neglectful Supervision
- Physical Neglect
- Refusal to Assume Parental Responsibility

Appendix 2131 Guidelines for Decision Making at Intake

These lists are not intended to be exhaustive.

ABANDONMENT

The leaving of a child in a situation where the child would be exposed to a substantial risk of physical or mental harm, without arranging for necessary care for the child, and a demonstration of an intent not to return by a parent, guardian, or managing or possessory conservator of the child.

SITUATIONAL FACTORS TO CONSIDER IN DECISION MAKING

Age of child
Location of other parent or caretaker
History/ability of caretaker
Time lapse since last contact with parent
Child has a mental, physical or medical disability

EMOTIONAL ABUSE

- mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning.
- causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development, or psychological functioning;
- the current use by a person of a controlled substance as defined by Chapter 481, Health and Safety Code, in a manner or the extent that the use results in (physical), mental, or emotional injury to a child;

SITUATIONAL FACTORS TO CONSIDER IN DECISION MAKING

Rarely occurs in isolation, usually combined with other allegations
Statement of impact from medical or clinical professional
Presence of age appropriate reaction of life crisis
Behavior of parent/caretaker
Specificity of information provided
Child's ability to deal with or overcome situations.
Presence or absence of measurable and severe detrimental effects on a child
Child has a mental, physical or medical disability

MEDICAL NEGLECT

- the failure to seek, obtain, or follow through with medical care for the child, with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of the child;

SITUATIONAL FACTORS TO CONSIDER IN DECISION MAKING

Age of child
Duration of condition
Severity of condition
Child's ability to care for self

Impact of non-treatment
Knowledge of parent about source and type of treatment needed
Parents' religious beliefs with regard to intervention
Statement of need from medical profession
Child has a mental, physical, or medical disability

NEGLECTFUL SUPERVISION

- placing the child in or failing to remove the child from a situation that a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities and that results in bodily injury or substantial risk of immediate harm to the child;
- placing a child in or failing to remove the child from a situation in which the child would be exposed to a substantial risk of sexual conduct harmful to the child.

SITUATIONAL FACTORS TO CONSIDER IN DECISION MAKING

Age of child
Child's emotional state
Deliberateness of inattention
Maturity, capability of child
Overall safety of surrounding
Frequency of parent's inattention
Child's ability to respond to crisis
Number of children left unsupervised
Accessibility to other responsible adults
Child's knowledge of parent's whereabouts
Length of time left alone, unattended
A bodily injury or substantial risk of immediate harm has already occurred
Behavior, activity child engages in while unsupervised
Arrangements parents have made to ensure child's safety during parent's absence
Child has a mental, physical, or medical disability.

PHYSICAL ABUSE

- physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including an injury that is at variance with the history or explanation given and excluding an accident, or reasonable discipline by a parent, guardian, or managing or possessory conservator that does not expose the child to a substantial risk of harm;
- failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child;
- the current use by a person of a controlled substance as defined by Chapter 481, Health and Safety Code, in a manner or the extent that the use results in physical, (mental, or emotional) injury to a child; or
- causing, expressly permitting or encouraging the child to use a controlled substance as defined by Chapter 481, Health and Safety Code.

SITUATIONAL FACTORS TO CONSIDER IN DECISION MAKING

Age of child
Type of injury
Degree of injury
Location of injury
Recency of injury
Access of AP to child
Explanation of injury
History of abuse/neglect
Mental or emotional illness
Parents sense of remorse
Likelihood of re-occurrence
Presence of family violence
Mental or emotional illness
Child's ability to protect self
Circumstances surrounding incident
Presence and type of substance abuse
Child has mental, physical, or medical disability

PHYSICAL NEGLECT

- the failure to provide the child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused;

SITUATIONAL FACTORS TO CONSIDER IN DECISION MAKING

Time of year
Weather
Age of child
Effect on child
History with CPS
Child's health
Resources available to family
Mental/emotional functioning of parents/child
Child has a mental, physical, or medical disability

REFUSAL TO ASSUME PARENTAL RESPONSIBILITY

- sexual conduct harmful to a child's mental, emotional, or physical welfare
- failure to make a reasonable effort to prevent sexual conduct harmful to a child
- compelling or encouraging the child to engage in sexual conduct as defined by Section 43.01, Penal Code; or
- causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of the child if the person knew or should have known that the resulting photograph, film, or depiction of the child is obscene as defined by Section 43.21, Penal Code, or pornographic.

SITUATIONAL FACTORS TO CONSIDER IN DECISION MAKING

Date of last incident
Age of children
AP's access to child
Child makes an outcry

Presence of protecting factor
AP with history of sexual victimization
General dynamics of family dysfunction
Child's attitude, behavior when with AP
Child has a mental, physical, or medical disability
Reporter is a medical professional, law enforcement, former victim, or otherwise has direct knowledge of AP's history of abuse

261.101 Persons Required To Report; Time to Report.

- (a) A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by this subchapter.
- (b) If a professional has cause to believe that a child has been abused or neglected or may be abused or neglected or that a child is a victim of an offense under Section 21.11, Penal Code.

The professional shall make a report not later than the 48th hour after the hour the professional first suspects that the child has been or may be abused or neglected or is a victim of an offense under Section 21.11, Penal Code. A professional may not delegate to or rely on another person to make the report. In this subsection, "professional" means an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, employees of a clinic or health care facility that provides reproductive services, juvenile probation officers, and juvenile detention or correctional officers.

- (c) The requirement to report under this section applies without exception to an individual whose personal communications may otherwise be privileged, including an attorney, a member of the clergy, a medical practitioner, a social worker, a mental health professional, and an employee of a clinic or health care facility that provides reproductive services
 - (d) Unless waived in writing by the person making the report, the identity of an individual making a report under this chapter is confidential and may be disclosed only:
 - (1) as provided by Section 261.201; or
 - (2) to a law enforcement officer for the purposes of conducting a criminal investigation of the report.
- History; amended by 76th Legis., Reg. Ses. (1999), HG 1622. H.B., 3838. and S.B. 1368 eff. Sept. 1, 1999

Comment

Texas imposes a broad duty to report child abuse or neglect on all citizens, including professionals. Professionals include juvenile probation, juvenile detention and correctional officers, and the employees of a clinic or other health care facility that dispenses birth control. Even the attorney-client privilege does not exempt a lawyer who learns of abuse from the duty to report, although an attorney who reports abuse may not be required to testify about communications with a client. This requirement has been broadly applied by an attorney general's opinion, DM-458, and the legislature has rejected all efforts to soften or limit the requirement. The identity of the person making the report has been strictly protected, which in some cases forced the department to remove (redact) this information from the documents, even though the identity of the reporter may be known, or the reporter may have no concern about being known to the perpetrator. Subsection (d) now permits a person reporting abuse to waive confidentiality. (C.G.C.)

CHILD ABUSE HOTLINE:

1-800-252-5400

(Revised 8/9/15)

BISHOP CONSOLIDATED INDEPENDENT SCHOOL DISTRICT TABLE OF CONTENTS

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- IX. Procedure for Reporting Injuries and Accidents**
- X. Safety Concerns Reporting Form**

INTRODUCTION TO THE SAFETY AND HEALTH HANDBOOK

It is the policy of Bishop C.I.S.D. to provide a safe and healthy work environment for all employees, visitors and students.

This Safety and Health Handbook has been prepared in an effort to prevent injuries, illnesses, and death from work related causes and minimize losses from accidental occurrences. It is directed toward

the control of all types of hazards encountered in the performance of official duties. It will familiarize you with certain responsibilities you have regarding students.

This safety handbook is part of a continuing program for providing safety information to personnel. We all share in the responsibility for the health and safety of our employees, students, and visitors. Use this handbook as a guide in working safely in your workplace.

PURPOSE

- The purpose of the Safety and Health Handbook is to provide employees with general guidelines for implementing a high quality safety program. It is not an exhaustive source document but rather an approach to safety.
- The handbook brings together information that will assist employees and supervisors carry out their responsibility in ensuring a safe environment for visitors, students, and employees.
- All personnel should read this manual and conduct their work accordingly.

