



**Newman International Academy**  
**Employee Handbook**  
**2018-2019**

# **Newman International Academy**

**2018-2019**

## **NIA Board Members**

**John Yerby, President**

**LaVerne Raine, Ph. D., Vice President**

**Sheba K. George, Ph. D., Ed. D., Secretary**

## **Superintendent**

**Sheba K. George, Ph. D., Ed. D.**

## **Assistant Superintendent**

**Betty Sims**

## **Principals**

**Newman International Academy of Arlington (NIAA)**

**Donna Hart, M. Ed., Director Secondary Principal,**

**Wendy Dansby, M. Ed., Director Elementary Principal**

**Newman International Academy of Cedar Hill (NICH)**

**Subhas Mathew, M. Ed. Principal**

**Newman International Academy at Pioneer (NIAP)**

**Jay Tinklenberg, M.S. Principal**

**Newman International Academy at Grace (NIAG)**

**Shauna Moore, M. Ed., Principal**

**Newman International Academy of Fort Worth (NIAF)**

**Dale Duncan, M. Ed., Principal**

**Newman International Academy of Mansfield (NIAM)**

**Keith Shull, M. Ed., Principal**

## TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK.....</b>                     | <b>1</b>  |
| <b>The Purpose of this Handbook.....</b>                                       | <b>2</b>  |
| <b>Newman International Academy Philosophy .....</b>                           | <b>2</b>  |
| <b>Non-Discriminatory Statement/Equal Employment Opportunity .....</b>         | <b>3</b>  |
| <b>At-Will Employment .....</b>  | <b>3</b>  |
| <b>Required Employment Documents .....</b>                                     | <b>4</b>  |
| <b>Health Requirements.....</b>  | <b>5</b>  |
| <b>Statement of Confidentiality.....</b>                                       | <b>5</b>  |
| <b>Immigration Law Compliance .....</b>  | <b>5</b>  |
| <b>Job Procedures .....</b>  | <b>6</b>  |
| <b>Voluntary Resignation and Job Abandonment .....</b>                         | <b>7</b>  |
| <b>Employee Discipline .....</b>   | <b>7</b>  |
| <b>Employee’s Right to Access Personnel File .....</b>                         | <b>9</b>  |
| <b>Personnel Data Changes .....</b>  | <b>10</b> |
| <b>Payroll .....</b>   | <b>10</b> |
| <b>Insurance and Benefits .....</b>  | <b>14</b> |
| <b>Retirement .....</b>  | <b>16</b> |
| <b>Leaves and Absences .....</b>   | <b>16</b> |
| <b>Student or Employee Discrimination / Harassment/ Sexual Harassment.....</b> | <b>18</b> |
| <b>“Whistleblower” Complaints .....</b>  | <b>21</b> |
| <b>Employee Conduct.....</b>   | <b>23</b> |
| <b>NIA Employee Code of Ethics .....</b>                                       | <b>24</b> |
| <b>NIA Employee Dress Code.....</b>  | <b>28</b> |

|   |           |
|---|-----------|
| <b>Conflicts Of Interest.....</b>                                 | <b>29</b> |
| <b>Administering Medication .....</b>                             | <b>32</b> |
| <b>Reporting Employee Injuries.....</b>                           | <b>35</b> |
| <b>Computer/Network/Internet Responsible Use Guidelines .....</b> | <b>36</b> |
| <b>Personal Use of Electronic Media .....</b>                     | <b>37</b> |
| <b>Employee Involvement .....</b>                                 | <b>45</b> |
| <b>Faculty/Staff Meetings .....</b>                               | <b>45</b> |
| <b>Children of Newman International Academy Employees .....</b>   | <b>45</b> |
| <b>Student Transportation.....</b>                                | <b>45</b> |
| <b>Student Welfare: Child Abuse and Neglect Reporting .....</b>   | <b>46</b> |
| <b>Employee Liability .....</b>                                   | <b>47</b> |
| <b>Job Status and Change .....</b>                                | <b>50</b> |
| <b>Duties With Students—General .....</b>                         | <b>53</b> |
| <b>Report Card Guidelines.....</b>                                | <b>55</b> |
| <b>Lesson Plans .....</b>   | <b>56</b> |
| <b>Appendix - Forms .....</b>                                     | <b>58</b> |

## ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

The Employee Handbook contains important information about Newman International Academy of Arlington (Newman International Academy), and I understand that I should consult the District Office regarding any questions not answered in the handbook. I have entered into my employment relationship with Newman International Academy voluntarily, and understand that there is no specified length of employment. Accordingly, either Newman International Academy or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

I understand and agree that no person other than the Superintendent may enter into an employment agreement for any specified period of time, or make any agreement contrary to Newman International Academy's stated employment-at-will policy.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to Newman International Academy's policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Directors of Newman International Academy has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the District Office any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, any and all Newman International Academy policies and procedures, and any revisions made thereto. I further agree that if I remain with Newman International Academy following any modifications to the handbook or Newman International Academy policies and procedures, I thereby accept and agree to such changes.

I have received a copy of Newman International Academy's Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. I will sign this acknowledgment form and turn it in to my supervisor by the date listed below. I understand that this form will be retained in my personnel file.

\_\_\_\_\_  
Signature of Employee                      \_\_\_\_\_  
Date

Copy Issued: August 3, 2018

**Due to Principal/ Supervisor by August 15, 2018**

## The Purpose of this Handbook

The purpose of this Handbook is to provide information that will help with questions and pave the way for a successful year. Not all policies and procedures are included in this Handbook. Those that have been are summarized. You are responsible for reading and understanding the Handbook and other policies. All questions regarding the Handbook should be directed to your Supervisor/Principal or the Assistant Superintendent.

This Handbook may be revised from time to time as deemed necessary. The only official and authorized version of the Handbook currently in effect may be requested from your Supervisor/Principal or picked up from the Assistant Superintendent office.

Some of the subjects described in this Handbook are covered in more detail in official policy documents. Refer to those documents for specific information, since this Handbook only briefly summarizes those benefits and/or policies. Please note that any written insurance/benefits plan(s), agreement(s) or other policies may be controlling over this Handbook where there is conflict.

## Newman International Academy Philosophy

### About Charter Schools

In 1995, the Texas Legislature authorized the creation of charter schools to provide an alternative to traditional public schools. Open-enrollment charter schools are public schools with the flexibility to adapt to meet the educational needs of their students. Leaders of the schools are permitted greater freedom in managing the schools, which allows them to encourage teachers to create individualized lesson plans to meet their students' specific needs. Through creating individualized lesson plans, open-enrollment charter schools strive to promote greater student achievement. In exchange for some autonomy, open-enrollment charter schools have specific accountability requirements, and must meet state-mandated teaching standards.

### Vision

Newman International Academy is dedicated to raising a generation of well-rounded individuals who will realize their worth and purpose, find their interest and gifting, develop their skills, reach their highest potential, and meet the demands of this nation and world.

### Mission

The students receive personalized educational experiences in a disciplined, nurturing and character-building environment facilitated through partnership between faculty, students, parents and community.

### School Song

May God Bless our School  
As we march to our tomorrows  
And stand tall today  
With love, faith and hope.

We rise to build our nation  
With wisdom stature and favor  
May God Bless our School  
Today and forever

## Employment

### Non-Discriminatory Statement/Equal Employment Opportunity

It is the policy of Newman International Academy not to discriminate on the basis of any legally protected classification, including race, color, national origin, sex, or disability, age, or genetic information in its student and employment practices as required by Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title I and Title V of the Americans with Disabilities Act of 1990, as amended (ADA); the Age Discrimination in Education Act of 1975, as amended (ADEA); Section 504 of the Rehabilitation Act of 1973, as amended; the Genetic Information Nondiscrimination Act in Education of 2008 (GINA); and any other legally-protected classification or status protected by applicable law. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Newman International Academy will be based on merit, performance, qualifications, and/or abilities. Newman International Academy will make reasonable accommodations for qualified individuals in compliance with the ADA, as amended. Employees can raise concerns and make reports without fear of reprisal. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their Supervisor/Principal or Assistant Superintendent.

### Freedom from Discrimination

Newman International Academy does not discriminate on the basis of race, color, national origin, sex, disability, or age, in providing education services, activities, and programs, including vocational programs, in accordance with Title IV 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. For inquiries regarding the non-discrimination policies, contact: Betty Sims at 817-459-8555 in the Administration Office.

An employee who believes he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor/principal. Alternatively, the employee may report the alleged acts to the Assistant Superintendent. A complainant who is not satisfied with the outcome of the investigation may appeal to the Superintendent. If still not satisfied, the complainant may appeal to the Newman International Academy Board members. (Please see sections of this Handbook prohibiting Retaliation) For complete copies of NIA's Title IX and/or NIA's Retaliation Policy, please see the Assistant Superintendent who will provide them.

### At-Will Employment

As provided in the Employee Acknowledgement and Agreement, nothing in this Handbook creates or is intended to create a promise or representation of continued employment. All employees are employed

at-will and may be terminated with or without cause, with or without prior notice, at any time, for any reason or for no reason. Similarly, employment with Newman International Academy is voluntarily entered into, and employees are free to resign at any time, with or without cause or notice.

Status as an at-will employee may not be changed except in writing signed by the Superintendent of Newman International Academy and approved by the Newman International Academy Board members. Employment at-will is the sole and entire agreement between Newman International Academy and you concerning the duration of your employment, and the circumstances under which your employment may be terminated. Except for an employment contract approved by the Newman International Academy Board members, described above, this Handbook shall supersede any and all prior handbooks, written documents, or oral representations issued by Newman International Academy, whether or not such documents contradict the at-will nature of your employment.

## Required Employment Documents

Employees are required to complete all Newman International Academy documents accurately. Falsification of any record, including application, etc., may result in termination.

Items required to be filed and submitted to the District Office:

- Resume;
- Official Transcripts from all colleges/universities attended for Professionals. (Sealed); Paraprofessionals need a copy of college transcripts and high school diploma or GED;
- Service Records;
- Completed Fingerprinting requirements according to Senate Bill 9 and Background check form;
- Form I-9, Employment Eligibility Verification, official documents which establish your identity and employment eligibility to work in the United States such as your Texas Driver's License, US Passport, Employment Authorization Card or Social Security card;
- TeXes/ExCET Texas Teacher's Certificate or a Paraprofessional Certificate (if applicable);
- W-4 Form, IRS employee's withholding Allowance Certificate;
- Texas Public School Staff Ethnicity and Race Data Questionnaire;
- Form SSA-1945, Statement concerning your employment in a job not covered by social security;
- Public Access Information Option Form;
- Direct Deposit form for Payroll;
- Signed employment agreement, if applicable;
- Additional Information as required for position applied for;

The items listed above must be in District Office before files are complete. Failure of an employee to complete or failure to provide required employment documentation may result in termination from employment.

## Employment Reference Checks

It is Newman International Academy's policy to check employment references for all applicants.



## Criminal History Records & Background Check

Newman International Academy must obtain criminal history record and background information that relates to a person it intends to employ, or a person who has indicated, in writing, an intention to serve as a volunteer with Newman International Academy, as well as any person currently employed or serving as a volunteer in accordance with state law.

## Fingerprinting

As of April 2011, Newman International Academy has been in compliance with the Texas Senate Bill 9. All employees and substitutes hired must complete the fingerprinting process with the State Board of Education (SBEC)/Texas DPS Clearinghouse prior to employment. All SBEC teacher/paraprofessional certified employees and substitutes have completed the fingerprinting process through SBEC.

## Health Requirements

Newman International Academy may require that an employee undergo a physical examination, at Newman International Academy's expense, if at any time his/her ability to perform assigned work is in question, and otherwise in accordance with applicable law.

## Statement of Confidentiality

According to the Texas Public Information Act, the home addresses, home telephone numbers (including former home addresses and telephone numbers), and any information that reveals whether the person has family members are confidential if the individual has, in writing, opted to keep this information closed from the public. As an employee of Newman International Academy, you may indicate whether you wish this information to be released by completing the Public Access Information Option Form. Failure to complete the form indicates that you have no objection to having this information released. Any requests for information received, prior to the form being completed and turned in, must be honored in accordance with the Act's requirements. You can file a new form at any time to reflect a change in your choice concerning confidentiality.

## Immigration Law Compliance

Newman International Academy is committed to employing only United States citizens and documented workers who are authorized to work in the United States, and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Newman International Academy within the past three (3) years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact District office. Employees may raise questions or complaints about Immigration Law compliance without fear of reprisal.

## Reports on Arrest, Conviction or Adjudication

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 received deferred adjudication for such an offense must also report that event to the principal or immediate supervisor within three calendar days of the event. An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty pleas, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

- Crimes involving school property of funds;
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- Crimes that occur wholly or in part on school property or at a school-sponsored activity; or
- Crimes involving moral turpitude, which include but are not limited to:
  - a. Dishonesty, fraud, deceit, theft, misrepresentation;
  - b. Deliberate violence;
  - c. Base, vile or depraved acts that are intended to arouse or gratify the sexual desire of the actor;
  - d. Felony possession, transfer, sale, distribution or conspiracy to possess, transfer, sell or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
  - e. Acts constituting public intoxication, operating a motor vehicle while under the influence of alcohol, or disorderly conduct if two or more acts are committed within any 12-month period;
  - f. Acts constituting abuse under the Texas Family Code.

## Job Procedures

### General

Employees shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as Newman International Academy employees. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination of employment.

### Attendance

Employees are expected to come to work each scheduled duty day at the assigned reporting time, unless specifically relieved of duty by their supervisor. Failure to report for duty as assigned or in a timely manner may be grounds for termination of employment.