SCOPE

- The information and requirements given in this handbook are applicable to all areas of the school and represent only a general minimum standards. They do not substitute for special operation manuals used in certain areas to meet specific situations.
- It must be emphasized that this is primarily an in-house handbook. The procedures and requirements are established based on the facilities and resources of Bishop C.I.S.D. They represent nonetheless, a code of standard safe work practices for use at other institutions.
- The Safety and Health Handbook contains some of the objectives, policies, standards and procedures that pertain to all employees. Specific responsibilities and operational requirements are described that are relevant to work.

DEVELOPMENT, MAINTENANCE, and REVISION PROCESS

- All materials in this handbook have been developed and maintained under the supervision of the Safety and Health Committee and approved by the Bishop C.I.S.D. School Board.
- Additional material for inclusion in the safety handbook should be submitted to your Safety and Health representative.

General Safety Rules

On the job accident prevention is the responsibility of all the district's employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice he or she may observe. Most hazardous conditions can be remedied by filling out a Maintenance Request form and processing it in the proper manner.

Each supervisor is responsible for the prevention of accidents to employees working under his or her supervision. It is the supervisor's responsibility to train these employees to enable them to work safely and efficiently.

The following are some important general safety rules that each employee is required to follow, regardless of work assignment.

1. Lifting improperly is a major factor of the tremendous number of claims for back injuries. The following procedures must be followed:
 - a. Stand properly when lifting. Bend your knees and bring your body up with the load. Keep the load close to your body and keep your back straight. Do not lift more than 40 pounds.
 - b. Get help for heavy loads (anything over 40 pounds).
 - c. Take care when lifting. Lift properly and stay within your limitations.
2. Good housekeeping is an aid to safety. Employees shall keep offices, classrooms, and all work areas clean and orderly.
3. Aisles and stairways are to be kept free and clear of boxes and tripping hazards.
4. Clean up slipping hazards immediately.
5. Use caution when opening doors that serve two-way pedestrian traffic.
6. Pedestrians are expected to stay on sidewalks or other approved avenues of travel.
7. Material will be stored in a safe and orderly fashion. Flammable liquids should be stored in an approved Flammable Storage Cabinet.
8. Each employee should know the location of fire extinguishers in their work area. Employees should not fight fires that are beyond their fire training and limitations of the available fire fighting equipment. **When in doubt, evacuate to a safe area and call for help.**
9. Use a stepladder or a step stool for reaching high places. **Do not stand on a chair, table, or desk!**
10. Smoking or using tobacco products is prohibited on all district-owned property and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from using tobacco products while inside the vehicle.

11. Any employee, while on duty or on district property, whom possesses, sells, or receives any illegal drug or who is under the influence of drugs or alcohol, will be discharged and, when appropriate, referred to law enforcement authorities.
12. While in a district vehicle, if seat belts are provided, they must be worn at all times.
13. Obtain operating instructions for all equipment before attempting to operate any machinery with which you are not familiar; read operating instructions carefully, and understand how to operate that equipment safely.

OFFICE/CLASSROOM SAFETY

REMINDER: Any potential accidents must be reported on a district maintenance report form and given to your supervisor IMMEDIATELY. All unsafe situations will be priority for our Maintenance Department.

I. Office-Related Illness and Injury

Examples include slippery floors, open file drawers, poor lighting, noise, and poorly designed furniture

FALLS – most common office accident

- | | |
|-------------------|---|
| Examples: | Tripping over an open desk or file drawer
Tripping over electrical cords or wires
Using a chair or stack of boxes as ladders
Slipping on wet floor
Loose carpeting
Objects stored in halls or walkways
Inadequate lighting |
| Solutions: | Be sure pathway is clear before walking
Close drawers completely after every use
Always use stepladder for reaching
Clean up spills immediately
Report loose carpeting or damaged flooring
Never carry anything that obscures your vision
Wear stable shoes with non-slip soles |

STRAINS AND OVEREXERTION

- | | |
|-------------------|--|
| Examples: | Heavy stacks of files or file boxes
Boxes of computer paper or books |
| Solutions: | If the box is too heavy, break down load and use dolly
Take a balanced stance with feet shoulder-width apart |

Keep back in the neutral or straight position

Grip object with whole hand, not just fingers

Lift by straightening your legs – **LET LEG MUSCLES DO WORK, NOT YOUR BACK**

Never twist when lifting
Never carry a load that blocks your vision

LIFTING FROM A SEATED POSITION

Examples: Bending from seated position and coming back up placing strain on back
Unstable chairs can slip out from under you

Solutions: Avoid twisting while lifting in chair

STRUCK BY OR STRIKING OBJECTS

Examples: Bumping into doors, desks, file cabinets and open drawers
Bumping into other people while walking
Striking open file drawers while bending down or straightening up
Striking against sharp objects such as office machines, files, staples and pins

Solutions: Pay attention to where you are walking at all times
Properly store materials in your work area
Never carry objects that prevent you from seeing ahead of you

CAUGHT IN OR BETWEEN OBJECTS

Examples: Fingers caught in drawers, doors or windows
Fingers, hair or articles of clothing and jewelry caught in office machines
Fingers caught under knife-edge of paper cutter

Solutions: Concentrate on what you are doing
Get instructions to properly work equipment

MATERIAL STORAGE

Examples: Disorderly piling and piling materials too high
Obstructing doors, aisles, fire exits and fire-fighting equipment

Solutions: Boxes, paper and other materials should not be stored on top of lockers or file cabinets
Store heavy objects on lower shelves
Keep aisles, corners and passageways unobstructed

II. Workstation Ergonomics

Ergonomics is fitting the workplace to the workers by modifying or redesigning the job, workstation, tool or environment.

- Examples:** Poor chairs and/or bad postures can cause lower back strain
Chair that is too high can cause circulation loss in legs and feet
- Solutions:** Maintain body in a relaxed and neutral position
Hang arms relaxed from shoulders at desk and keyboard
Adjust backrest on chair vertically so that it supports/fits the curvature of your lower back
Place mouse, trackball or special keypads, next to the keyboard tray
Keep wrist in neutral position with arm and rest of body

Applying Good Work Practices –

- Adjust drapes or blinds
- Move monitor away from sources of glare or direct light
- Clean monitor on a regular basis
- Move between different postures regularly
- Vary tasks to avoid long period of one activity
- Take mini-breaks to rest eyes and muscles

III. Noise – any unwanted sound

- Examples:** Computer terminals, high speed printers, telephones, fax machines, human voices, and copy machines
- Solutions:** Select quietest equipment available
Provide proper maintenance of equipment
Locate loud equipment in areas where its effects are less detrimental
Use barrier walls or dividers to isolate noise sources
Enclose equipment, such as printers
Schedule noisy tasks at times when it will have less of an effect on the other tasks of the office

IV. Office Electrical Safety – equipment used in a potentially hazardous manner can cause serious shock and burn injuries

Overloaded Outlets

- Examples:** Insufficient or overloading electrical outlets
Overloading extension cords

- Solutions:** Having sufficient number of outlets

Unsafe/Non-Approved Equipment

- Examples:** Using poorly maintained or unsafe coffee makers, radios, lamps, etc.

- Solutions:** Inspect equipment regularly

Have qualified individual make repairs

Pulling of Plugs to Shut Off Power

Examples: Pulling plugs to shut off power on radios, lamps, copy machines, coffee makers, etc.