### Employee Hours

Teacher hours are from 7:15am to 3:45pm, Monday through Friday. **Campus staff hours are 7:15am to 4:15pm, Monday through Friday. District staff hours are 7:30am to 4:30pm, Monday through Friday. Employees will be notified if a change is activated. The Administrator may schedule events and/or meetings that require mandatory attendance of staff beyond the hours listed above.**

### District Office / School Office Hours

District Office: Monday-Friday 7:30am – 4:30pm; School Offices: Monday-Friday 7:15 am-4:15am

## Auxiliary Staff Hours

Auxiliary Staff must adhere to work hours as set forth by their supervisors. Newman International Academy will maintain work hours for its employees in accordance with federal and state regulation, business needs, and the maintenance of efficient and effective school operations.

## Advance Notice

When the need for being absent from or late to work is known in advance, the employee must notify his/her Supervisor as far in advance as possible.

## Notice of Unexpected Absence

In the electronic sign-in system (Aesop), when employees are going to be absent for any reason, they will log in and record their absence as early as possible. Additionally, they will still need to call their Supervisor (for Teachers, their Principal) before 6:30am when the absence is unexpected. Notification to an employee other than one's supervisor is insufficient; thus, employees must communicate directly with their Supervisor concerning the absence.

## Failure to Give Notice

Failure of an employee to give the notification of absence to his/her Supervisor for two (2) consecutive workdays, unless prevented by circumstances beyond the employee's control, may be considered to be a voluntary resignation as of the last day worked in accordance with applicable federal and state laws.

## Voluntary Resignation and Job Abandonment

An employee who voluntarily resigns his/her employment, or who fails to report to work without notice to or without approval from his/her Supervisor may voluntarily terminate employment with Newman International Academy. Failure to give notice may be considered job abandonment.

In the event of a voluntary resignation, all Newman International Academy-owned property (e.g., vehicles, keys, uniforms, etc.) must be returned immediately upon termination of employment. **An employee voluntarily resigning his/her position must complete and submit to his/her Supervisor a written notice of resignation.**

## Employee Discipline

Employment with Newman International Academy is based on mutual consent and both the employee, and Newman International Academy has the right to terminate employment at-will, with or without cause or advance notice, Newman International Academy may use progressive discipline at its discretion.

Disciplinary action may include, but are not limited to any of the following four steps: (1) verbal warning, (2) conference summary (3) written warning, (4) suspension with or without pay, or (5) termination of employment. The progression of these steps depends upon the severity of the problem and the number of occurrences. There may also be circumstances when one or more steps are bypassed.

## Fraud, Dishonesty and False Statements

No employee or applicant may ever falsify any application, medical history record, student paperwork, employee paperwork, time sheet, time card, investigative questionnaires or any other document. Any employee found to have engaged in résumé fraud, or who made material misrepresentations or omissions on their employment application, will be subject to immediate termination of employment. If an employee observes any such violation(s), it should be immediately reported to the appropriate Principal/Supervisor.

## Insubordination

All employees have duties to perform and everyone – including Newman International Academy Supervisors – must follow directions from someone. It is against Newman International Academy policy for an employee to refuse to follow the lawful directions of a Supervisor or other school official. Employees must fully cooperate with Newman International Academy investigations into potential misconduct. Refusal to fully disclose information in the course of a Newman International Academy investigation is insubordination and subject to possible disciplinary action up to and including termination. However, in the event a Supervisor directs an employee to perform an illegal or immoral act/task, the employee should notify the next level of authority immediately.

## Contacting Employees during the Workday

All employees should give their campus/department phone number to any person who may need to contact them, regarding school business, during the workday. All employees must be mindful of confidentiality when discussing students and school business.

## Relationships between Employees

Employees are encouraged to exercise common politeness and courtesy with regard to peer relationships, as well as with supervisory personnel. A cooperative spirit among co-workers will help everyone to perform his/her job duties in a proper, efficient and workmanlike manner. No employee is permitted to curse at, insult, or defame, in any manner, another employee at any time on or about Newman International Academy's property. Any fighting on or about Newman International Academy property is prohibited and may result in immediate termination. It is part of all employees' duties to work as team members; failure to do so will lead to disciplinary action.

## Disability Accommodation

Newman International Academy is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

## Americans with Disabilities Act (ADA)

In a good faith effort to comply with all titles of the ADA, Newman International Academy asks any person who suffers from a disability to notify their Campus Administrator or Assistant Superintendent, in the event that a barrier presents itself, or if the employee feels they are being discriminated against in their employment on the basis of the disability, either real or perceived. In all instances, Newman International Academy will review or investigate the complaint and, if appropriate, address the complaint as soon as possible, or provide another accommodation in compliance with the ADA as amended.

## Drug-Free Workplace Requirements

Newman International Academy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, as that term is defined in state and federal law, in the workplace or at any school-related event. Employees who violate this prohibition may be referred to drug counseling programs, drug rehabilitation programs, employee assistance programs, or may be terminated from employment with Newman International Academy. As a condition of employment in Newman International Academy, each employee shall abide by the terms of the requirements and prohibitions set out in this statement and shall notify Newman International Academy of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Within 30 days of receiving notice of a conviction for any drug statute violation occurring in the workplace, Newman International Academy shall either (1) take appropriate personnel action against the employee, up to and including termination; or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.

## Tobacco

Smoking and the use of tobacco products, by employees, is prohibited on school property, in school-owned vehicles, and while supervising students during school-related events.

## Prohibition of Weapons (including handguns)

### FIREARMS/WEAPONS ON NIA CAMPUSES

Newman International Academy, a public charter school governed by the Texas Education Code, prohibits the carrying of any weapon on any premise under its control with the exception of duly authorized Security Personnel. The carrying of any weapon on the physical premise of a school by any person is a violation of Texas Penal Code. Anyone found to be in the possession of a weapon on a physical premise under the control of Newman International Academy is subject to arrest and prosecution under the Texas Penal Code.

### TEXAS PENAL CODE

#### TITLE 10. OFFENSES AGAINST PUBLIC HEALTH, SAFETY, AND MORALS

#### CHAPTER 46. WEAPONS

#### Sec. 46.03. PLACES WEAPONS PROHIBITED.

(a) A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club, or prohibited weapon listed in Section 46.05(a):

(1) on the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private, unless: (A) pursuant to written regulations or written authorization of the institution.

An offense of this section is a Third (3rd) Degree Felony, punishable by imprisonment for any term of not more than 10 years or less than 2 years and may be punished by a fine not to exceed \$10,000.00.

## Employee's Right to Access Personnel File

Newman International Academy may maintain a personnel file on each employee. The personnel file may include such information as the employee's job application, résumé, records of training, documentation of performance appraisals and salary increases, and other employment records.

All information in an employee's personnel file will be made available to the employee or his/her authorized representative in the same manner that public information is made available under the public information laws found in Texas Government Code chapter 552.

An employee or his/her authorized representative has a special right of access, beyond the right of the general public, to information held by Newman International Academy that relates to the employee, and that is protected from public disclosure by laws intended to protect the employee's privacy interests. Newman International Academy may not deny to the employee or his/her representative access to information relating to the employee on the grounds that the information is considered confidential by privacy principles under the Public Information Law. However, Newman International Academy may assert, as grounds for denial of access, other provisions of the Texas public information laws or other laws that are not intended to protect the employee's privacy interests.

If Newman International Academy determines that information in an employee's records is exempt from disclosure under an exception of Texas Government Code chapter 552, subchapter C, other than an exception intended to protect the privacy interest of the employee or his/her authorized representative, it will, when required, submit a written request for a decision to the Attorney General of Texas before disclosing the information. Newman International Academy will release the information to the employee requesting the information in accordance with applicable law.

## Personnel Data Changes

It is the responsibility of each employee to promptly notify Newman International Academy of any changes in personnel data. Personal mailing addresses, telephone numbers, name changes, names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. All changes can be made through forms available through the Business Office.

## Assignment and Reassignment

Newman International Academy's procedure for transferring positions internally is designed to provide a fair and equitable process resulting in the appropriate match of a staff member's skills, knowledge, and experience, strengths and weaknesses with a given position's job requirements.

All personnel are subject to assignment and reassignment by the Superintendent, who has final administrative placement authority. Extracurricular or supplemental duty assignments may also be assigned or reassigned at any time.

## Payroll

### General Information

- Newman International Academy follows all Texas Payday laws.
- All employees of Newman International Academy are paid at least once per month on the last work day of each month unless otherwise notified.
- The method of pay may be changed at any time, with or without advance notice.
- Employees may be paid by check or through direct deposit of funds to savings and/or checking account(s) at his/her bank(s).

Paychecks will either be direct deposited to the employee's financial institution of his/her choice, hand delivered to his/her campus or mailed to his/her home address.

Each paycheck will include earnings per time clock submissions for non-exempt employees for all work performed through the end of the previous payroll period and per exempt work agreement period for exempt employees

**In the event that a regularly scheduled payday falls on a day off, such as a weekend or holiday, employees will be paid on the last day of work prior to the regularly scheduled payday.**

## Salaries and Wages

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. Newman International Academy's pay plans are reviewed by the Board of Directors each year and adjusted as needed. Salaries and wages are reviewed periodically and adjusted according to the budgeted amounts approved by the Board of Directors. Newman International Academy employees should contact the Human Resources Office for further information concerning their own salary.

## Overpayments

Employees must inform the Newman International Academy District Office of known overpayments on any paychecks received. Newman International Academy will pursue all legal means necessary to recover overpayments.

## Reporting Time (Regular and Overtime)

Newman International Academy complies with all FLSA regulations concerning their reporting and pay. See <http://www.webapps.dol.gov> for specific guidelines. In compliance with the Fair Labor Standards Act (the "FLSA"), Newman International Academy keeps records of time worked for all hourly employees. Supervisors are responsible for reviewing and approving employee time records on a weekly basis.

## Work Week and Work Hours for Purposes of FLSA

The Newman International Academy work week begins on Mondays at 6 a.m. and ends on Fridays at 6 p.m. Scheduled work hours and days may vary according to service requirements and employment classification. Generally, the scheduled work hours for Newman International Academy employees will conform to the regular schedules of the schools served by Newman International Academy.

## Employee Attendance and Time Records

It is the responsibility of the supervisor to maintain accurate attendance records for all of his/her non-exempt employees. A record of employee attendance will be kept on all non-exempt employees by the supervisor for his/her campus. Accurate attendance records are valuable and necessary tools for performance appraisal, discipline, overtime pay calculations and determination of salary continuation during absences. Non-exempt time records must be completed, approved by the supervisor and submitted to Payroll no later than 6 calendar days before payday. Changes to the above deadlines may be made to accommodate holidays and school closings and will be issued by Payroll.

## Direct Deposit

All faculty and staff are strongly encouraged to take advantage of direct deposit because of the many advantages it offers. In addition to being efficient and convenient, direct deposit is the most reliable method of receiving pay. A Direct Deposit Authorization Agreement form must be signed by every employee participating in the program. A notification period of one pay period is necessary to activate this service. Terminated employees with Direct Deposit will receive a paper check for their final paycheck within six (6) calendar days of termination in accordance with the Texas Payday Act.



## Administrative Pay Corrections

In the event of an error in payment, the employee should contact his/her supervisor as soon as possible. The supervisor will then contact the Finance Department and send the necessary paperwork to correct the matter. When the Finance Department receives the correction, it will determine how the error is to be corrected – either through a manually-created paycheck or in the individual's subsequent paycheck. Any questions concerning how or when corrections will be made should be directed to the appropriate supervisor and/or the Finance Department.

## Deductions from Pay

Newman International Academy will deduct from an employee's paycheck that which is allowable under state and federal law. Generally, optional deductions, if any, may only be made from pay as long as the resulting wage does not fall below the FLSA minimum wage. All optional deductions from an employee's paycheck must be approved by the employee in writing in accordance with the Wage Deduction Authorization Agreement contained in the appendix.

## Deductions Required By Law

**Note: The following deductions are required by law and are withheld from every paycheck; no written authorization is required.**

- Federal Income Tax Withholding (based on IRS Form W-4)
- Medicare
- Social Security (for non-TRS eligible employees only)
- Teacher Retirement System (TRS – two deductions):
  - Retirement (federal exempt) – employee retirement account (6.4%)
  - Insurance– active member contribution to retirees' health insurance program (0.65%)
- Insurance coverage (optional)

## Social Security/Medicare Taxes

The amounts withheld are based upon a tax rate set by law and are applied up to a certain specified amount of annual earnings. Newman International Academy is liable for an amount equal to the amount of tax paid by the employee at the time the wages are paid.

## Federal Withholding Income Tax

Federal income tax will be withheld from each employee's paycheck. The amount is shown on the paycheck stub under the heading "Federal Withholding." The Internal Revenue Service ("IRS") requires that deductions be made based on an employee's gross earnings in accordance with established withholding tax tables in effect at the time of withholding. The classification used to determine the amount of tax withheld is taken from the Employee's Withholding Allowance Certificate (Form W-4). The withheld tax is forwarded to the IRS, and the employee is given credit toward payment of their individual income tax.

## Involuntary Assignment of Wages

An involuntary assignment of wages – also called a garnishment – requires that Newman International Academy deduct certain amounts from an employee’s wages in order to repay the employee’s debts, such as child support and court ordered wage garnishments. Newman International Academy will only make

such deduction from an employee’s paycheck upon receipt of official notice and/or paperwork from a court or governing body.

## Lost/Stolen Paychecks

Lost or stolen paychecks should be reported to the Payroll Department immediately. The Payroll Department will issue a stop payment on the lost or stolen check. Only after the financial institution has notified the Payroll Department that payment of the check has been stopped can Payroll issue a new check.

## Unclaimed Payroll Checks

If an employee fails to pick up his/her paycheck, the supervisor will immediately return the paycheck to Payroll. Payroll will attempt to contact employee to forward payment. In the event the employee does not collect the check within ninety (90) days, Payroll will cancel the paycheck, but the wages will still be recorded. The employee will be required to present proper identification to Newman International Academy before the check will be reissued. In the event that the unclaimed paycheck is not claimed for a period of one (1) year from its date of issuance, the paycheck “escheats” to the State of Texas pursuant to the Texas Property Code. After such time, the employee will need to contact the Unclaimed Property Division of the Texas State Comptroller’s Office for instructions on retrieving deposited wages.

## Authorized Check Pick Up

Newman International Academy will release a paycheck to a third party, including a spouse, who is authorized in writing by the employee to receive the paycheck. Written authorization must be provided to the district office prior to any paycheck being released.

## Travel Expense Reimbursement

Prior approval for travel, including prepaid expenses, shall be obtained before any such expenses are incurred. Before an employee incurs any travel expenses, the employee must receive approval from the employee’s Campus Principal/Supervisor and Finance Department.

A Newman International Academy employee shall be reimbursed for authorized mileage incurred while performing job-related duties only if such travel is at the request of the employee’s Supervisor and is approved in advance by the Finance Department.

## Wage and Tax Statements

All employees will receive a Wage and Tax Statement (Form W-2) from Newman International Academy showing their annual earnings and the amounts deducted for Social Security, Medicare, and federal income taxes. Additional earnings and deductions that may be included, if applicable, are social security tips, allocated tips, advance earned income credit, and dependent care benefits. W-2 forms will be prepared by the District office and distributed on or before January 31st of each year.

**Annualized Compensation** Newman International Academy pays all exempt employees over 12 months regardless of the number of months employed during the school year. Exempt employees will be paid in equal monthly payments beginning with the first pay period of the school year. Teachers who separate after the last day of instruction will continue to receive paychecks through the end of the summer.

## **Insurance and Benefits**

### **Newman International Academy-Provided Benefits**

At the time of this printing the Newman International Academy offers the following coverage as part of the compensation/benefit package to eligible Newman International Academy employees. All employees who are eligible for membership in the Teacher Retirement System of Texas, and retirees who have been rehired on at least a half-time basis, are eligible to participate in Newman International Academy's benefit programs. The plan year for all benefits is September 1 to August 31.

Newman International Academy may offer its employees, from time to time, the option to additionally purchase and/or participate in various other benefits and insurance programs, subject to the terms and conditions of the various programs. Please contact the Human Resources Office regarding available benefits and insurance programs.

### **Eligibility**

All new TRS Eligible employees are eligible for benefits on the first day of the month following the first day worked, or the date they become eligible for benefits. At no time will employees be eligible for coverage before the first day worked by the employee. If an employee does not enroll within thirty-one (31) days of eligibility, that employee will be eligible to enroll during the next open enrollment opportunity. For information or to enroll, please contact Human Resources regarding available benefits and insurance programs. Please contact the Human Resources Office for information regarding available benefits and insurance programs.

### **Section 125 Cafeteria Plan**

Most Newman International Academy benefits are offered on a pre-tax basis only. Using this IRS approved method; an employee pays less federal income tax because taxable income is reduced by the amount of the premiums paid.

### **HIPAA**

The Health Insurance Portability and Accountability Act of 1996, (HIPAA) established rules for protecting individual Personal Health Information (PHI). HIPAA provides individuals certain rights regarding their PHI, and requires employers and other individuals to adhere to restrictions on how PHI is disclosed. Every employee should respect the rights of others and only disclose PHI about themselves and others to those with a need to know. Disclosure of PHI without the written approval of the individual is a violation of Federal Law.

### **Medical Benefits**

Newman International Academy offers medical coverage to all eligible full-time employees. The medical coverage plan(s) is/are approved annually by the Board of Trustees. Typically, Newman International Academy contributes a significant portion of the employee-only cost for those employees who elect

coverage. The actual amount of Newman International Academy contribution to the medical plan(s) is approved on an annual basis by the Board of Trustees. The details concerning all aspects of the health coverage provided are explained during the open enrollment period, and can be accessed at any time on [www.region11bc.com](http://www.region11bc.com).

## Payroll Deduction Benefits

The following plans are available to eligible Newman International Academy employees through regular payroll deduction:

The following benefits are available for full-time employees working 40 hours/week:

- Health Insurance (Full-time Employees: Employee base plan coverage is provided by the employer. Principals and Directors: Employee buy-up plan coverage is provided by the employer. Officers: Family buy-up plan coverage is provided by the employer.)
- \$20,000 of Group Life Insurance and AD&D is provided by the employer
- Long-term Disability Insurance is provided by the employer
- Dental Insurance (optional): Employer will cover a portion of the premium if elected
- Vision Insurance; Voluntary Employee, Spouse, and Child Life Insurance; Short-term Disability Insurance; and supplemental insurance: Employee's option and expense
- Supplemental Insurance (optional): Gap, Cancer, Accident
- Worker's Compensation Insurance is provided by the employer

The following benefits are available for employees working a minimum of 20 hours/week:

- Retirement Annuity 403(b) is available for employee contributions
- Power House offers a 25% discount to Newman International Academy employees. Make sure you tell the Power House coordinator that you work for Newman International Academy when you enroll your child.

## Unemployment Compensation Insurance

Newman International Academy 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 an at-will agreement or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Human Resources Office.

## Use of Personal Vehicles

Employees conducting Newman International Academy-related business in their personal vehicles are expected to be in compliance with all state laws related to vehicle insurance coverage requirements. If involved in an accident while on Newman International Academy-related business, personal vehicle insurance takes precedence.

## Retirement

### Teacher Retirement System (“TRS”)-Covered Employment

Employment that makes one eligible for membership in TRS is:

- Regular employment in a public, state-supported educational institution in Texas that is expected to last for a period of four and one-half months or more;
- For one-half or more of the standard full-time workload; and
- With compensation paid at a rate comparable to the rate of compensation for other persons employed in similar positions.

An employee of a public, state-supported educational institution in Texas meets these requirements if the member’s customary employment is for twenty (20) hours or more each week and for four and one-half months or more in one school year.

Full-time service is employment that is usually forty (40) clock hours per week.

If the TRS-covered employer has established a lesser requirement for full-time employment for certain positions, full-time service includes employment in those positions. In no event may full-time employment require less than thirty (30) hours per week.

All regular employees of the public education system in Texas (employed for four and one-half months or more, for one-half time or more of the standard full-time workload, and paid at a rate comparable to other persons employed by that employer in similar positions) must participate in TRS, unless an exception to TRS membership applies.

The exceptions to TRS membership include but are not limited to:

- A substitute, as defined by TRS Rules (To be considered a substitute, the individual must be serving in a position currently held by another employee and paid at a rate of pay that does not exceed the rate for substitute work established by the employer.);
- A person employed on a temporary (less than four and one-half months), seasonal, or on an irregular basis.

Substitutes not receiving TRS service retirement benefits who work at least ninety (90) days a year may also be eligible for TRS membership and to purchase one (1) year of creditable service. TRS provides members with an annual statement of their accounts showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

## Leaves and Absences

### Forfeiture of Accrued Leave

The District allows 5 Personal days to be taken as leave, and the State allows 5 days of State leave. Accrued **State** days go on the service record and transfer to other Texas public schools. Any accrued but not taken **Local** days are forfeited.

## Family and Medical Leave (FMLA) – general provisions

NIA is a covered employer under the Family Medical Leave Act (“FMLA”). The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. For the most up-to-date information on FMLA, please see: <https://www.dol.gov/whd/fmla/> and [https://www.dol.gov/whd/fmla/fact\\_sheets.htm](https://www.dol.gov/whd/fmla/fact_sheets.htm) The information provided there is incorporated herein by reference.

### Jury Duty

Newman International Academy may not discharge, discipline, reduce the salary of, or otherwise penalize or discriminate against an employee because of the employee’s compliance with a summons to appear as a juror. For each regularly scheduled workday on which a non-exempt employee serves in any phase of jury service, Newman International Academy shall pay the employee his/her normal daily compensation. Any employee selected for jury duty must notify their supervisor within forty-eight (48) hours of the court’s notice. Exempt employees will be paid for their entire time on Jury Duty.

### Voting Leave

Any employee who does not have two (2) consecutive non-work hours while the polls are open on election day will be given up to two (2) hours off with pay in order to vote, unless more time is required by state law. The employee should notify the appropriate Supervisor before Election Day if time off is needed, so that the timing of the employee’s absence can be pre-arranged.

### Bereavement Days

Full-time regular employees may be absent, without loss of pay, in the event of the death of one of the following relatives of the employee or spouse: Husband, wife, child, father, mother, brother, sister, grandfather, grandmother, or grandchildren. Such leave may begin with the day of the death of the deceased person, but no such paid leave shall exceed three days unless approved by the Board of Directors, upon recommendation of the school administration. Part-time regular employees who average 20 hours or more each week are eligible to be absent up to three working days at the time of the death of the relative, as indicated previously. They will be compensated for the hours normally worked those days absent. Approval of bereavement leave may be requested by telephone, if necessary. Employees may, with their supervisors’ approval, use any available paid leave for additional time off as necessary.

### Maternity Leave (Non-FMLA)

Newman International Academy will not single out pregnancy-related conditions for special procedures to determine an employee’s ability to work. However, Newman International Academy does require an employee on maternity leave to present a statement from her treating physician releasing the employee to return to work in the same manner as Newman International Academy treats other leaves of absence. If an employee is temporarily unable to perform her job due to pregnancy, Newman International Academy will treat the pregnancy complications the same as any other temporary disability. Pregnant employees will be permitted to work as long as they are able to perform their jobs as permitted by physician. The employee is eligible to return to work as soon as she is released by her treating physician. Newman International Academy will typically allow an employee out of work due to pregnancy or childbirth up to six (6) weeks of maternity/paternity leave, which leave shall run concurrently with any FMLA leave. However, Newman International Academy does not guarantee the same position will be available upon return from maternity leave or any other non-FMLA leave of absence.

## Military Leave Of Absence

Newman International Academy is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is Newman International Academy's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in, or obligation to perform service for, any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his/her rights hereunder. If any employee believes that he/she has been subjected to discrimination in violation of this provision, the employee should immediately contact the Employee Benefits Representative responsible for the employee, or the Representative's Supervisor, if the Representative is unavailable or unable to be of assistance.

## Temporary (Two-Week) Military Leave

In addition to the rights and benefits provided to employees taking Extended Military Leave (as described in this Handbook), eligible employees who must be absent from their job for a period of not more than ten (10) working days each year in order to participate in temporary military duty are entitled to as many as ten (10) days unpaid military leave. All benefits will continue during an employee's temporary military leave.

## All Other (Extended) Military Leave

Employees directed to participate in extended military duties in the U. S. Armed Forces that exceed ten (10) working days will be placed on an unpaid military leave of absence status for a period of as long as five (5) years, except as otherwise required by USERRA, and will be entitled to the rights and benefits described below and in accordance with Newman International Academy policies and procedures.

## Student or Employee Discrimination / Harassment/ Sexual Harassment

Newman International Academy prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, age, or any other basis prohibited by law. Discrimination against a student is defined as conduct directed at a student on the previous bases that adversely affects the student.

Newman International Academy prohibits dating violence, as defined by law. Retaliation against anyone involved in the complaint process is a violation of Newman International Academy policy. Employees shall not tolerate any form of discrimination of students and shall report any alleged acts in a timely manner. Failure to promptly report alleged discrimination may impair Newman International Academy's ability to investigate and address the discrimination/harassment.

Newman International Academy employees shall not engage in discrimination of students nor tolerate student-to-student discrimination or harassment.

Newman International Academy shall investigate all allegations of such discrimination and shall take appropriate disciplinary action against employees or students who have engaged in such acts. Sexual harassment includes dating violence as well as any unwelcome verbal or physical sexual advances, including but not limited to engaging in sexually oriented conversations, telephoning students at home or elsewhere to solicit unwelcome social relationships, physical contact that would reasonably be construed as sexual in nature, threatening or enticing students to engage in sexual behavior in exchange for grades or other school-related benefit, request for sexual favors, sexually motivated physical, verbal, or nonverbal conduct when the conduct affects the student's ability to participate in or benefit from a program or activity, or creates an intimidating, threatening, hostile or offensive educational environment. Sexual harassment of students by employees is always a violation of law and will result in appropriate disciplinary action up to and including termination from employment and referral to appropriate law enforcement authorities.

### Sexual Harassment Complaint Procedures

Newman International Academy will take appropriate actions against all substantiated allegations of harassment. Employees who believe they are being sexually harassed are requested to take the following actions:

- In the event an employee believes he/she is a victim of harassment, he/she should contact his/her Supervisor/Principal immediately. In the event the Supervisor/Principal is the alleged harasser, the employee should contact the next level of management immediately.
- Any employee who is uncomfortable with face-to-face interaction may write down his/her complaints in a memo and submit them to the appropriate Supervisor/Principal or the Assistant Superintendent.
- Supervisors/Principal are expected to contact the Assistant Superintendent immediately upon receiving a complaint of sexual harassment. Supervisors/Principals are not to try and handle the situation alone. All complaints of harassment must be turned over to the Assistant Superintendent.
- All complaints will be handled in a timely manner. The complaint will be handled in as confidential to the extent possible. Under no circumstances will information concerning any employee's complaint be released by Newman International Academy to any third person or to anyone within Newman International Academy who is not involved in the investigation.

The purpose of this provision is to maintain impartiality and confidentiality to the extent possible. Both the complaining individual and the alleged harasser have equal privacy rights under the law. Due to the nature of the investigative requirements and process, it may not be possible to ensure absolute confidentiality, but Newman International Academy will protect the privacy and confidentiality of both the accuser and accused to the extent possible. All authorized employees of Newman International Academy are expected to contact their Supervisor/Principal immediately upon learning of a sexual harassment complaint.

Retaliation is strictly prohibited. Retaliation against any person who in good faith reports or complains about sexual harassment is illegal and will not be tolerated. Retaliation may include, but is not limited to demotion, poor performance appraisals, assignment of demeaning tasks or taking any kind of adverse actions against a person who complains about sexual harassment.