Solutions: Use on/off switches
Use firm grip on cord and pull the plug itself

Office Fire Prevention Strategies

Examples: Working on "live equipment"
Improper placement of electrical cords
Using defective or frayed cords on equipment
Blocking electrical panel doors

Solutions: Keep heat-producing equipment, such as copiers, computers, coffee makers and hot plates away from anything that might burn
Turn off all appliances at end of day
Use only grounded appliances into grounded outlets
Disconnect any equipment that gives off a strange odor, crackles or have broken cords
Keep extension cords clear of doorways to prevent being stepped on or damaged

EACH DAY WALK THROUGH WORK AREA TO INFORMALLY INSPECT CLASSROOMS OR OFFICES

SCHOOL BUS SAFETY RULES EXTRACURRICULAR TRIPS

1. Bus must not be over crowded. It is recommended that there be only two students to a seat.
2. There must be an adequate number of staff members on board to supervise the students on the bus.
3. Teachers should be disbursed throughout the bus in order to supervise. **This means at least two adults in the back of the bus in case of an emergency evacuation.**
4. The aisles of the bus cannot be obstructed. This means props, ice chests, boxes, backpacks, etc. If these items are necessary they should be put in a seat or in the foot area of a seat.

5. The rear emergency exit of the bus must not be blocked for any reason.
6. **The staff members on the bus shall be the first to handle student discipline on the bus.**
The bus driver must focus on driving the bus.
7. No one, including staff members, shall be out of their seats while the bus is in motion.
8. **Noise is distracting to the driver** and shall be kept to a minimum.

FIRE SAFETY

Emergencies Involving fire:

A. Fire alarms

- In the event of a fire emergency, a fire alarm will sound for the building.
- All fire alarms must be responded to.
- Fire alarms should be checked on a regular basis.

B. Evacuation Routes and Plans

- Each campus will have an emergency evacuation plan.
 1. The plan must allow for at least two emergency exits.
 2. The plan must take the students away from all dangers.
 3. The plan must specify a designated meeting place.
- All school personnel will know their responsibility in case there is a fire.
- Emergency coordinators as assigned by a principal will be responsible for verifying that students/personnel have evacuated from their designated areas.

Fire Emergency Procedures:

If you discover a fire:

1. Evacuate your classroom immediately.
2. Activate the nearest fire alarm on your way out.

If you hear a fire alarm-evacuate the area immediately:

1. If possible, take your grade book (to have a class count), turn off the lights, and close doors as you leave.
2. Leave the building and move to designated areas.
3. Assemble and check roll in designated area.
4. Report to the Emergency Coordinator that all students and personnel are accounted for.
5. Remain in designated area until competent authority states that it is safe to re-enter.

Only fight fires if it is necessary for evacuation.

CHILD ABUSE AWARENESS

DEFINITIONS

PHYSICAL ABUSE: Any non-accidental physical injury caused by the child's caretaker. Does not necessarily include the intent to injure; may be the result of over discipline or inappropriate punishment.

SEXUAL ABUSE: Any contacts or interactions between a child and an adult in which the child is being used for the sexual stimulation of the perpetrator or another person.

EMOTIONAL MALTREATMENT: Blaming, belittling or rejecting a child; treating siblings unequally; persistent lack of concern by caretaker for child's welfare.

NEGLECT: Inattention to basic needs of a child such as food, clothing, shelter, medical care and supervision. Tends to be chronic. The law excludes failure to provide, due to financial need, unless relief has been offered and refused

CIRCUMSTANCES OF REPORTING

In Texas laws governing the reporting of child abuse and neglect are found in Chapter 261 of the Texas Family Code. A report of child abuse is not an accusation or proven fact, and Texas does not require a reporter to know or to be certain that a child has been abused or neglected. In Texas, the degree of certainty, which must be met, is that the person reporting has "cause to believe" that abuse or neglect has occurred or will occur. This standard is based on the reasonable person's conviction.

REPORTING PROCEDURES

Bishop C.I.S.D, in compliance with Texas law, requires all employees to report any suspected child abuse or neglect. The report must be filed no later than 48 hours from the moment the abuse is discovered or suspected.

You may not delegate reporting responsibility to another person!

You must report suspected child abuse directly to Child Protective Services. In acute cases, when a child appears to be in immediate danger or serious harm, call 911 or local law enforcement immediately.

Bishop Police Department.....584-2443

Child Abuse Hotline (24 hour).....1-800-252-5400

Reporting web site.....www.TDSPRS.STATE.TX.US

Failure to report suspected child abuse or neglect is a class B misdemeanor punishable by imprisonment up to 180 days and/or a fine up to \$2000.

IMMUNITIES

A person acting in good faith who reports or assists in the investigation of a report of alleged child abuse or neglect or who testifies or otherwise participates in a judicial process arising from a report, petition or investigation or alleged child abuse or neglect is immune from civil or criminal liability that might otherwise be incurred or imposed.

The statute is weighed in favor of protecting the child, even at the expense of an occasional report of abuse, which is not validated.

The objective of the **Personal Protective Equipment (PPE) Program** is to protect employees from the risk of injury by creating a barrier against workplace hazards. Personal protective equipment is not a substitute for good engineering, administrative controls, or good work practices, but should be used in conjunction with these controls to ensure the safety and health of employees. Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required and that such use will lessen the likelihood of occupational injury and/or illness.

Every Bishop C.I.S.D. employee will be provided personal protective equipment to guard against exposure to blood-borne pathogens. The Blood-borne Pathogen Exposure Control Plan requires all employees to receive annual training to help prevent contact with blood and other body fluids

Hazardous Body Fluids

High Risk

Blood
Any fluids that contain blood
Semen
Vaginal Secretions
Amniotic fluid

Low Risk

Saliva
Urine
Feces
Sputum
Nose Secretions

Fluid around the lungs, heart, spine, & joints

Vomit

Breast milk

Modes of Transmission

Contact with infectious body fluids to broken skin

- cuts
- dry skin
- scrapes
- dermatitis

Contact with infectious body fluids to mucous membranes

- eye
- mouth
- nose

Puncture Wounds

- needles
- glass
- bites

In the event blood or body fluids are present you will need to:

1. Wear latex gloves
2. Blot spill with absorbent material
3. Seal all contaminated materials in a trash bag and discard properly
4. Call custodian immediately to disinfect area

If a First Alert Safety Kit is not available any non-porous material (plastic bag, sandwich bag etc.) may be substituted as a barrier

You must treat all body fluids as if they were affected with HIV, HBV or other blood-borne pathogens

SELF CARE

1. Instruct students and staff on proper and frequent hand washing.
2. Follow instructions on wound care. The students/staff clean and bandage their own small wounds at a special self-care area established in the nurse's office.
3. If a student has a bloody nose he/she should apply direct pressure by pinching nose with tissue and leaning forward.
4. The injured student should apply direct pressure to large wounds until the nurse or the first aid provider obtains a gloved barrier.
5. Student uses tissue and receptacle for vomitus until nurse or first aid provider obtains gloved barrier. (Not a blood-borne concern unless visibly contaminated with blood.)
6. If incontinent, student changes own clothing, cleans self, and places soiled clothing in a plastic bag to me. If student is unable to do this, the attending adult needs to use gloves.
7. Instruct female students on proper disposal of feminine hygiene products.

BODY FLUID REPORTING PROCEDURE

Immediately wash affected area or flush mucous membranes.

Remember: Report all unprotected body fluid exposures to your supervisor

Fill our Report of Injury and turn into supervisor

- You may be referred for a confidential medical evaluation
- Treatment is individualized

Crisis Management Plan

Crises are happening more frequently and with increasing intensity in schools than ever before. An effective Crisis Communication Plan is an essential part of an administrator's ability to handle any crisis that might arise.

Bishop CISD implements a crisis intervention plan that is consistent through all campuses/departments. Our objective is to provide immediate communication, organization, and support to the campus/department affected by a crisis occurring during the course of the school day.

The crisis communication plan each campus has, identifies the key audiences with whom we will need to communicate, including staff members, students, parents, the district office, the news media, our school's key communicators, and the school's business partners. Additionally, anyone else in our local area that may be a key audience.

The plan is in writing with as many sample documents and forms as possible. It is in a three-ring binder, so it can be changed as needed, and copies have been given to all the key leaders on the school staff. The plan will be reviewed at least annually and certainly after any crisis.