In addition to using Newman International Academy's complaint process, an employee may file a formal complaint with the United States Equal Employment Opportunity Commission (EEOC) or Texas Workforce Commission Civil Rights Division (TWCCRD). Additional information may be found by at:

<http://www.eeoc.gov/employees/charge.cfm>

or

[http://www.twc.state.tx.us/crd./file\\_emp.html](http://www.twc.state.tx.us/crd./file_emp.html)

## Conducting the Investigation

Newman International Academy recognizes all official complaints as a serious matter and will follow through with an appropriate investigation of the allegations. All complaints must be investigated. At no time will an employee who files a complaint be required or allowed to handle the problem themselves.

All investigations into sexual harassment will follow these guidelines:

- The complainant will be asked for specifics about what happened, where it happened, when it happened and why.
- Co-workers may be questioned, to determine if there are other victims or witnesses to the harassment.
- The accused harasser will be questioned and will be informed of who is complaining and be asked for their statement/explanation. The accused harasser will be warned not to retaliate or to discuss the matter with the complainant or any other Newman International Academy employees or affiliated persons without permission from the investigator/Newman International Academy administration. Failure of the accused harasser to abide by this will be grounds for disciplinary action, up to and including, termination.

## Corrective Action

Newman International Academy will take prompt, effective action to end any harassment and to deter future harassment. After all the circumstances of the complaint, including responses of the alleged perpetrator and witnesses, have been documented, a determination will be made as to whether or not a sexual harassment has occurred. The complainant and other persons directly involved will be provided notice of Newman International Academy's disposition in the matter. Prompt corrective action, if warranted, will follow immediately. This may include discipline or termination of the perpetrator or the complainant in the case that a falsified complaint or contributory behavior was discovered.

Whenever any disciplinary action is taken against an accused harasser, the victim will be informed only that "corrective action was taken." Either the complaining employee or the alleged harasser has the right to appeal the determination of the investigation if he/she indicates so in writing, and delivers the appeal to the Superintendent within ten (10) calendar days of the determination.

Newman International Academy accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any other way harasses another employee is personally liable for such actions and their consequences. Newman International Academy will not provide legal, financial, or other assistance to an individual accused of harassment if a legal complaint is filed.

## “Whistleblower” Complaints

All officers, employees and volunteers of Newman International Academy are encouraged to report any action or suspected action taken within Newman International Academy that is illegal, fraudulent or in violation of any adopted policy of Newman International Academy. Anyone reporting a violation must act in good faith, without malice to Newman International Academy or any individual associated with Newman International Academy, and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. Accusations, if proven to be deliberately false will be taken seriously and addressed appropriately.

If an individual reasonably believes that a violation has occurred, the individual is encouraged to share his or her questions, concerns, suggestions or complaints with his/her Supervisor who may be able to address them properly. In most cases, the direct Supervisor/Principal of an individual is the person best suited to address a concern. However, if an individual is not comfortable speaking with his or her direct Supervisor/Principal or if he or she is not satisfied with the supervisor’s response, the individual is encouraged to speak directly to the Assistant Superintendent.

No employee who in good faith reports a violation or cooperates in the investigation of a violation shall suffer harassment, retaliation or adverse employment consequences. Any individual within Newman International Academy who retaliates against another individual who in good faith has reported a violation or has cooperated in the investigation of a violation is subject to discipline, including termination of employment.

Every effort will be made to investigate a report of alleged misconduct as quickly and discretely as possible. Because of the need to investigate the report, correct a problem or prevent future problems, Newman International Academy cannot promise complete confidentiality. For complete copies of NIA’s Title IX and/or NIA’s Retaliation Policy, please see the Assistant Superintendent who will provide them.

## Minimum Teacher Qualifications and Notification to Parents Regarding Teacher Qualifications

Any person who desires to teach at Newman International Academy shall present his/her diploma and/or certifications for filing with Newman International Academy before his/her employment with Newman International Academy commences.

Newman International Academy is required by law and shall provide to the parent or guardian of each enrolled student written notice of the qualifications of each teacher employed by the school.

### Qualifications

Newman International Academy employs instructional staff members who hold a bachelor’s degree, with an academic major in the appropriate subject area, and/or a Texas certificate/permit or who has demonstrated subject matter competency in each of the academic subjects in which the teacher teaches, in a manner determined by TEA and in compliance with Section 9101(23) of ESEA. Persons appointed to administrative and supervisory positions are preferred to hold a bachelor’s degree or have stipulated years of experience meeting requirements as seen fit for the position. Criminal history checks and fingerprinting are required on all employees.

**Professional Employees** are defined as educators granted a bachelor’s degree or higher from an accredited institution who hold a valid Texas Educators Certification from the State Board for Educator Certification (“SBEC”) or those who are “Highly Qualified Teachers” under federal law No Child Left Behind (“NCLB”). A Professional Employee’s welcome letter is not a term contract. It is also contingent upon and subject to the employee submitting all required documentation in a timely manner and meeting all other employment requirements of Newman International Academy. Completion of the probationary period does not constitute any further rights to continued employment at Newman International Academy. Appointment and continued employment is based on student enrollment.

### Certified Out-of-State Applicants

Teachers who hold a valid out-of-state classroom certificate are usually eligible for a one-year certificate to teach in Texas. During a twelve (12) month period of validity, the teacher must perform successfully on TExES tests for the content area(s) in which certification is sought and a professional development test and satisfy any other deficiency that may be designated by the State Board for Educator Certification (SBEC). Employees are strongly encouraged to complete all TExES test requirements by March of the school year.

Upon completion of this requirement, the teacher is eligible to apply for a standard renewable certificate. Failure to complete the requirement during the validity period will result in the employee not being able to obtain a standard certificate. Therefore, since the One Year certificate cannot be renewed, the contract will be void. For out-of-state certified new hires, you must apply online for a review of credentials; provide official transcripts and a copy of your out-of-state teaching certificate and fingerprint card to the State Board for Educator Certification. Apply online at [www.sbec.state.tx.us](http://www.sbec.state.tx.us), select “SBEC Online for Educators” and follow the directions. Out-of-state new hires are responsible for all fees related to obtaining a Texas teaching certificate.

Specific questions concerning certification should be directed to:

State Board for Educator Certification  
1701 North Congress Avenue, WBT 5-100  
Austin, Texas 78701-1494  
512-936-8400  
1-888-863-5880 – SBEC Support Center  
**Correspondence from SBEC should be filed in the District Office**

## Employee Conduct

### General

Employees are expected to follow all laws, policies, regulations, terms of employment and directives. Generally speaking, Newman International Academy expects its employees to act in a mature, professional and responsible manner at work. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. If employees have any questions concerning any work or safety rule, or any of the unacceptable activities listed, any such questions should be directed to the appropriate Supervisor or the Superintendent.

Without limitation, any of the following violations may result in immediate termination of employment:

- Willful violation of Newman International Academy's rules; especially those that affect health, safety of students and efforts of Newman International Academy to operate efficiently and effectively.
- Negligence or any careless action which endangers the life or safety of another person damages or destroys property of Newman International Academy.
- Being intoxicated or under the influence of controlled substances, such as drugs, while at work or representing Newman International Academy; and use, possession or sale of a controlled substance.
- Possession of firearms, weapons or explosives on Newman International Academy property, while on duty or while representing Newman International Academy.
- Engaging in criminal conduct, acts of violence, or making threats of violence toward anyone on Newman International Academy's premises or when representing Newman International Academy; fighting, horseplay or provoking a fight on Newman International Academy property, or while representing Newman International Academy; or negligent damage of property.
- Insubordination or refusing to follow instructions issued by the appropriate Supervisor or the Superintendent pertaining to an employee's work; i.e., refusal to help with a special assignment.
- Threatening, intimidating or coercing fellow employees on or off Newman International Academy premises, at any time, for any reason.
- Engaging in an act of sabotage; willful or with gross negligence causing the destruction or damage of Newman International Academy property, or the property of fellow employees, volunteers, suppliers or visitors, in any manner.
- Theft of Newman International Academy-owned property or the property of fellow employees; unauthorized possession or removal of any school property, including documents, from the premises without prior permission from a Supervisor; unauthorized use of Newman International Academy's equipment or property for personal reasons; using Newman International Academy's equipment for personal profit.
- Dishonesty, falsification or misrepresentation on an application for employment or other work records; falsifying reasons for leave of absence or other data requested by Newman International Academy and/or alteration of Newman International Academy's records or documents.
- Giving confidential or proprietary Newman International Academy information to competitors or other organizations, or breach of confidentiality of personnel or student information.

- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same. Any discussion by one employee to another regarding a third party is considered gossip. All complaints must be made directly to the appropriate Supervisor.
- Immoral conduct or indecency on Newman International Academy property, or while representing Newman International Academy either in or to the public at large.
- Violating the policy prohibiting unlawful harassment or sexual harassment.
- Fraternizing with students in an unofficial capacity.
- Conducting personal business during business hours using work equipment on school property. The writing of personal letters, planning of personal social affairs, reading of books, magazines, personal entertainment (TV, movies, videos, etc. not related to the job, reading or posting on non-job-related Social Media etc.), selling, and soliciting during regular business hours are discouraged.
- Requests for Time Off (Leave)—With the exception of extenuating circumstances such as a last-minute illness, days taken as personal leave must be requested and approved as early as possible however no later than five working days in advance. Employees cannot use personal leave during the first or last weeks of a semester, immediately before or after a holiday or break, or during state or local testing periods, or professional learning days. In deciding to approve or deny personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee’s absence on the educational program or District operations, as well as the availability of substitutes. Exceptions must be approved by a direct supervisor and / or the Assistant Superintendent.

## NIA Employee Code of Ethics

All employees are expected to act with the highest ethical standards and are subject the following ethical codes. You may download a complete copy of **Chapter 247. Educators' Code of Ethics at** (<http://tea.texas.gov/WorkArea/DownloadAsset.aspx?id=51539612692>):

### Texas Educator Preamble

Note: (a) The term “educator” as used in this section will apply to all Newman International Academy employees. (b) All Newman International Academy Employees must adhere to the Texas Educators’ Code of Ethics. Violations will result in disciplinary action up to and including termination.

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the

profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

#### Employee Professional Ethical Conduct, Practices, and Performance:

- The employee shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of Newman International Academy, the educational institution, employee preparation program, the Texas Education Agency, or the state Board for Educatory Certification and its certification process.
- The employee shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
- The employee shall not submit fraudulent requests for reimbursement, expenses, or pay.
- The employee shall not use institutional or professional privileges for personal or partisan advantage.
- The employee shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.
- The employee shall not falsify records, or direct or coerce others to do so.
- The employee shall comply with state regulations, written local school board policies, and other applicable state and federal laws.
- The employee shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
- The employee shall not make threats of violence against school district employees, school board members, students, or parents of students.
- The employee shall be of good moral character and be worthy to instruct or supervise the youth of this state.
- The employee shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
- The employee shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.
- The employee shall not consume alcoholic beverages on school property or during school activities when students are present.

#### Ethical Conduct Toward Professional Colleagues:

- The employee shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
- The employee shall not harm others by knowingly making false statements about a colleague or the school system.
- The employee shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
- The employee shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

- The employee shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
- The employee shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.
- The employee shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

#### Ethical Conduct toward Students:

- The employee shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- The employee shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects the student's learning, physical health, mental health, or safety of the student or minor.
- The employee shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
- The employee shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.
- The employee shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
- The employee shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.
- The employee shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the employee is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the employee is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the employee.
- All employees shall maintain appropriate professional employee-student relationships and boundaries based on a reasonably prudent employee standard.
- The employee shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

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

(ii) the subject matter of the communication;

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

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

(v) whether the communication was sexually explicit; and

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

Professional Code of Ethics and Standard Practices for Texas Educators, adopted by the Professional Practices Commission, Texas Education Agency, March 1, 1998. Employee Standards of Conduct DH, date issued: 12/2/2002.

## Financial Ethics

Newman International Academy prohibits fraud and financial impropriety in the actions of its Board of Directors, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with Newman International Academy.

Fraud and financial impropriety shall include but not be limited to:

- Forgery or unauthorized alteration of any document or account belonging to Newman International Academy;
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document;
- Misappropriation of funds, securities, supplies, or other Newman International Academy assets, including employee time;
- Impropriety in the handling of money or reporting of Newman International Academy financial transactions;
- Profiteering as a result of insider knowledge of Newman International Academy information or activities;
- Unauthorized disclosure of confidential or proprietary information to outside parties;
- Unauthorized disclosure of investment activities engaged in or contemplated by Newman International Academy;
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to Newman International Academy, except as otherwise permitted by law or Newman International Academy policy;
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment;
- Failure to provide financial records required by state or local entities;
- Failure to disclose conflicts of interest as required by law or Newman International Academy policy;
- Any other dishonest act regarding the finances of Newman International Academy.
- Any person who suspects fraud or financial impropriety in Newman International Academy shall report the suspicions immediately to any supervisor, the Superintendent or designee, the Board President, or local law enforcement.

Reports of suspected fraud or financial impropriety will be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

Neither the Board nor any Newman International Academy employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

If an employee is found to have committed fraud or financial impropriety, the Superintendent or designee shall take or recommend appropriate disciplinary action, which may include termination of employment and when circumstances warrant, the Board of Directors, Superintendent, or designee may refer matters to appropriate law enforcement or regulatory authorities.



## NIA Employee Dress Code

The dress and grooming of Newman International Academy employees shall be clean, neat, in a manner appropriate for the assignments, and in accordance with any additional standards established by their supervisors and approved by the Superintendent. In particular, please note the following:

Men are to wear shirts and slacks. Ties and sport jackets or suits are optional. Men may wear sport shirts with collars. Earrings and visible tattoos are not allowed. Shirts should be pressed, buttoned, and tucked in. Men should be clean shaven or may have neatly groomed facial hair. Mustaches and beards must be clean, well-trimmed, and neat. Body piercing, with visible jewelry or jewelry that can be seen through or under clothing, must not be worn during business hours. Tongue rings are also prohibited. Fingernails must be kept at a moderate length presenting an appropriate professional appearance. No flip flops.