Crisis procedures include:

1. Call for help – **Principal's Designee**

- Call 911 and local police (584-2666) remain in office
- Describe incident and location
- Call school nurse (584-2434)
- Call superintendent's office at ext. 221, 241, or 200
- Direct teachers, answer telephone and other assigned duties
- Students are not to answer phone

2. Situation Assessment/Injury Site - **Principal**

- Confirm facts
- Assess extent of crisis
- Sound codes via PA system or bull horn
Code Red – Lock Down
Code Green – Evacuate
- Establish two sites
Injured _____
Non-injured _____
- Secure the area

3. Direct 911/Bus Lane – **Principal's Designee**

- Secure area for emergency vehicle
- Direct EMS to injured

4. Meet Parents/Media – **Principal's Designee**

- Direct parents to library
- Direct media to central office

5. Library – **Principal's Designee**

- Record name of parent/student

6. First Aid – **School Nurse**

- Administer care as needed
- Do not move students until injury assessed

7. Information - **Superintendent**

- Release of information to press

8. Make list of injured – **Principal's Designee**

- Write down names of all injured and give to:
Office, front door, and administrators

9. Parent notification - **Counselor**

- Call parents of injured students

10. Student security - **Teachers**

- Keep students in rooms; lock doors; close windows
- Do not turn on radio or television
- If in cafeteria, secure all doors and windows
- List missing and injured
- Keep grade book/roster with you

11. Counseling - **Counselor**
 - As needed
12. Secure Building - **Custodians**
 - Report to front office
 - If possible, lock all exits
13. Scene - **Custodians**
 - Do not touch or clean up scene
 - Secure area with ropes, tables, etc.

GENERAL INSTRUCTIONS:

- Teachers without students should go immediately to front office to be assigned duties, such as, classroom, traffic control, exit doors, etc.
- If between classes, adopt the students in the hall near your room and secure door.
- Keep students away from doors and windows.
- Provide factual information to the students about what is happening.
- After parents are allowed in the library, principal's designee will call students out of the classroom as requested.
- Remember this is only a generic plan; each crisis is different. Plans may need to be modified according to crisis.
- Do not use cell phones as they may detonate an explosive device.

PROCEDURE FOR REPORTING INJURIES AND ACCIDENTS

Report all accidents or injuries directly to your immediate supervisor. The accident will be investigated and forwarded to the Superintendent's Office for review.

- All accidents will be investigated.
- All employees involved in accidents will be interviewed by the District's Safety/Health Committee.
- The committee will decide after interviewing personnel involved, whether it was an at-fault accident or non-fault accident. (Three (3) at-fault accidents within a three (3) year period may lead to termination).
- Recommendations will be given by the committee to the employee and their supervisor so district-wide precautions are implemented.

SAFETY CONCERNS

Please fill out form and return it to your campus Safety Committee Member.

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Date: _____ Campus/Department _____ Room: _____

Person Submitting Form: _____

Safety Concern/Request _____

Safety Committee Member: _____

Action Taken: _____

SEXUAL HARASSMENT

AN OVERVIEW FOR SCHOOL DISTRICT EMPLOYEES

PREPARED BY SCHWARTZ & EICHELBAUM, P.C.

**SEXUAL HARASSMENT
AN OVERVIEW FOR SCHOOL DISTRICT EMPLOYEES
PREPARED BY SCHWARTZ & EICHELBAUM, P.C.**

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Sexual harassment continues to make the national headlines. Due to the vast media coverage, there has been much discussion and study into the issue of sexual harassment, yet the behavior continues. Schools are especially susceptible because of the likelihood for sexual harassment by and between students. More and more parents are filing lawsuits against Texas school districts demanding a hostile-free environment for their child to attend school. It is imperative that all school personnel have a complete understanding of the expectations held by both the courts and the regulatory agencies with regard to actions necessary in preventing and defending oneself against claims of sexual harassment in the schools.

SEXUAL HARASSMENT DEFINED

Sexual Harassment is *unwelcome conduct, either verbal or physical, that would not occur but for the sex of the individual.*

Sexual harassment can come in many forms, some of which include the following:

- Sexual advances
- requests for sexual favors
- offensive jokes or comments
- offensive gestures
- sexist statements
- offensive pictures or posters
- hugs, massages or other touching

Remember, the conduct must be based on the sex of the individual. Let's look at the following two examples.

1. Theresa is Polish. A male co-worker tells a Polish joke at work. Theresa is offended.
 2. Theresa is female. A male co-worker tells a sexist joke at work. Theresa is offended.
- Only in the second scenario is the male co-worker's behavior based on sex. Therefore, only in scenario two was Theresa the potential victim of sexual harassment.

Sexual harassment is not limited to supervisors and their subordinates. There have been numerous instances of harassment between co-workers, employees and students and between employees and visitors and patrons, such as postal workers or customers.

Furthermore, sexual harassment is not limited based upon age, race, or sex---males can harass other males just as females can sexual harass other females. And while less males report sexual harassment, it does not mean that it does not occur---it does.

The key word is UNWELCOME

In order for the action to be considered “sexual harassment,” it must be unwelcome. When any unwanted or unsolicited behavior is imposed on a person who regards the behavior as abhorrent, that person has an obligation to inform the actor that the person finds the conduct offensive. If the behavior continues beyond that point, it is sexual harassment.

However, note that DHC (Local) makes it clear that sexual harassment of students by staff is defined to include “welcome or unwelcome advances.” www.tasb.org/policy/pol/private/178902/

QUID PRO QUO HARASSMENT DEFINED

A quid pro quo is when a person of authority offers a benefit in exchange for a sexual favor.

For example, a quid pro quo is created when a teacher offers a student a better grade or a particular position on an athletic team in exchange for a sexual favor, such as a date.

With regard to employees, a quid pro is created, for example, when a supervisor offers a subordinate a higher evaluation or job promotion in exchange for a sexual favor, such as accompanying the supervisor to a happy hour.

HOSTILE ENVIRONMENT HARASSMENT DEFINED

A hostile environment is created when unwelcome advances, requests, or conduct have the effect of interfering with an individual’s performance or creating an intimidating, hostile, or otherwise offensive learning or working environment.

For example, you may see a high level of absenteeism from employees and students who are the victims of hostile environment sexual harassment. An employee’s performance may slip and a student’s grades may fall as well.

Board Responsibility: Adoption of a Sexual Harassment Policy

- All school districts should adopt a strong “zero tolerance” policy prohibiting sexual harassment.
- Students and staff should be required to report all known or suspected instances of harassment or abuse to appropriate district administrators.
- The Title IX Coordinator should be identified by name, business address and telephone number as the person to whom all complaints of sexual harassment should be directed.
- The policy should be contained within all faculty and student handbooks.
- Employees and students who engage in sexual harassment must be subject to immediate disciplinary measures. Enforce this policy consistently!

Note: OCR guidelines indicate that without a grievance policy designed to aid in the discovery and prevention of sexual harassment, a school will be found in violation of Title IX for hostile environment sexual harassment even if the school was unaware of the harassment. “This is because without a policy and procedure, a student does not know either the school’s interest in preventing this form of discrimination or how to report harassment so that it can be remedied.” Also, a school’s failure to implement such policies and procedures “may create apparent authority for school employees to harass students.”

Additionally, the grievance procedures “should be written in language appropriate to the age of the school’s students, easily understood, and widely disseminated.”

Victim Responsibility

The following steps should be taken by individuals who feel they are the victim of sexual harassment.

1. Become familiar with your rights. Look to board policy DAA .
2. Educate yourself regarding the district’s procedures for reporting sexual harassment.
3. Practice saying, “Stop, I find your conduct offensive. “Then be direct and candid with the person. Let your feelings be known and let them be known right away.

Employee Responsibility: Protection of Students

Non-administrator district employees should do the following to protect themselves from being held accountable for the sexual harassment committed to students a fellow staff member or student.

1. If you see sexual harassment occurring, stop it!
2. Be familiar with and enforce district policy. Check your student code of conduct and make the appropriate discipline referral.
3. Pass the buck to your supervisor. That is, report the conduct and our actions of remediation to your supervisor. Be sure that the report is in writing.
4. Make the appropriate report within 48 hours to the Texas Department of Protective and Regulatory Services if you believe a child is the victim of abuse.