Women may wear dresses or slacks. No casual or cargo pants are allowed except on Fridays. Dresses should be of modest length (no skirts above the knee). Halter-tops, bare midriff tops, sleeveless tops, tank tops, spaghetti-straps dresses, low-cut blouses or dresses exposing cleavage, etc. are not allowed. Body piercing, with visible jewelry or jewelry that can be seen through or under clothing, must not be worn during business hours. Tongue rings are also prohibited. Fingernails must be kept at a moderate length presenting an appropriate professional appearance. No flip flops.

Physical Education (PE) staff members should wear appropriate clothing in accordance with activities associated with daily lesson plans. However, all PE staff are still required to adhere to all guidelines related to appropriate attire and modesty as set forth by the school Administrator and Superintendent.

Café staff members may wear denim pants/slacks/capris which are free from holes, fading, and excessive décor/bling; NO dresses, skirts, skorts, or shorts are allowed at any time. Shirts MUST have sleeves (cap/short/long); NO Halter-tops, bare midriff tops, sleeveless tops, tank tops, spaghetti-straps dresses, low-cut blouses or dresses exposing cleavage, etc. "Spirit-wear" is the ONLY acceptable T-shirt to be worn. Shoes must be fully enclosed with slip resistant soles; NO sandals or flip-flops of any kind. Tattoos MUST be completely covered while on school campus. CLEAN apron and visor/hair-net MUST be worn daily. Apron will be provided by the school and is the property of NIA. A clean Apron must be returned at the end of the school year; cleaning is the responsibility of the employee. Visor will be provided by the café and will remain the property of the employee at the end of the school year. Additionally, NO jewelry, other than a plain, smooth band ring may be worn; NO earrings, necklaces, bracelets, watches (not even medical alert). NO false eyelashes or fingernails. NO nail polish of any kind. Body piercing, with visible jewelry or jewelry that can be seen through or under clothing, must not be worn during business hours. Tongue rings are also prohibited.

Uniform requirements are explained by the appropriate departments. Some departments use uniforms which employees must wear. Dress requirements set for employees in departments without specific uniforms must be followed.

Final judgment regarding any professional dress will rest with the Superintendent.

## Care of Buildings and Grounds

Newman International Academy's facilities and equipment are public property and specifically held in trust by Newman International Academy for the benefit of its students. All employees are expected to exercise appropriate care for school property. If you notice any items which are in disrepair or damaged, please notify your supervisor.

## Conflicts Of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This section establishes only the framework within which Newman International Academy wishes to operate. Newman International Academy's framework is also guided by applicable state and federal law governing conflicts of interest and nepotism applicable to Texas open-enrollment charter schools and nonprofit entities. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Human Resources Office for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Newman International Academy's business dealings. For purposes of this section, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage according to first, second or third degree consanguinity laws laid out by the state.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to their immediate Supervisor/Principal, Superintendent, or a member of Newman International Academy's Board, as soon as possible, the existence of any actual or potential conflict of interest, so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Newman International Academy does business, but also when an employee or relative receives any benefit, including but not limited to kick-back, bribe, substantial gift, or special consideration, as a result of any transaction or business dealings involving Newman International Academy.

An employee with reason to believe that an actual conflict of interest exists must bring that concern to the attention of that employee's immediate supervisor, District Coordinator or Superintendent.

## Employment of Relatives and Fraternization

Newman International Academy is committed to providing equal employment opportunities to its employees. Intimate relationships have the potential to interfere with Newman International Academy's ability to provide equal employment opportunities for its employees, and in some instances, may constitute sexual harassment or other unlawful discrimination. To minimize conflicts of interest which often occur as a result of intimate relationships, Newman International Academy strongly discourages its employees from entering into intimate relationships with other employees for which they have professional supervisory responsibility.

While relatives of employees or members of the Board of Directors may be employed by Newman International Academy, in accordance with applicable law, a familial relationship among employees can also create an actual, or at least a potential conflict of interest in the employment setting, especially where one relative has professional supervisory responsibility over another relative. Newman International Academy may refuse to hire or assign a relative in a position where the appearance of or potential for favoritism or conflict exists. Employees shall also refrain from making hiring, firing or other decisions impacting the terms or conditions of employment of relatives. Where hardship exists, employees may appeal to the Superintendent in accordance with Newman International Academy's employee grievance procedures.

Unless otherwise approved by the Superintendent, if two employees marry, become related, or enter into an intimate relationship, they should not remain in a professional supervisory relationship. Newman International Academy will, at its discretion, attempt to identify other available positions, and allow one or both of such employees to apply for reassignment, or Newman International Academy may reassign the employees at its discretion. If no alternate position is available, Newman International Academy may terminate either of the employees at its discretion.

In other cases, where a conflict or the potential for conflict arises between an employee and another employee, even if there is no professional supervisory responsibility involved, the parties may be separated by reassignment or terminated from employment, at the discretion of Newman International Academy.

For the purposes of this policy, a "relative" is any person who is related by blood or marriage within the third degree, as described below, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

|               |                             |                  |                |              |
|---------------|-----------------------------|------------------|----------------|--------------|
| First Degree  | Husband/Wife ; Parent/Child |                  |                |              |
| Second Degree | Grandparent                 | Grandchild       | Sister/Brother |              |
| Third Degree  | Great-Grandparent           | Great-Grandchild | Aunt/Uncle     | Niece/Nephew |

## Conflict of Interest/Non-School Related Activities

Employees sponsoring non-school related student travel or other activities in the summer or during vacation times shall not take advantage of their access to students/staff to advertise or promote student-focused activities. Employees must follow the same procedures as any other community member in advertising non-school sponsored activities or events for profit or personal benefit.

## Conflict of Interest/Outside Employment

An employee cannot engage in any outside employment or activity for monetary gain which interferes with or detracts from the ability to function in his/her assignment. Employees who desire to engage in any type of employment outside their assigned duties during the period of their NIA employment shall request the approval of their supervisor or principal and the Superintendent's designee prior to accepting such employment. Approval shall be obtained for each school year. The "Request for Approval to Engage in Non-school Employment" is submitted to the Superintendent.

An employee cannot engage in outside employment or activity even it has no monetary gain, if such employment or activity interferes with or detracts from the ability to function in his/her assignment. Employees who desire to engage in any type of employment or activity outside their assigned duties during the period of their contract shall request the approval of their supervisor or principal and the Superintendent's designee or Superintendent prior to accepting such employment. Approval shall be obtained for each school year.

## Conflict of Interest / Education

An employee cannot pursue degrees, courses, college credit and attend workshops without prior permission of the Superintendent. Although Newman International Academy encourages its faculty and staff to engage in professional development, it does not create room for an employee's effective work to be reduced from pursuing education that is unrelated to Newman International Academy assignment. Newman International Academy discourages employees pursuit of education if it interferes with or detracts from the ability to function in his/her assignment. However, after two years of employment at Newman International Academy, upon obtaining permission from the Superintendent or his/her designee, employees may be allowed to pursue higher education.

## Conflict of Interest / Tutoring

Newman International Academy provides tutoring programs for students having academic difficulties. However, on occasion a student and/or his/her parent may feel that the student can benefit from additional tutoring.

While employed by Newman International Academy, Elementary employees cannot, for compensation, tutor any student currently enrolled in the same grade at the same school where the teacher is employed. Secondary employees cannot tutor, for compensation, a student currently enrolled in the same course(s) at the same school where the teacher is employed. Provisions of Board Policy must be followed in relation to dual employment before tutoring students for pay.

## Conflict of Interest / Materials Acquisition /Textbooks

Any Newman International Academy director, administrator, or teacher who receives any commission or rebate on any textbooks, electronic textbooks, instructional materials, or technological equipment used by Newman International Academy may commit a Class B misdemeanor offense. Any Newman International Academy officer, administrator, or teacher who accepts a gift, favor, or service given to the person, or to Newman International Academy, that could not be lawfully purchased with funds from the state textbook fund, and that might reasonably tend to influence the person in the selection of a textbook, electronic textbook, instructional material, or technological equipment may commit a Class B misdemeanor offense.

## Psychotropic Drugs and Psychiatric Evaluations or Examinations

An employee may not:

- Recommend that a student use a psychotropic drug;
- Suggest any particular diagnosis; or

Use the refusal by a parent to consent to administration of a psychotropic drug to a student or to a psychiatric evaluation or examination of a student as grounds, by itself, for prohibiting the student from attending a class or participating in a school-related activity. Medication may be administered by nurses, nurse's aides, principals, assistant principals, or a principal's designee – if Newman International Academy has received a request in writing from the parent, legal guardian, or other person having legal responsibility for the student. Prescription and non-prescription medication must be in the original container.

## Administering Medication

**Only the School Nurse or Office Personnel** may administer medication to a student and then only if:

- Newman International Academy has received a written request to administer the medication from the parent, legal guardian, or other person having legal control of the student; and
- The medication is administered from its original container which is properly labeled or from a properly labeled unit dosage container filled by a registered nurse or other employee whom the school designates.

## Communicable Diseases

The following information will provide simple and effective precautions against the transmission of a communicable disease for all students and school personnel who are potentially exposed to the body fluids of any person. No distinction is made between body fluids from persons with a known disease or those from persons without symptoms or with an undiagnosed disease.

The term “body fluids” includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomits, respiratory secretions and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

Transmission of communicable disease is more likely to occur from contact with infected body fluids of unrecognized carriers than from contact with fluids from diagnosed individuals, because simple precautions are not always carried out.

To avoid contact with body fluids, the following precautions should be observed:

- Avoid direct skin contact with body fluids. This also includes the mucous membranes (e.g. eyes, nose, and mouth);
- Wear disposable gloves when contact with body fluids is anticipated (e.g. when treating bloody noses; open cuts, abrasions and other lesions; handling contaminated clothing; and cleaning up body fluid spills) (see below);
- Always practice good personal hygiene through proper hand washing techniques (see below);
- Request assistance from a custodian for proper cleaning of all body fluid spills.

## KEYS TO PREVENTING INFECTION FROM A COMMUNICABLE DISEASE:

- Understanding the risk factors you may face;
- Knowing how to protect yourself.

A Blood borne Pathogen Exposure Plan is available for review by all employees. Copies are located in the school clinic and library.

In addition to information received on communicable disease, employees in a job classification that has been identified as having, or possibly having occupational exposure receive additional training more specific to blood borne pathogens.

Please do not hesitate to consult Newman International Academy nurse if you have any questions or would like more information regarding communicable diseases in the school setting. In Addition, the local Health Department may also assist you with your questions and/or concerns.

## Hazard Communication Training Program

### Asbestos Management Plan

The Asbestos Hazardous Emergency Response Act created by the Environmental Protection Agency requires school Newman International Academy's to develop and maintain an Asbestos Management Plan. A copy of the complete management plan is located in the maintenance department and a copy of each specific campus is located in the front office of that campus.

### Eye Protection

Employees who are working with hazardous chemicals should check the MSDS for the proper personal protective equipment. Safety glasses and goggles should be worn when the possibility of a splash is present.

### First Aid Treatment

School nurses can provide first aid during normal school hours. School nurses are trained in Cardiopulmonary Resuscitation and the use of Automated External Defibrillator (CPR/AED). They can provide assistance with minor everyday emergencies and how to initiate treatment for chemical contaminations of the skin and eyes or those that occur by ingestion. If the school nurse is not available, the employee(s) should refer to the MSDS for specific first aid treatment or call Poison Control @ 1-800- 222-1222, or if it is life threatening, call 911.

## Foot Protection

No open-toed shoes will be allowed in the area where hazardous chemicals are stored or used.

## Gloves

Gloves must be worn when the potential for contact with toxic materials exist. Before gloves are used, they should be inspected for discoloration, punctures, and tears. Any gloves that show wear or defects should be disposed of and not used.

## Labels

Good hazard communication is essential in any safety program. Labels are the primary source of information concerning the hazards associated with chemicals used in the workplace. Employees shall not be required to work with hazardous chemicals from unlabeled containers. Portable containers, of which the contents are known by the user, are exempt if the product will be used within a standard work shift. HAZCOM requires that all containers of hazardous chemicals entering the workplace be properly labeled. A label must show the identity of the hazardous chemical, the name and address of the manufacturers, and the appropriate warning such as toxic or corrosive. Warnings relate whether a chemical is a health or physical hazard, or both. Physical hazards are flammable, corrosive or reactive; flammable chemicals can cause chemical burns; and reactive chemicals can cause explosions or release toxic fumes. Chemicals that are health hazards are toxic chemicals which are poisonous. Overexposure can cause acute or chronic health effects. When a facility receives a new chemical product, a copy of the MSDS should be forwarded to the Assistant Secondary Assistant Principal.

## Material Safety Data Sheets (MSDS)

The Material Safety Data Sheet, or MSDS, is written information that can help protect you from overexposure to chemicals in the workplace. The following steps are a general format for interpreting an MSDS.

- **Chemical Name** – Identifies the name of the substance, what is on the label, the date the MSDS was prepared, and the name/address/phone number of an emergency contact with the manufacturer.
- **Hazardous Ingredients** – Identifies the name of the substances in the chemical product that might be dangerous, and the safe exposure limits, such as the Permissible Exposure Limit (PEL) or the Threshold Limit Value (TLV). The common name(s) of the chemical product are also listed.
- **Physical Characteristics** – Identifies the physical qualities of the chemical.
- **Fire/Explosion Information** – Identifies the lowest temperatures in which the chemical could ignite. This is often called the flashpoint. It identifies if the chemical is flammable (catches fire at or below 100 degrees F) or if the chemical is combustible (catches fire above 100 degrees F).
- **Reactivity** – Explains what happens when the chemical comes in contact with water, air, or other chemicals.
- **Health Hazards** – Explains how chemicals may enter the body by ingestion, inhalation, and absorption. It will identify if the chemical will make a preexisting condition worse.
- **Usage, Handling, and Storage** – Lists the proper way to clean up spills, leaks, or releases.
- **Special Protection and Precautions** – Explains what personal protective equipment is recommended when using a particular chemical. Each workplace should have an MSDS master copy of the chemicals located at that workplace. Newman International Academy computers have a desktop link to Newman International Academy database of chemicals, labels, and material safety data sheets.

## Personal Protective Equipment (PPE)

Each campus should provide PPE for all employees so they are able to work safely with chemicals. If a product or chemical MSDS recommends the use of PPE - such as gloves, safety glasses, or face shield - the employee should follow the PPE recommendation. If an employee feels that they do not have the proper equipment necessary, the employee should contact their supervisor immediately to obtain the proper equipment.

## Reporting Employee Injuries

Any employee suffering an injury or illness that is work-related is responsible for immediately reporting that illness or accident – no matter how minor – to the Supervisor. The Supervisor must report the accident or illness to the appropriate agency.

Employees failing to report a work-related illness or accident, or delaying such report, may have their Workers' Compensation Insurance benefits adversely affected.

Newman International Academy requires that once an accident or injury has been reported, an injury report must be completed within forty-eight (48) hours.

Newman International Academy pays for lost time necessary for appointments with physicians for treatment or examinations of compensable work-related injuries.

## Reporting Serious Injuries

All occupational fatalities must be reported by telephone or fax immediately, with a written report forwarded to the appropriate OSHA agency within twenty-four (24) hours.

All accidents resulting in one or more fatalities, or resulting in the hospitalization of three (3) or more employees must be reported, orally and in writing, to the nearest office of the U. S. Department of Labor – Occupational Safety and Health Administration.

## Reporting Procedures

Newman International Academy will utilize the required OSHA forms to document and log each recordable injury or illness. This information will be kept current, maintained accurately, and retained for a period of five (5) years.

## Accident Reporting

Employees shall report any on-the-job injury or accident immediately to their supervisor. Supervisors must notify the District Office within twenty-four (24) hours of its occurrence. If an employee fails to report the accident within 30 days of the incident, the claim may be denied by the Texas Department of Insurance – Division of Workers' Compensation. The employee's supervisor and/or the appropriate management personnel shall conduct a thorough investigation, involving the employee and any witnesses that observed the accident. The employee's supervisor and/or appropriate management personnel will ensure corrective action is taken to avoid a recurrence of the accident.



## Computer/Network/Internet Responsible Use Guidelines

### Guidelines for Appropriate Use

Newman International Academy offers a wide variety of technological resources to students and staff for the purpose of achieving its educational mission. These resources are provided and maintained at Newman International Academy's—and therefore, the public's—expense, and members of the school community are to dutifully use them as good stewards to whom they were entrusted. With this opportunity comes responsibility. It is important that users read and understand Newman International Academy policy, administrative regulations, and agreement form and seek guidance if items are unclear.

Please note that the Internet is a network of many types of communication and information. It is possible that an employee may run across some material he/she might find objectionable. While Newman International Academy will take reasonable steps to restrict access to such material, it is not possible to prevent such access completely. It will be the user's responsibility to follow the guidelines of appropriate use.

The guidelines for appropriate use that follow detail appropriate and inappropriate use of Newman International Academy technology. These guidelines in no way attempt to articulate all required or proscribed behavior by users. Utilizing Newman International Academy technology and Newman International Academy network requires that all users conduct themselves in a professional, responsible, decent, ethical, and polite manner at all times. Inappropriate system use may result in the loss of the privilege of using this educational and administrative tool. This may also result in other disciplinary actions up to termination and civil or criminal penalties.

All electronic communication from you as a Newman International Academy employee to community members, students, parents, and other colleagues should represent the highest standard of quality, professionalism, and good judgment. Newman International Academy expects efficient, ethical, professional, and legal utilization of the network. Newman International Academy expects everyone to exercise good judgment and use computer equipment, peripherals, and the network in a professional manner. An employee's use of the equipment is expected to relate to educational, instructional and administrative purposes. However, Newman International Academy does recognize that some personal use is inevitable and that incidental and occasional personal use is permitted so long as it occurs on personal time, and:

- Imposes no tangible cost to Newman International Academy
- Does not unduly burden Newman International Academy's computer or network resources
- Does not interfere with the prompt and efficient performance of an employee's job responsibilities
- Is consistent with this policy and any Newman International Academy guidelines and regulations governing appropriate use of the system
- Is not used for commercial for profit or political purposes

Security and/or technical problems in the system must be communicated to the Technology Department immediately.

**Newman International Academy Software:** Newman International Academy software is licensed to Newman International Academy by a large number of vendors and may have specific license restrictions regarding copying or using a particular program. Users of Newman International Academy software must obtain permission from the Technology Department through the ticket system prior to copying or loading Newman International Academy software onto any computer, whether the computer is privately owned or is a Newman International Academy computer. Do not assume that if it is permissible to copy one software program, then it is permissible to copy any others. Users are not to delete or add software to Newman International Academy computers without approval from the Technology Department.

### Personal Use of Electronic Media:

Electronic media includes all forms of social media, such as but not limited to:

- text messaging
- instant messaging
- electronic mail (e-mail)
- Web logs (blogs)
- electronic forums or discussion boards
- synchronous and asynchronous chat rooms
- Websites and Webpages
- video-sharing applications and Web sites (e.g., YouTube)
- editorial comments posted on the Internet, and
- social network sites (e.g., Facebook, Myspace, Twitter, LinkedIn, Snap Chat)

Electronic media also includes all forms of telecommunication such as

- landlines
- cell phones and
- Web-based applications
- Any equipment used in the electronic communication process may also be considered electronic media:
- Television
- Radio
- Telephone
- desktop computer/laptop
- game console or
- handheld device

As role models for Newman International Academy's students, employees are responsible for their public conduct even when they are not acting as Newman International Academy employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the following:

- the content on the employee's page
- the content added by the employee
- the content added by the employee's friends or members of the public who can access the employee's page
- Web links on the employee's page
- maintaining privacy settings appropriate to the content

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

- The employee may not create or update the employee's personal social network page(s) using Newman International Academy's computers, network or equipment. The exception would be professional development trainings offered in Newman International Academy and facilitated by members of the Newman International Academy technology team or designees.
- The employee shall not use Newman International Academy's name, logo, likeness or other copyrighted, non-copyrighted or trademarked material of Newman International Academy without express written consent and permission of the Superintendent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations and the Code of Ethics and Standard Practices for Texas Educators even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - confidentiality of student records
  - confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
  - confidentiality of Newman International Academy records, including employee evaluations and private e-mail addresses
  - copyright law
  - prohibition against harming others by knowingly making false statements about a colleague or the school system.

### Use of Electronic Media with Students:

A certified or licensed educator or any other employee designated in writing by the Superintendent or a campus principal may communicate through digital electronic media with students who are currently enrolled in Newman International Academy for academic purposes only. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in Newman International Academy through electronic media. An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with:

- a niece or nephew,
- a student who is the child of an adult friend,
- a student who is a friend of the employee's child, or
- a member or participant in the same civic, social, recreational or religious organization.

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

- Electronic media includes all forms of social media, such as:
  - text messaging
  - instant messaging
  - electronic mail (e-mail)
  - Web logs (blogs)
  - electronic forums or discussion boards
  - synchronous and asynchronous chat rooms
  - Websites and Webpages
  - video-sharing applications and Web sites (e.g., YouTube)
  - editorial comments posted on the Internet, and social network sites (e.g., Facebook, Myspace, Twitter, LinkedIn, Snapchat, and similar services)
- Electronic media also includes all forms of telecommunication such as:
  - Landlines
  - cell phones and
  - Web-based applications
- Any equipment used in the electronic communication process may also be considered electronic media:
  - Television
  - Radio
  - Telephone
  - desktop computer/laptop
  - game console or handheld device
- “Communicate” means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee’s personal social network page or a blog) is not a communication; however, the employee may be subject to Newman International Academy regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not a communication.
- Certified or licensed Employee refers to a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes:
  - classroom teachers
  - counselors
  - principals
  - librarians
  - paraprofessionals, if applicable
    - Instructional aides
    - Office staff
  - Nurses
  - educational diagnosticians
  - licensed therapists
  - athletic trainers

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

- The employee may use any form of electronic media except text messaging. Only a teacher, trainer or other employee who has an extracurricular duty may use text messaging; and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility.
- The employee shall limit communications to matters within the scope of the employee’s professional responsibilities
  - **for classroom teachers:** matters relating to class work, homework and tests
  - **for an employee with an extracurricular duty:** matters relating to the extracurricular activity
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page (“professional page”) for the purpose of communicating with students. The employee “professional page” must have supervisor approval prior to use. A list of these pages will be shared with Central Office administration. The employee must enable administration and parents to access the employee’s professional page.
- The employee shall not communicate directly with any student between the hours of \_9:00 p.m. and \_7:00 \_a.m. except pertaining to school-sponsored or extra-curricular events. An employee may, however make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local
- policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records.
  - Copyright law
- Prohibitions against soliciting or engaging in sexual communication or conduct or a romantic relationship with a student.

### Inappropriate Uses

- **Commercial Use:** Using Newman International Academy computers, network, or resources for personal or private gain, personal business, or commercial advantage/profit is prohibited.
- **Account borrowing:** Borrowing someone's account or sending messages from someone else's e-mail account is prohibited. Employees are responsible for their own access rights to Newman International Academy computers, the network and resources. Sharing access rights with others, including students, is prohibited. Violations that occur under the employee’s access rights, as a result of consent or negligence, are the sole responsibility of the employee.

- **Political Use:** Using Newman International Academy computers, network, or resources for political purposes in violation of federal, state, or local laws is prohibited. This prohibition includes using Newman International Academy computers, network or resources to send (or forward) e-mails containing political advertisements supporting or opposing a candidate for public office, a political party, a public officer or a particular piece of legislation. In addition to being a violation of Newman International Academy's Acceptable Use Policy, such an offense is a violation of the Texas Election Code and may be considered a Class A misdemeanor. If employees should receive any e-mails of this type, do not try to forward them. Employees cannot be held liable for political e-mails that are sent to them - only ones that they send to others. This prohibition also includes using Newman International Academy computers, network and resources for the expression of personal political opinions to elected officials. Only those staff authorized by the Superintendent or designee may express Newman International Academy's position on pending legislation or other policy matters.
- **Illegal or Indecent Use:** Using Newman International Academy computers, network or resources for illegal, harassing, vandalizing, inappropriate, or indecent purposes (including accessing, storing, or viewing pornographic, indecent, or otherwise inappropriate and questionable material), or in support of such activities is prohibited.
  - Illegal activities include any violations of federal, state, or local laws (for example, copyright infringement, publishing defamatory information, or committing fraud)
  - Harassment includes slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, or verbal conduct relating to an individual that:
    - have the purpose or effect of creating and intimidating, a hostile or offensive environment
    - have the purpose or effect of unreasonably interfering with an individual's work or school performance; interfere with school operations; or could damage an individual's reputation.
  - Vandalism is any attempt to harm or destroy the operating system, application software, or data.
  - Inappropriate use includes any violation of the purpose and goal of the network.
  - Indecent activities include violations of generally accepted social standards for use of publicly owned and operated equipment.
- Posting or transmitting personal, confidential information about a student or employee of Newman International Academy without permission.
- Knowingly bringing prohibited materials into the school's electronic environment.
- Gaining unauthorized access to restricted information or resources.
- **Non-Newman International Academy Employee Use:** Newman International Academy computers, network and resources may only be used by Newman International Academy staff and students, and others expressly authorized by Newman International Academy to use its equipment.

- **Disruptive Use:** Newman International Academy technology, network, and resources may not be used to interfere with or disrupt other users, services or equipment. Examples of such disruptive use would include, but not be limited to the following:
  - Distribution of large quantities of information that may overwhelm the system (mass mailings, non-educational chain letters, Internet hoaxes, network games, business solicitations, broadcast messages, or other similar material).
  - Waste of school resources through improper use of the electronic system such as excessive printing (paper, toner, etc.)
  - Distribution of unsolicited advertising (“spam”).
  - Propagation of computer viruses or any malicious software of any type.
- Any other unauthorized access to or destruction of Newman International Academy computers or other resources accessible through Newman International Academy’s computer network (“cracking” or “hacking”).
- Disabling/attempting to disable any internet filtering device
- Encrypting communications to avoid security review

## Privacy

Newman International Academy Computers, the Internet and use of the communications system are not inherently secure or private. E-mails and all of their content are similar in purpose to an official memo or letter rather than a telephone conversation. Records of e-mail content may be preserved by the sender, recipient, any parties that the communication was forwarded or replied to, or by the e-mail system itself. E-mails sent through Newman International Academy’s accounts or equipment may also constitute public records subject to the state Public Information Act and record retention laws. Because of this, it is imperative to remember that once an e-mail message is sent, the sender has no control over where it will be forwarded and appropriate judgment should be exercised when creating e-mail content. E-mail records are maintained by the Newman International Academy Technology Department. Users are urged to be caretakers of their own privacy and to not store sensitive or personal information on Newman International Academy computers.

According to Texas Government Code 552.001, “it is the policy of this state that each person is entitled, unless otherwise expressly provided by the law, at all times to complete information about the affairs of government and the official acts of public officials and employees.” This is known as the Public Information Act. E-mails are considered public information. This includes:

- E-mails to and from co-workers/employees
- E-mails to and from parents
- E-mails to and from students
- Lists of sites visited on a public employee’s computer

While Newman International Academy respects the privacy of its employees, Newman International Academy monitors and reviews information in order to analyze the use of systems or compliance with policies, conduct audits, review performance or conduct, obtain information, or for other reasons.

Newman International Academy monitors all activity on Newman International Academy equipment on and off Newman International Academy's network. Newman International Academy reserves the right to disclose any electronic message to law enforcement officials, and under some circumstances, may be required to disclose information to law enforcement officials, the public, or other third parties, for example, in response to a document production request made in a lawsuit involving Newman International Academy or by a third party against the user or pursuant to a public records disclosure request.