Reporting Obligations

Report to Law Enforcement:

- Chapter 261 of the Texas Family Code contains the Texas Child Abuse Reporting Act. Within that chapter, 261.101 provides that “any person having cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report” to any local or state law enforcement agency.
 - Professionals” shall make the report within 48 hours after the professional has cause to believe that the student has been or may be abused or neglected.
 - Generally, “abuse” involves any act or a failure to act that places a child in jeopardy of physical, mental, or emotional injuries.
 - Reports must reflect the reporter’s belief that a child has been or will be abused or neglected. The report must contain the name and address of the child, the

name and address of the person responsible for the care of the child, if available, and "any other pertinent information."

- Reporter may remain anonymous, but this is not encouraged. The identity of the person making the report is confidential and may be disclosed only on the order of a court or to a law enforcement officer for the purposes of conducting a criminal investigation of the report.
- Investigation by the Texas Department of Protective and Regulatory Services. Child Protective Division, will include an interview with and examination of the child, as well as a visit to the child's home, unless the abuser can be confirmed or clearly ruled out without such risk.
- Section 261.106 affords immunity from both civil and criminal liability to those who report or assist in the investigation of reports pursuant to Chapter 34.
- Failure to report is a class B misdemeanor punishable by a fine of up to \$2000 and/or up to 180 days in jail. Likewise it is an offense to make a false report.

Report to the Commissioner

- The State Board of Education rules require the District to report to the Commissioner whenever a certified employee's employment is terminated because he or she committed an act involving any form of sexual or physical abuse of a minor or other illegal conduct with a minor 19 TAC 137.587(b).
- The State Board of Education further requires the superintendent of schools to notify the Commissioner when a certified employee resigns and reasonable evidence exists which would support a recommendation for termination because of sexual or physical abuse with a minor or other illegal conduct with a minor. Before accepting an employee's resignation under these circumstances, the Commissioner must be notified, and the superintendent must notify both the board and the employee that a report, which could result in sanctions against the employee's certificate, is being made to the Commissioner.

BISHOP CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

I attended a training session on sexual harassment issues. At this session I received copies of Bishop CISD's policies addressing the process for filing complaints about sexual harassment of employees and students. The training session explained the meaning of the policies and how to file a complaint and provided opportunities for questions about the policies and specific acceptable and unacceptable conduct.

Printed Name

Date

Signature

Position

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BISHOP CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

BLOOD-BORNE PATHOGEN EXPOSURE CONTROL PLAN

Implemented: January 1, 2001

Health and Safety Code, Chapter 81, Subchapter House Bill 2085, and analogous to OSHA Blood-Borne Pathogens Standard 29 CFR-1910.30, Subpart 2

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BLOOD-BORNE PATHOGEN EXPOSURE CONTROL PLAN

School District: Bishop Consolidated Independent School District

Date of Implementation: January 1, 2001

In accordance with Health and Safety Code, Chapter 81, Subchapter House Bill 2085, and analogous to OSHA Blood-Borne Pathogens Standard 29 CFR-1910.30, Subpart 2, the following exposure control plan exists.

1. EXPOSURE DETERMINATION

The Texas Department of Health Blood-Borne Pathogens Exposure Control Plan requires employers to perform an exposure determination for employees and have occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment. This exposure determination is required to list all job classifications in which employees have occupational exposure regardless of frequency. The following job classifications apply:

Classification 1 Job Listing

Jobs in which required tasks routinely involve a potential for mucous membranes or skin contact with blood, body fluids, tissues or potential spills or splashes. Use of appropriate measures are required for every healthcare provider in these jobs.

Job Title	Personal Protective Equipment Required
<u>Nurses</u>	<u>Gloves</u>
<u>Self Contained Units</u>	<u>Gloves/aprons</u>
<u>Custodians</u>	<u>Gloves</u>

CLASSIFICATION II JOB LISTING

Jobs in which required tasks normally do not involve exposure to blood, body fluids, or tissues, but may require performing unplanned Classification I Tasks. In these jobs the normal work routine involves no exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.

Job Title	Personal Protective Equipment Required
<u>Coaches</u>	<u>Gloves</u>
<u>Teachers</u>	<u>Gloves</u>
<u>Bus Drivers</u>	<u>Gloves</u>
<u>Secretary/principal</u>	<u>Gloves</u>
<u>All other employees</u>	<u>Gloves</u>

The job descriptions for the above employees encompass the potential occupational exposure risks to blood-borne pathogens.

2. IMPLEMENTATION SCHEDULE AND METHODOLOGY

In order to effectively eliminate or minimize exposure to blood-borne pathogens in the school district, the following outlines a schedule and method of implementation for the various elements of the exposure control plan.

Compliance Methods

Universal precautions are observed to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material are considered infectious regardless of the perceived status of the source individual.

Personal Protective equipment will be located in the following locations:

PERSONAL PROTECTIVE EQUIPMENT LOCATIONS

TYPE OF PERSONAL PROTECTIVE EQUIPMENT	LOCATION
Disposable latex gloves	Nurses office, science labs, special ed classes, all classrooms
Utility gloves (rubber)	Buildings/grounds office Custodial closets
Eye Protection	Nurse's office, each campus
Mouth pieces	Nurse's office, each campus

Housekeeping

The school district will maintain clean and sanitary conditions at the worksite.

All contaminated work surfaces are decontaminated after completion of procedures, immediately or as soon as feasible after any spill of blood or other potentially infectious materials, and at the end of the work shift.

Protective coverings (e.g., plastic wrap, aluminum foil, etc.) used to cover equipment and environmental surfaces are removed and replaced as soon as feasible when they become contaminated or at the end of the work shift. All bins, pails, cans and similar receptacles are inspected and decontaminated on a regularly scheduled basis. Any broken glassware which may be contaminated is not picked up directly with the hands.

*Documentation of the route(s) of exposure and the circumstances related to the incident.

*Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law. After obtaining consent, unless law allows testing without consent, the blood of the source individual should be tested for HIV/HBV infectious, unless the employee can establish that testing of the source is infeasible or prohibited by state or local law.

*The results of testing of the source individual are made available to the exposed employee with the employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.

*The employee is offered the option of having his/her blood collected for testing of the employee's HIV/HBV serological status. The blood sample is preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. If the employee decides prior to that time that the testing will be conducted, then testing is done as soon as feasible.

*The employee is offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.

*The employee is given appropriate counseling concerning infection status, results and interpretations of tests, and precautions to take during the period after the exposure incident. The employee is informed about what potential illnesses can develop and to seek early medical evaluation and subsequent treatment.

*The Superintendent and/or/designee designated to assure that the policy outlined here is effectively carried out and maintains records related to this policy.

Interaction with Healthcare Professionals

A written opinion is obtained from the healthcare professional who evaluates employees of this facility or organization after an exposure incident. In order for the healthcare professional to adequately evaluate the employee, the healthcare professional is provided with.

- 1) a copy of the school districts exposure control plan;
- 2) a description of the exposed employee's duties as they relate to the exposure incident;
- 3) documentation of the route(s) of exposure and circumstances under which the exposure occurred.

Contaminated laundry should be handled as little as possible and gloves utilized.

Contaminated laundry should be bagged in the location where it was used, but not sorted or rinsed at that time. When contaminated laundry is cleaned/laundered, it should be done separately unless Universal Precautions are utilized and all laundry is considered soiled and handled as such. All soiled laundry will be put in identified bags and employees instructed that those bags contain contaminated laundry.

If contaminated laundry is to leave the district, it should be transported in color-coded or labeled bags or containers unless the facility to which it is transported uses Universal Precautions and all laundry, is considered soiled and handled as such. All soiled laundry will be put in identified bags and employees instructed that those bags contain contaminated laundry.