## Computer Use Guidelines

All employees are expected to read and adhere to the Computer/Network/Internet Responsible Use Guidelines which can also be found in this handbook. A violation of any of these guidelines will be addressed as a personnel matter by the appropriate supervisor. Employees may also secure this information from the technology department. The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of Newman International Academy and with law and policy governing copyright.

Access to electronic communications system, including the Internet, is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines.

Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with Newman International Academy policies. Violations of law may result in referral to law enforcement, criminal prosecution, as well as disciplinary action by Newman International Academy.

## Copyrighted Material

Federal copyright law found in 17 USC 107 protects "original works of authorship fixed in any tangible medium of expression..." The types of works that are protected include but are not limited to:

- Literary works;
- Musical works, including any lyrics;
- Dramatic works, including any musical accompaniment;
- Sound recording;
- Pictorial, graphic and sculptural works.

If employees use a protected work in an inappropriate manner, the action constitutes an "infringement" of the Copyright Act. Infringement is similar to theft, and there are both civil and criminal penalties for such action. Under what is called the Fair Use Doctrine, school employees may use portions of copyrighted works without the owner's permission if the use "serves a public purpose." Factors to be considered in determining fair use are found at [www.copyright.gov/fls/fl102.html](http://www.copyright.gov/fls/fl102.html). Every employee can review the latest fair use regulations and policies by using the link listed above.



## Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and the success of Newman International Academy. Such confidential information includes, but is not limited to, the following examples:

- Curriculum systems;
- Instructional programs;
- Curriculum solutions;
- Student course work;
- Compensation data;
- Computer processes;
- Computer programs and codes;
- New materials research;
- Pending projects and proposals;
- Proprietary production processes;
- Research and development strategies;
- Technological data; and
- Technological prototypes.

All employees may be required to sign a non-disclosure agreement as a condition of employment. An employee who improperly uses or discloses trade secrets or confidential business information belonging to Newman International Academy will be subject to disciplinary action, up to and including termination of employment and legal action, even if the employee does not actually benefit from the disclosed information. This does not include any disclosure of otherwise confidential business information or trade secrets in accordance with the Texas Public Information Act, chapter 552 of the Texas Government Code, or other applicable federal or state law.

## Discipline (for computer/media misuse)

The guidelines for appropriate use are applicable to all uses of Newman International Academy computers and refer to all information resources, whether individually controlled, shared, stand alone, or networked. Disciplinary action for students, staff, and other users shall be consistent with Newman International Academy's policies and administrative regulations. Violations may result in:

- Suspension of access to Newman International Academy computers, network and resources.
- Revocation of access privileges/account.
- Other school disciplinary or legal action, in accordance with Newman International Academy policies and applicable laws.

Specific disciplinary measures will be determined on a case-by-case basis.

## Public Relations/Media

The Board of Directors has designated the Superintendent as the official spokesperson for media questions. Any official statements from Newman International Academy to the media are to be handled through the Superintendent or designee.

## Participation in Social Networking Sites

Employees have a right to participate in social networking sites, blogs, forums, wikis, etc. as individuals in the community; however, employees should not post anything (through written messages, images, or videos) that would violate student confidentiality or the professional code of ethics as stated in Board policy, that would negatively impact the perception of the employee's ability to be effective in their employment capacity, or that uses images of Newman International Academy inappropriately. Postings that are considered inappropriate may be addressed by Newman International Academy and could have an impact on an individual's employment status.

## Employee Involvement

All staff members are encouraged to attend Newman International Academy functions. Additionally, appropriate staff members must attend student related meetings and functions including, but not limited to: Parents' Education Evenings, Orientation Night, Open Houses, scheduled faculty/staff meetings, and ARD meetings. As part of the school's planning and decision-making process, employees may either be asked or elected to serve on campus level advisory committees.

## Faculty/Staff Meetings

Employees are expected to attend regularly scheduled meetings whenever deemed necessary. Any absence from a faculty meeting must have prior approval. Employees are expected to contact their supervisor for meeting details.

## Children of Newman International Academy Employees

Newman International Academy is intended to be safe and professional environments at all times. Therefore, while on Newman International Academy property, children of Newman International Academy employees should abide by the same guidelines as other students before, during, and after normal hours of operation. Additionally, Newman International Academy employees are expected to monitor their children in such a way as to ensure minimal disruption to the work environment.

## Student Transportation

Newman International Academy has a strict policy prohibiting any member of its staff from transporting a student in the employee's personal automobile, except in potentially life threatening or other emergency situations where employees should exercise professional judgment.

## Sales and Solicitations

Salesmen are not permitted to interview teachers during school hours without principal and central administration permission. Solicitation of funds or orders is strictly prohibited without prior approval from the appropriate administrative official. No one may sell investment products under any voluntary retirement plan on Newman International Academy property during hours of operation, including staff meetings. Commercial advertisements or sales for personal profit or non-school related activities are prohibited.

## Student Welfare: Child Abuse and Neglect Reporting

### Purpose of Reporting Law

The purpose of the reporting law is to protect the child by encouraging more complete reporting of suspected child abuse.

This purpose is accomplished by:

1. Identification of the child in peril as quickly as possible;
2. Designation of the agency, Texas Department of Family and Protective Services (DFPS), and local law enforcement to receive and investigate reports of suspected child abuse;
3. Offering, where appropriate, services and treatment.

### Protection for Reporting Child Abuse or Neglect

Any Newman International Academy officer, employee, agent or volunteer who has 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 required by law.

If any Newman International Academy officer or employee has cause to believe any child has been or may be abused or neglected, the person shall make a report within forty-eight (48) hours after the person first suspects abuse or neglect. The person may not delegate to or rely on another person to make the report.

If the suspected abuse or neglect involves a person responsible for the custody, care or welfare of the child, the report must generally be made to the Texas Department of Family and Protective Services (DFPS). All other reports should be made to any local or state law enforcement agency, the DFPS, the Texas Education Agency (if the abuse or neglect occurred at school), another state agency near where the abuse occurred, or any agency designated by a court as responsible for the protection of children.

A report should reflect the reporter's belief that a child has been or may be abused or neglected or has died of abuse or neglect. The reporter shall identify the following information, if known:

- The name and address of the child;
- The name and address of the person responsible for the care, custody, or welfare of the child; and
- Any other pertinent information concerning the alleged or suspected abuse or neglect.

Newman International Academy or its agents may not suspend or terminate the employment of, or otherwise discriminate against, a professional employee who, in good faith:

- Reports child abuse or neglect to:
  - The employee's supervisor,
  - An administrator of the facility where the employee works,
  - A state regulatory agency, or
  - A law enforcement agency; or
- Initiates or cooperates with a governmental investigation or proceeding relating to an allegation of child abuse or neglect.

A person whose employment is suspended or terminated, or who is otherwise discriminated against in violation of the foregoing may sue for injunctive relief, damages, or both.

Texas Department of Family and Protective Services reporting website:

<http://www.txabusehotline.org/Login/Default.aspx>

Texas Department of Family and Protective Services reporting hotline: 1-800-252-5400

## Employee Liability

No Newman International Academy professional employee is personally liable for any act that is incident to or within the scope of the duties of the employee's position of employment and that involves the exercise of judgment or discretion on the part of the employee, except in circumstances in which a professional employee uses excessive force in the discipline of students or negligence resulting in bodily injury to the student. This immunity from liability does not apply to the operation, use, or maintenance of any motor vehicle.

## Investigation of Allegations

According to law, it is the responsibility of CPS/DFPS or the law enforcement agency that receives and accepts the report to investigate the alleged report and determine its validity. (It is not the employee's role to investigate the situation.) It is the employee's responsibility to report the abuse in order to set in motion the process of getting help for the child, and to be supportive of the child.

School personnel shall cooperate with representatives of official agencies investigating reported child abuse.

## Photographs

Only during an on-site investigation can CPS or a law enforcement officer direct an employee to photograph alleged abuse.

Photographing shall be conducted in a way that protects the privacy of the child and ensures professional conduct on the part of the employee taking the photographs. Photographs may only be taken using equipment furnished by the investigation agency.

## Notifying the Parents

The CPS/DFPF or law enforcement agency is responsible for notifying the parents when a child abuse report has been made concerning their child. The campus does not notify parents of such reports.

## Officer/Caseworker Interviewing/Removing a Student

If a member of a law enforcement agency or a CPS caseworker requests permission to interview a student on or off campus, the principal or principal's designee (professional employee) should verify and record the identity of the officer or caseworker making the request and determine the purpose of the interview. The principal may also contact the supervisor of the officer or caseworker to validate the person's authority to conduct the interview.

The principal or principal's designee will not impede a CPS investigation; however, students should not be removed from class in order for CPS to simply check on the child or conduct counseling sessions. If the student is to be interviewed on campus, the principal or principal's designee should ask the caseworker or law enforcement officer if he/she may be present with the child during the questioning to serve as an advocate for the child in the absence of a parent/guardian. If the investigator raises a valid objection to a third party's presence, documentation of the request and the response of the investigator should be recorded. If the student is to be removed from the campus, the principal shall complete an "Acknowledgement of Student Removal/Questioning by Law Enforcement Officials" form to document the action.

## Confidentiality

Confidentiality is assured by Chapter 261 of the Family Code, for purposes of the investigation. However, the identity of the person making the report may be disclosed orally to Newman International Academy attorney and to other law enforcement officials. Neither the fact of the written or oral report nor any of its contents, including the name of the person making the report, should be revealed to anyone other than the immediate school officials (principal, assistant principal, nurse, and/or counselor), CPS/DFPS and the local law enforcement authorities. This report should not be released to the parent of the child involved or to the individual upon whom the report is made. The individual about whose behavior the report was filed will be informed by CPS/DFPS that a report has been filed and both parents and the individual upon whom the report was made will have a right to receive a copy of the record made by CPS/DFPS. The name of the person making the report, however, will not be revealed to either the parents or the person upon whom the report is made.

Newman International Academy personnel should be aware that they must be extremely cautious about maintaining the confidentiality of both the report and the fact that the report has been filed. This is particularly important to remember in dealing with anyone who may ask for a confirmation that a report has been made. Newman International Academy personnel simply state that such reports are confidential and that it would be inappropriate to either confirm or deny the information. Any comment or reporting could be considered a violation of confidentiality or violate the privacy rights of the individuals involved.

## Child Abuse – Investigation Checklist

**Do not investigate cases of suspected child abuse** – Substantiate and report so that the Children's Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) can investigate.

- **Only during an on-site investigation can a CPS caseworker or law enforcement officer direct an employee to photograph alleged abuse with equipment furnished by the investigating agency.**
- School personnel shall cooperate with representatives of official agencies investigating reported child abuse.
- To ensure confidentiality, do not confirm or deny that a report has been made to anyone outside of immediate school officials (principal, assistant principal, nurse and/or counselor), CPS and/or local law enforcement agencies.
- **The report cannot be released to the parent of the child involved or to the individual upon whom the report is made.**

## Visitors in the Workplace

Newman International Academy requires all persons who enter upon its premises to display his or her driver's license or another form of identification containing a photograph of the person issued by a governmental entity. This applies to family members of employees, friends, parents, social service workers, volunteers, Board members, invited speakers, maintenance and repair persons not employed by Newman International Academy, vendors, representatives of news media, former students, and any other visitors. Newman International Academy may establish an electronic database for the purpose of storing information concerning campus visitors. Such database may only be used for purposes of Newman International Academy's security, and may not be sold or otherwise disseminated to a third party for any purpose. Newman International Academy may also verify whether any visitor to a campus is a sex offender, registered with the computerized central database maintained by the Department of Public Safety, or any other database accessible by Newman International Academy.

Visits to individual classrooms during instructional time shall be permitted only with the Principal or District Coordinator's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

The school or Campus Administrator may take the following actions when there is a visitor at the school:

- Require a person who enters the school campus to display his/her driver's license or another form of identification containing the person's photograph issued by a governmental entity.
- Establish an electronic database for the purpose of storing information concerning visitors to school campuses. Information stored in the electronic database may be used only for the purpose of school security, and may not be sold or otherwise disseminated to a third party for any purpose.
- Verify whether a visitor to a school campus is a sex offender registered with the computerized central database maintained by the Department of Public Safety, or any other database accessible by the school.

The Superintendent, working with campus administrators, shall develop and implement procedures regarding campus visitors who are identified as sex offenders. These procedures shall address:

1. Parental rights;
2. Escort by school personnel;
3. Access to common areas of the campus;
4. Access to classrooms;
5. Drop off and release of students;
6. Eligibility to serve as volunteers; and
7. Any other relevant issues.

## Student Data

Newman International Academy administrators, principals, counselors, teachers, or other appointed personnel may be given access to student performance data to aggregate and disaggregate by ethnicity, sex, grade level, subject area, campus, and Newman International Academy. The evaluation of individual student performance data is imperative for the purposes of instructional decisions that will increase the opportunity for student success. With this data comes the understanding and responsibility of maintaining confidentiality and professional ethics at all times. Results of individual student performance on academic skills assessment instruments administered are confidential and may be released only in accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. Section 1232g).

## Job Status and Change

### Termination or Resignation

An employee may be separated from employment either voluntarily or involuntarily by retirement, voluntary resignation, lack of work or termination. Usually, before an employee is terminated he/she will be told the reason(s) for termination, and will be counseled by the Supervisor. However, if any misconduct warranting discipline is severe enough, the Board of Directors and the Superintendent have the authority to discharge the employee immediately without warning. All Newman International Academy-owned property in the employee's possession must be returned to the Supervisor or the Central Office upon separation from employment.

### Exit Notification and Process

The supervisor should notify the Superintendent at the time an employee gives notice of termination. The resignation letter should be forwarded to the Superintendent's Assistant to file in the employee's personnel file. The employee must complete the official check-out procedures. If the employee has not completed this procedure, the supervisor will be notified of the nature of the non-clearance. If hourly, the supervisor must write on the last time sheet "final time sheet" and submit it at the time of termination to the Superintendent.