If contaminated laundry is to leave the district, it should be transported in color-coded or labeled bags or containers unless the facility to which it is transported uses Universal Precautions for all laundry. When contaminated laundry is wet, it should be transported in bags which prevent soak-through and/or leakage of fluids to exterior.

The school district will ensure that employees who have access to contaminated laundry wear appropriate personal protective equipment (PPE).

Laundry is cleaned at the High School Gym/Maintenance.

Hepatitis B Vaccine

All employees who have been identified as having occupational exposure to blood or other potentially infectious materials are offered the Hepatitis B vaccine, at no cost to the employee, under the supervision of a licensed physical or licensed healthcare professional. The vaccine is offered after

blood-borne pathogens training and within 10 working days of their initial assignment to work unless the employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicate for medical reasons.

Employees who decline the hepatitis B vaccine sign a declination statement.

Employees who initially decline the vaccine but who later elect to receive it may then have the vaccine provided at no cost.

Post Exposure Evaluation and Follow Up

When the employee incurs an exposure incident, the employee reports to the Principal/Supervisor. All employees who incur an exposure incident are offered a confidential medial evaluation and follow up as follows:

- *Documentation of the route(s) of exposure and the circumstances related to the incident.

- *Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law. After obtaining consent, unless law allows testing without consent, the blood of the source. Individual should be tested for HIV/HBV infectivity, unless the employee can establish that testing of the source is infeasible or prohibited by state or local law.

- *The results of testing of the source individual are made available to the exposed employee with the employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.

- *The employee is offered the option of having his/her blood collected for testing of the employee's HIV/HBV serological status. The blood sample is preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. If the employee decides prior to that time that the testing will be conducted, then testing is done as soon as feasible.

- *The employee is offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service.

- *The employee is given appropriate counseling concerning infection status, results and interpretations of tests, and precautions to take during the period after the exposure incident. The employee is informed about what potential illnesses and develop and to seek early medical evaluation and subsequent treatment.

The Superintendent and/or designee designated to assure that the policy outlined here is effectively carried out and maintains records related to this policy.

SUGGESTED REGULATIONS FOR HANDLING BODY FLUIDS IN SCHOOLS

PURPOSE OF REGULATIONS

The following procedures/precautions should routinely be used throughout the schools system to minimize the risks of transmission of communicable diseases. These guidelines provide simple and effective precautions for all persons including pregnant women potentially exposed to the body fluids of any student or staff member.

DEFINITION OF “BODY FLUIDS”

“Body fluids” applies to blood, drainage from scrapes and cuts, feces, urine, vomit, saliva and drainage from any orifice (i.e., nose, ears).

STANDARD PROCEDURES FOR HANDLING BODY FLUIDS IN SCHOOLS

Principle 1:

Avoid direct skin contact with body fluids of others when possible.

Procedures:

- a. Gloves should routinely be worn when direct hand contact with body fluids is anticipated; treating bloody noses, doing hematocrits, handling clothes soiled by incontinence or vomit, cleaning small spills by hand, are some examples.
- b. Gloves and other materials used for this purpose should be put in a plastic bag or lined trash can. Plastic bags should be changed daily and disposed of routinely. Double bagging can be used when there is a high risk of contamination.
- c. Gloves should be kept in all areas of high risk, e.g. health room, maintenance areas main office, any classroom where risk of spills is particularly high.
- d. Students should be taught to handle their own “body fluids” as appropriate (for age, state of health, etc.) When feasible, students should dispose of own tissues after blowing nose, apply pressure to nose and dispose of tissues/paper towels used for bloody nose; wash own scrapes/cuts, etc.
- e. Students should be taught good hand-washing techniques and encouraged to use them routinely—before eating, and after toileting, after vomiting, etc.

PROPER HAND-WASHING REQUIRES THE USE OF SOAP AND WATER AND VIGOROUS WASHING UNDER A STREAM OF RUNNING WATER FOR APPROXIMATELY 10 SECONDS. THOROUGH DRYING OF HANDS AFTER WASHING IS NECESSARY.

Principal 2:

When direct skin contact or contamination of materials occur from unanticipated skin contact with body fluids (helping a child in the bathroom, applying pressure to a bloody nose, unexpected vomiting, etc.), proper cleaning techniques should be followed.

Procedures:

- a. Hands and other affected skin areas of exposed persons should routinely be washed with soap and water after contact. Liquid soap dispensed from a wall dispenser is preferable to bar soap—especially bar soap which sits in a pool of water.
- b. Clothing items that are soaked through to the skin should be removed, placed in a plastic bag and sent home for laundering. Items laundered for school use, or in school, should be washed with detergent in hot water cycle (160 degrees Fahrenheit) before reuse. If low-temperature (158 degrees Fahrenheit) laundry cycles are used, chemicals suitable for low-temperature washing at proper use concentration should be used.
- c. Contaminated disposable items (tissues, paper towels, diapers) should be handled with disposable gloves.

Principal 3:

Spilled body fluids should be removed from the environment by proper cleaning techniques.

Procedures:

- a. Grossly contaminated environmental surfaces should be thoroughly cleaned with a freshly prepared solution containing one cup of household bleach per gallon of water. A germicide (see list below) can be substituted if a bleach solution is unavailable. Disposable gloves should be worn.
- b. Wastes and disposable cleaning equipment should be placed in a toilet or plastic bag as appropriate.
- c. Non-disposable cleaning equipment (mops, buckets) should be thoroughly rinsed in a bleach solution (as above). The bleach solution should be poured promptly down a drainpipe.
- d. Maintenance responsibilities should include daily cleaning with bleach/germicide as in areas where contact with body fluids (such as the health room, health room toilet(s), sinks(s), student and staff lavatories, etc.) is likely. Plastic bags should also be changed daily and disposed of routinely; disposable gloves should be worn.
- e. Spilled body fluids on carpets should be disposed of by routine use of a moisture absorbent which is then swept/vacuumed, followed by a washing with a carpet cleaner, etc. [N.B. There are waterless powders and rinses available for "washing" hands, cleaning floors, etc.]

Procedures:

- a. Disinfectants:

An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, tubercle bacillus and viruses. The disinfectant should be registered for use in medical facilities and hospitals.

Various classes of disinfectants are listed below. Hypochlorite solution (bleach) is preferred for objects that maybe put in the mouth.

- (1) Ethyl or isopropyl alcohol (70 per cent)

- (2) Phenolic germicidal detergent in a 1 per cent aqueous solution, e.g. Lysol.
 - (3) Sodium hypochlorite with at least 100 ppm available chlorine (half cup household bleach in one gallon water, needing to be freshly prepared each time it is used).
 - (4) Iodophor germicidal detergent with 500 ppm available iodine, e.g., Wescodyne.
- b. Disinfection of hard surfaces and care of equipment:
After removing the soil, a disinfectant is applied. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle before rinse. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate. Non-disposable cleaning equipment (dust pans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution should be promptly disposed of down a drainpipe. Remove and discard in appropriate receptacles.
- c. Disinfection of rugs:
Apply sanitary absorbent agent, let dry and vacuum. If necessary, mechanically remove with dustpan and broom, then apply rug shampoo (a germicidal detergent) with a brush and re-vacuum. Rinse dustpan and broom in disinfectant. If necessary, wash brush with soap and water. Dispose of disposable cleaning equipment as noted a
- d. Maintenance responsibilities should include daily cleaning with bleach/disinfectant of all areas of high risk for contact with body fluids such as the health room, health room toilet(s), student and staff lavatories, etc. Plastic bags in wastebaskets should also be changed daily and disposed of routinely. Disposable gloves should be worn.

Principal 4:

The clothing of persons at high risk for frequent contact with body fluids should be protected.

Procedures:

- a. Lab coats or smocks are recommended for use in the health room when staff is tending sick children. Such a coat will protect the nurse's clothing from contamination with body fluids and can be removed when he/she goes outside of the health room for non-clinical responsibilities. Such procedures help to prevent unknown/unnecessary transmission of disease.
- b. Clothing and lab coats should be laundered as previously described.

Hepatitis B Fact Sheet

- HBV causes at least 200,000 new infections each year in the United States
- 1.25 million people in the United States suffer from chronic hepatitis B
- HBV is 100 times more infectious than HIV after a needle-stick exposure
- HBV complications lead to 4,000-5,000 deaths (U.S.)/50,000 (worldwide)
- Primary causes of death related to HBV are liver cancer and cirrhosis

- Infants infected with HBV during the prenatal period have a 90% risk of chronic infection
 - Up to 25% of these newborns will die as adults from HBV-related chronic liver disease
 - Infection with HBV during the first 5 years of life carries up to a 60% risk of chronic infection
 - 75% of all new HBV cases reported in the United States occur in adolescents and young adults
 - Exposure to HBV can occur through sexual contact or contact with a contaminated needle (accidental needle-stick, tattooing, ear/body piercing, IV drug abuse)
 - HBV can survive for 30 days or more on an environmental surface
 - Contact of mucous membranes or open skin breaks with HBV-contaminated surfaces can result in transmission of the virus.
- National Center for Infectious Diseases

Viral Hepatitis B – Fact Sheet

Clinical Features

- Jaundice, fatigue, abdominal pain, loss of appetite, intermittent nausea, vomiting
- Etiologic Agent
- Hepatitis B virus Incidence
 - 140,000-320,000 infections/yr. in United States 70,000-160,000 symptomatic infections/yr. sequelae
 - Of symptomatic infections, 8,400-19,000 hospitalizations/yr. and 140-320 (0.2%) deaths/yr.
 - Of all infections, 8,000-32,000 (6%-10%) chronic infections/yr., and 5,000-6,000 deaths/yr. from chronic liver disease including primary liver cancer

Prevalence

- Estimated 1-1.25 million chronically infected Americans

Costs

- Estimated \$700 million (1991 dollars) yr. (medical and work loss)

Transmission

- Blood-borne
- Sexual
- Perinatal

Risk Groups

- Injection drug users
- Sexually active heterosexuals
- Men who have sex with men
- Infants/children of immigrants from disease-endemic areas

- Low socioeconomic level
- Sexual/household contacts of infected persons
- Infants born to infected mothers
- Health care workers
- Hemodialysis patients
- Surveillance
 - National Notifiable Diseases Surveillance System
 - Viral Hepatitis Surveillance Program
 - Sentinel Counties Studies

Trends

- Incidence increased through 1985 and then declined 55% through 1993 because of wider use of vaccine among adults, modification of high-risk practices, and possibly a decrease in the number of susceptible persons. Since 1993, increases observed among the three major risk groups: sexually active heterosexuals, homosexual men and injection drug users.

Prevention

- Hepatitis B vaccine available since 1982
- Screening pregnant women and treatment of infants born to infected women
- Routine vaccination of infants and 11-12 year olds
- Catch-up vaccination of high-risk groups of all ages
- Screening of blood/organ/tissue donors

[Hepatitis Home/NCID Home/Contact Us CDC Home/Search/Health Topics A-Z](#)

[\(888\)4-HEP-CDC](#)

[\(888\)443-7232](#)

This page first reviewed 9/29/00

TYPES OF WASTE FOUND IN THE SCHOOL SETTING

	ROUTINE	DESIGNATED	REGULATED
CONTENTS	PAPER/TRASH	SOILED ITEMS WITH MINOR DRAINAGE OR BODY FLUIDS	SATURATED
FLUID CONTENT	PROBABLY DRY	NOT SATURATED	SATURATED
TYPE OF CONTAINER	REGULAR TRASH CAN	DESIGNATED OR COLOR CODED (PINK BAG)	BIOHAZARD LABEL FOR RED BAG
TYPE OF DISPOSAL	REGULAR WASTE HAULER	REGULAR WASTE HAULER	MEDICAL WASTE HAULER

MODES OF TRANSMISSION OF BLOODBORNE DISEASES

Occupational Risk Factors

Contact with infectious body fluids to broken skin

- Cuts
- Scrapes
- Dry skin
- Dermatitis

Contact with infectious body fluids to mucous membranes

- Eye
- Nose
- Mouth

Puncture Wounds

- Needles
- Bites
- Glass

HANDWASHING PROCEDURES

Hand-washing is the most important means of interrupting transmission of infection to students and employees. The following is an appropriate hand-washing procedure:

1. Use warm water only---not hot, not cold.
2. Wet both hands and wrists well before applying soap.
3. Apply liquid soap to palms first (about 1 tsp.);
4. Lather well; spread lather to back of hands and wrists.
5. Continue scrubbing, paying careful attention to fingernails and between fingers. The scrubbing time should be a minimum of 15 seconds or according to your facility's policy.
6. Rinse hands and wrists well to remove all soap and detergent.
7. Dry completely.
8. Turn off faucet using disposable towels when there is no knee control. This avoids recontamination of clean hands.

SELF-CARE TECHNIQUES TO AVOID CONTACT WITH BLOOD & BODY FLUIDS IN THE SCHOOL SETTING

Self-Care

1. Instruct students and staff on proper and frequent hand-washing.
2. Following instruction on wound care, the student/staff cleans and bandages their own small wounds at a special self-care area established in your health office.
3. Students/staff remove and dispose of their own disposable thermometer cover.
4. The student applies direct pressure with tissue for bloody nose.
5. Students with diabetes do their own blood glucose monitoring.
6. Students with diabetes are responsible for placing and removing paper towel barrier on work surface.
7. Students with diabetes change and dispose of their own lancet in sharps container.
8. Students with diabetes should do their own ketone testing.
9. Students do their own direct pressure on large wounds until the nurse or first aid provider obtains gloved barrier.
10. Student uses tissue and receptacle for vomit until nurse/first aid provider obtains gloved carrier. (Not a blood-borne concern unless visibly contaminated with blood.)
11. If incontinent, student changes own clothing, cleans self, and places soiled clothing in plastic bag to take home. If student is unable to do this, the attending adult needs to use gloves. (Not a blood-borne concern unless visibly contaminated with blood.)
12. Instruct female students on proper disposal of feminine hygiene products.

UNIVERSAL PREAUTIONS FOR ALL STUDENT CARE

PROCEDURE	HAND WASHING	GLOVES	PROTECTIVE CLOTHING
Procedure	X		
Talking to student Adjusting equipment	X		
Examining student without touching blood, body fluids, mucous membranes	X		
Examining student and having contact with blood, body fluids, mucous membranes	X	X	
Providing gastric tube feedings	X	X	Recommended but not required
Suctioning	X	X	Recommended but not required
Inserting foley catheters	X	X	Recommended but not required
Handling soiled waste linen, or other materials	X	X	Recommended but not required

UNIVERSAL PRECAUTIONS FACT SHEET

Definition:

Universal Precautions are work practices that assist in the prevention of contact with blood and other body fluids. They are the best protection against HIV, hepatitis B and other infectious agents.

Safe Work Practices:

Assume everyone is infected with HIV, hepatitis B or other blood-borne pathogens when providing treatment.

Cover any broken skin with a bandage or dressing.

Avoid skin exposure to infected fluids. Fluids to be concerned with are:

- Blood
- Cerebrospinal fluid-a clear fluid surrounding the brain and spinal cord that may leak out of the nose, ears or mouth as a result of severe head injuries
- Amniotic fluid-the fluid in the uterus present during labor and delivery
- Semen, vaginal fluids and breast milk also may contain HIV and hepatitis B virus, but are not common in first-aid situations
- Any fluid (e.g. urine/feces) containing blood or that you are not sure contains blood
- Pericardial fluid (surrounding the heart), peritoneal fluid (surrounding the abdominal cavity), pleural fluid (surrounding the lungs) and synovial fluid (surrounding the joints).
- Saliva in dental procedures

Be careful with sharps and dispose of sharps such as needles or lancets or broken glass in a puncture resistant container. Use tongs or other equipment to pick up broken glass contaminated with blood or OPIM.

Use disposable equipment whenever possible.

Dispose of items soiled with potentially infected fluids in sturdy bags or containers.

Wash hands thoroughly (15-20 seconds, minimum, with soap and warm water).

Cleanup spills of potentially infected fluids with detergent and water and disinfect with a bleach-water solution diluted 1 part bleach to 10 parts water.

HBV vaccinations are available. Contact your Exposure Control Office for more information.

EFFECTIVE PRECAUTIONS AGAINST BLOOD-BORNE DISEASES

- Common sense
- Good hygiene
- Avoid direct contact
- Barrier
- Cover broken skin
- Hand washing
- Clean surfaces with disinfectant

- Extra caution for pregnant women

IN ADDITION HEALTH CARE WORKERS SHOULD:

- Prevent needle sticks
- Resuscitation equipment

GENERAL FIRST AID GUIDELINES

1. Take care of own injury
2. Avoid contact with body fluid
3. Use bleach or soap for cleanup
4. Dispose of materials in sealed plastic
5. Special laundering
6. CPR: mouth to nose if trained

BASIC INFECTION CONTROL PROCEDURES

1. Locate Spill Kit
2. Use Body Barrier
3. Use Safe Clean Up Methods
4. Use Safe Disposal Methods

SUMMARY

- Extremely low risk
- Infection control procedures near Spill Kits
- Each person responsible

PERSONAL PROTECTION MEASURES

Wash your hands thoroughly before and after contact with another person. Work up a good lather and rub hands together vigorously for at least 30 seconds including all surfaces of hands and nails.

Wear gloves any time you expect to come in contact with body fluids, mucous membranes, or broken skin. Change gloves with each new person you give care to and dispose of gloves properly. Always wash hands after glove removal.

Take care of your hands by preventing drying and chapping. Broken or raw skin gives an opportunity for germs to enter and infect you. Do whatever you can to keep your skin healthy and intact.

Wear protective barriers such as gowns, masks and eyewear during procedures where you body might be splashed with body fluids.

Dispose of needles properly by placing them in an appropriate sharps container. Never throw sharps in with the regular trash and never bend, break or recap needles.

Keep ventilation devices such as CPR masks handy and easily accessible to individuals responsible for CPR/First Aid.

ATTITUDE IS IMPORTANT!

Accepting responsibility for preventing exposure to bloodborne pathogens means you value your health and the health of others. By taking precautions, you can be a role model for your students and co-workers.

"BODY FLUID REPORTING PROCEDURE"

"WHAT HAPPEN IF I RECEIVE AN ACCIDENTAL CONTACT TO BODY FLUIDS?"

DON'T PANIC

IMMEDIATELY WASH AFFECTED SKIN AREA OR FLUSH MUCOUS MEMBRANES

**REMEMBER: REPORT ALL UNPROTECTED BODY FLUID EXPOSURES TO YOUR
SUPERVISOR**

DOCUMENT EXPOSURE INCIDENT ON THE EXPOSURE LOG

YOU MAY BE REFERRED FOR A CONFIDENTIAL MEDICAL EVALUATION

TREATMENT IS INDIVIDUALIZED

POTENTIAL SOURCES OF INFECTION

**BODY FLUIDS THAT MAY CONTAIN HIGHER LEVELS
OF HBV OR HIV VIRUSES WHICH
COULD CAUSE INFECTION**

- **BLOOD**
- **ANY BODY FLUIDS THAT CONTAIN BLOOD**

- SEMEN
- VAGINAL SECRETIONS
- FLUID AROUND THE NEWBORN BABY
- BODY TISSUES
- FLUID AROUND LUNGS, HEART, SPINE, AND JOINTS
- BREAST MILK (HIV ONLY)

OTHER POSSIBLE SOURCES OF INFECTION

BODY FLUIDS THAT MAY CONTAIN THEHBV AND HIV VIRUSES BUT PROBABLY NOT IN ENOUGH QUANTITY TO CAUSE INFECTION

- Saliva
- Urine
- Feces
- Sputum
- Nose secretions
- Vomit

PROCEDURES FOR MANAGING INJURIES/FIRST AID

- Help the injured person self-manage injury for their own bloody nose or cut by holding paper towels over it and applying pressure. Instruct on how to clean up any bodily fluids that are spilled on clothes, surfaces or body.
- Use gloves and place a barrier object between the bodily fluid and yourself if you must render assistance. This can be a piece of clothing, paper towel or tissue.
- Use a paper towel to wipe material from exposed skin, paying particular attention to the face. Allow person to rinse mouth; nose and eyes with running water, if possible. Antiseptic towelettes should be used when running water is not available.
- Place soiled towels or towelettes in a lined waste container. Urge the person to perform as much of this procedure as possible.
- If practical, remove soiled clothing and place in a plastic bag for laundering later.
- Assist in cleaning the affected body area.
- Wash hands thoroughly, following hand-washing procedures.

**BISHOP CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
BLOODBORNE PATHOGENS POST TEST**

1. True False HIV and HBV may be present in body fluids other than blood.
2. True False Children that appear healthy probably are not infected with HBV or HIV.
3. True False Sexual contact and sharing infected needles are the only ways HBV and HIV can be transmitted.
4. True False Blood, vomit, or urine may contain blood-borne pathogens.
5. True False You should always check disposable gloves for holes to ensure they will protect you from blood-borne pathogens.
6. True False Blood-borne infections can be transmitted through an open cut or through common skin conditions like dermatitis.
7. True False The HBV vaccine is safe and effective.
8. True False It's recommended that every school system create an Exposure Control Plan and make it available to some of the employees.
9. True False Some people infected with HBV show no signs or symptoms.
10. True False Contaminated surfaces can easily lead to the spread of HBV.
11. True False Standard Precautions means treating all blood and body fluids as if they are infected with a blood-borne disease.
12. True False To effectively disinfect surfaces and cleaning tools you may use one part bleach to 100 parts water.
13. True False Only teachers and housekeeping staff are at risk of encountering blood-borne pathogens at schools.

SCHOOL COPY

14. True False You must carefully remove disposable gloves to minimize you risk of infection.
15. True False HBV is never life-threatening.
16. True False Housekeeping staff and other school employees who clean sinks should wear proper PPE including gloves.
17. True False If you contact HBV you can put your family at risk of infection.
18. True False There's no need to wash your hands after removing disposable gloves.
19. True False Your school system's Exposure Control Plan will identify those who risk coming in contact with blood-borne pathogens while on the job.
20. True False Protecting yourself from bloodborne diseases requires knowing the facts about HBV and HIV and taking sensible precautions.

ACKNOWLEDGEMENT OF TRAINING

I have received the Blood-borne Pathogen in Schools training on _____. I have read and understand the training handbook Blood-Borne Pathogens in Schools. I was given the opportunity to ask questions at the training. I have also completed and passed the comprehensive quiz at the conclusion of this handbook, and turned my test into Bishop CISD personnel.

_____	_____	_____
Signature	Printed Name	Date

NOTE: This record may be included in the employee's personnel or training file.

EMPLOYEE COPY

ACKNOWLEDGEMENT OF TRAINING

I have received the Blood-borne Pathogen in Schools training on _____. I have read and understand the training handbook Blood-Borne Pathogens in Schools. I was given the opportunity to ask questions at the training. I have also completed and passed the comprehensive quiz at the conclusion of this handbook, and turned my test into Bishop CISD personnel.

_____	_____	_____
Signature	Printed Name	Date

NOTE: This record may be included in the employee's personnel or training file.

POLICIES

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of non-contract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. Policy manuals are located online and are available for employee review during normal working hours. A complete listing of both legal & local policies may be found on the Policy Online website: www.tasb.org/policy/private/178902/

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ACKNOWLEDGEMENT OF TRAINING

I have received the COVID 19 in Schools training on _____.

I have read and understand the Training Map Covid 19 in schools. I was given the opportunity to ask questions at the training. I have also completed and passed the comprehensive quiz at the conclusion of this handbook, and turned into Bishop CISD personnel.

Signature

Printed Name

Date