After the check-out procedure is complete, the employee's final paycheck will be released on the next regularly scheduled payday. Before a final paycheck is released to a terminating employee, all guidelines must be observed. All final paychecks will be live checks and not direct deposits.

### Termination or Resignation

In the event an employee has been terminated or resigns, it is the employee's responsibility to provide a forwarding address and telephone number. This information must be provided to the School office no later than December 31 of that year for W-2 purposes, and no later than the last day of work in the event of termination or resignation. In the event the W-2 or final paycheck is returned to Newman International Academy, Newman International Academy will hold the W-2 or the final check until claimed by the former employee or by an individual authorized in writing by the former employee to collect the check and/or the W-2.

## Exit Interviews and Procedures

Exit interviews will be scheduled for all employees leaving Newman International Academy. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide Newman International Academy with a forwarding address and telephone number and complete necessary paperwork. All Newman International Academy-owned keys, books, property, and equipment must be returned upon separation from employment. Newman International Academy may withhold the cost of any unreturned items from the employee's final paycheck.

## Reference Checks

Any employee who receives telephone calls or written requests to release information about any current or former employee is expected to forward all calls or requests to the School Office.

## Rules Regarding References

Employees who leave Newman International Academy for any reason will be requested to sign a release allowing Newman International Academy to give out reference information.

Whenever Newman International Academy is called to provide a reference, the school representative receiving the call should make a note of the name of the caller, and the date and time of the call. If the caller is unknown, the school representative should obtain the caller's telephone number and ask the caller to call at a later time.

All references are to be handled by the school office in the following manner:

- If the former employee signed a release with Newman International Academy requesting the reference, a copy of the release will be requested by Newman International Academy before releasing any information.
- If the former employee signed a release allowing Newman International Academy to give out confidential information, only the following information will be supplied in writing:
  - Newman International Academy will explain it is giving out confidential information per the employee's request.
  - No employee will be permitted to send references on school letterhead.
  - Information provided by Newman International Academy will be objective and specific; it will state the facts only.
  - Newman International Academy will share only job-related information about performance that has been documented and is verifiable, e.g., missed ten days in six months; late more than 45 minutes of 12 of the last 25 days of employment.
  - No employee shall be permitted to release information concerning a former employee or current employee that is related to:
    - The employee's attitude.
    - The reason for leaving.
    - The circumstances under which the employee left.
    - The employee's shortcomings.

If asked any of the above, the correct response will be that this information is not available.



## Grievances of Former Employees and Those Recommended for Termination

Employees of Newman International Academy are at-will and may be terminated at any time or for any reason not prohibited by law. An employee may be recommended for termination by his/her supervisor. The employee shall be given notice in writing of such recommendation. An employee who has been terminated may file a grievance appealing the termination decision in accordance with Newman International Academy's complaint process, as outlined in the Concerns, Complaints, and Grievances section below.

## Complaints & Grievances Board Policy

Newman International Academy values the opinions of all its employees, and employees have the right to express their views through appropriate informal and formal processes. The Superintendent encourages employees to discuss their concerns and complaints through informal meetings with their Supervisor. Concerns and complaints should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Neither the Board of Directors nor any Newman International Academy employee shall unlawfully retaliate against an employee for bringing a concern or complaint. The purpose of the grievance process is to resolve conflicts in an efficient and expeditious manner. All employees are entitled to utilize the grievance process, but employees involved in the process are expected to be courteous to one another and adhere to the Code of Ethics and Standard Practices for Texas Educators.

A grievance must specify the harm alleged by each individual and the remedy sought. An employee is prohibited from bringing separate or serial grievances regarding the same event or action. Multiple grievances may be consolidated at Newman International Academy's discretion. All time limits shall be strictly complied with unless modified by mutual consent. Costs of any grievance shall be paid by the party incurring them. For purposes of this section, "days" means school calendar days.

Except for sexual harassment complaints where the Campus Administrator is the subject of the complaint, all employees shall first bring their work-related complaints or concerns to their immediate Campus Administrator. If the complaint cannot be resolved on an informal basis, the employee may file a formal, written complaint. Former employees may also bring a formal, written complaint, as outlined below: All complaints, whether informal or formal, must be brought within ten (10) days of the time the employee knew or should have known of the event(s) or incident(s) giving rise to the complaint.

Complaints or concerns that are not resolved at the supervisory level may be brought to the attention of the Superintendent within ten (10) days of the day the employee knew or should have known of the complaint. The complaint or concern must be addressed to the Superintendent and must be in writing, must be specific, reference the law or policy alleged to have been violated or the dissatisfaction raised by the employee, and where possible, suggest a resolution. The Superintendent shall attempt to respond in writing to all written complaints or concerns within ten (10) days of receipt of the written complaint. Employees who are dissatisfied with the response of the Superintendent may make their complaint known, in writing, to the Board of Directors within ten (10) days of receiving the Superintendent's decision, or if no written decision is received from the Superintendent, no later than within thirty (30) days of the original event. The complaint shall be directed and delivered to the President of the School, and shall include a copy of the written complaint to the Superintendent with his or her response.

The Board of Directors shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled School Board meeting. If the grievance involves the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the grievance, it may be heard by the Directors in closed meeting. However, if the grievance involves a complaint or charge against another Newman International Academy employee or a Director or Officer, it shall be heard in closed meeting unless an open meeting is requested in writing by the employee, Director or Officer against whom the complaint or charge is brought.

The failure of the School Board to act on a complaint has the effect of upholding the preceding decision.

## Duties With Students—General

### Grade Books

Each teacher will be given a manual grade book to use and will use district grade book software to generate a computerized grade book. Teachers will be required to upload a grade file at the end of each nine-weeks for report card generation. Grade books are your documentation for accountability of student progress. Grade books must contain accurate attendance records, including tardies and labeled columns of grades. Teachers on a rotating schedule of class periods must document attendance every period in their grade books. There should be a minimum of 15-20 grades in a nine-week period. Each semester page should contain summary information for the three nine-week grades and the semester grade. In addition, grade books should contain a written explanation key of how grades are weighed and how averages are obtained. The front of the grade book must contain the following information:

1. Teacher name
2. School Year beginning and ending dates
3. Grade level/subjects taught
4. Key for how grades weighed

When utilizing a computerized grade book, you must print and keep accurate, current, appropriately labeled information in a notebook in case of parent conferences, computer failures, etc. Alternative grade books consisting of computerized report sheets can be substituted. They must be secured in small three ring binders and the information must always be current and accurate. Your grade book is the official record for academic assessment, enrollment, and attendance recognized by TEA, and it is a legal document. Failure to maintain a grade book or substandard grade book recording will result in a markdown in the teacher evaluation and documentation in his/her personnel folder.

### Grading Guidelines

#### Grading Guidelines

With respect to the rubric for grading, all teachers should adhere to the following guidelines:

Secondary: 40 % Tests/Projects, 30 % Quizzes, 30 % Homework/Daily

Elementary: Tests 35%, Quizzes/Projects 25%; Class Work 25%, Homework 15%

Regular education students should not receive a grade lower than 50 for the 1st and 4th nine-week periods.

Special education students should not receive a nine-weeks grade lower than 70 without sufficient documentation submitted to the Special Education Coordinator and the campus Principal prior to the end of the nine-weeks period. Teachers must have approval from the principal before giving a nine-weeks grade of 'I' for incomplete to any student. Students must clear all incompletes within 1 week of the end of the nine-

weeks.

## All teachers are required to comply with the following guidelines for grade books

**Accurate attendance must be kept for each class of students in the teacher's schedule.**

- 1** Middle school and high school teachers must submit daily period attendance in the e-class attendance module. Maintain accurate attendance records in all classes and utilize the notation designated in the Attendance Procedures section of this handbook. For teachers who are not in self-contained classrooms, only the third period roll sheet will be submitted to the office for official attendance. However, in the grade book, attendance must be kept accurately every period. Record tardies in the grade book, but not on the roll sheet.
- 2** There must be a minimum of 15-20 grades per nine-weeks, and there must be at least two test grades in a nine-weeks period. Never have one test for the entire nine-weeks as 50% of the nine-weeks grade.
- 3** All columns in the gradebook must be appropriately and clearly labeled. Included in the label must be the assignment and the designation (test/daily). Teachers may use color codes to designate the type of grade in a column (for example, tests in red, daily in black).
- 4** In the second nine-weeks period (semester) both nine-weeks grades, exam grade(s) (if applicable), and semester grades must be recorded with clearly labeled columns.
- 5** No nine-weeks or exam grades should be over 100.
- 6** Proactively avoid a nine-weeks or semester grade of 69...round to 70.
- 7** Specials teachers must assign numeric grades to all students in grades 1–10.
- 8** Computerized gradebooks must have a cover page that includes teacher name, school year beginning and ending dates, grade level/subjects taught, and a key for how grades are weighted. In addition, they must have dividers for each class and clear delineators for the nine-weeks periods. Nine-weeks and semester grades should be manually checked for accuracy. Never rely solely on a computer printout for the accurate grade without verification.
- 9** By the end of the nine-weeks, there should be no blank spaces for any student in any assignment or grade column, with the exception of an assignment column designated "extra credit."
- 10** Never change grade weighting schematic once the school year has started.
  - 11** Lead teachers and mentors are responsible for insuring that their teachers are following grading guidelines correctly and accurately.

## Progress Reports

Teachers will keep up-to-date records in the grade book so parents can be notified in a timely manner of student progress. At the three-week point in the grading period, teachers will send a progress report for all students. Parents should sign and return the form immediately. Teachers should call any parent who has not returned a signed copy of the progress report within three school days after issuance. Teachers should keep a copy of issued progress reports for their records and document all phone calls.

## Report Card Guidelines

1. Kindergarten teachers will enter grades on preprinted cardstock report cards or on the computerized template. They must be filled out completely with all designated information, including teacher name, grade level, student name, nine-weeks grades, attendance, and conduct.
2. All grades must be numeric, with the exception of specials grades, which will be letter grades.
3. Specials teachers should submit grades for kindergarten students on a set of roll sheets to the PEIMS coordinator, who will then distribute them to the classroom teachers. Specials teachers must make sure that their names and subjects are on each roll sheet of grades submitted.
4. In order to provide kindergarten students with sufficient time to adjust to the school procedures, learning environment, and curriculum, teachers at this grade level will not fill out and distribute report cards for their students until the end of the second nine-weeks period.
5. Kindergarten teachers need to make copies of report cards and submit an alphabetized, complete set (two-sided copy of front and back of each card) to the PEIMS coordinator. Since demand for the copier is high, be proactive about completing your cards on time and making copies.
6. If a student has received a grade with modifications, put an asterisk beside the grade and write “\* - with modifications” in the space below the grades area on the card.
7. Report cards are legal records. Do not change grades once report cards have gone out. If changes required, grade change form must be filled out and submitted to the principal. Upon the principal’s written approval, grade may be changed and the PEIMS coordinator notified.
8. Verify that your grades are correct before report cards are issued to students.
9. Manual report cards: Record in black ink only. Never use liquid paper to correct an error.
10. Signify a correction by marking through the incorrect entry with a single diagonal line and initialing, and then place the correct entry beside it.
11. If a student withdraws, submit the original report card to the PEIMS Coordinator, who will file it in the student’s cumulative folder.

## Grades 1 – 11

1. All teachers, including specials teachers, must submit an E-class file by the designated deadlines. Teachers need to note the end of each nine-weeks on their school calendars and cut off grades 2-3 days early that will count on the current nine-weeks period. This cut-off time will provide time to set up computer grade files, verify grades, notify parents of academically unsuccessful students before report cards are issued, etc.
2. Self-contained classroom teachers and homeroom teachers need to collect report cards from students with parent signatures. Teachers in self-contained classrooms should make a list of the students who do not return their report cards and call their parents within a week from the time the report cards were issued to the students. Homeroom teachers should turn in their set of signed report cards, along with an alphabetized list of students who did not return report cards, to the PEIMS Coordinator. The alphabetized list should include the teacher’s name and homeroom section/class.

**Note: Teachers must always diligently observe all timelines with respect to grades and report cards at the end of each nine-weeks period. Failure to do so may result in documentation in the individual teacher’s personnel folder and a notation on their evaluation.**

## Lesson Plans

Lesson plans are due in principal's office each Monday by 7:30 a.m. for the current week. They should be labeled with your name, grade level(s), subject(s), and date. They may be emailed using the official lesson plan spreadsheet. Lesson plans must include accommodations for SpEd, ESL, etc.

Lesson plans are the teachers' "road map." Format should be simple and content should be detailed enough that others could follow the plan. A well-written lesson plan signifies thorough planning and consideration of the expectations for learning. Daily plans in each subject must contain the following:

- Objective: What is to be learned? What are expectations for student learning as a result of the instruction? NOTE: Teachers must document which TEKS are addressed.
- Activity: What items are needed to conduct the lesson?
- Assessment: How will the degree of success of the lesson be determined?
- Modifications: Indicate special provisions for struggling students, special education students, high achieving or gifted students, and ESL students.

## Student Discipline

The Newman International Academy educational program is to train leaders with life skills for the twenty-first century by establishing strong academics, character training, and a parenting program. At all grade levels, students should be taught about personal character and academic excellence in conjunction with intentional parent involvement and effective staff /parent relationships. Newman International Academy's expectations in the area of student discipline are contained in the Newman International Academy Student /Parent Handbook. All Newman International Academy students are expected to read and abide by these guidelines. Likewise, all employees are required to be knowledgeable about the contents of the Student/Parent Handbook and to enforce Newman International Academy's policies and rules.

## Infraction System

When a student breaks a classroom rule, he/she is issued a warning slip called a "tally." A student, K-5 through 12th grade, who receives three tallies in one week, must serve a detention. If a student receives six tallies in one week (5 in kindergarten), a conference is called with the parents, the teacher, a campus administrator, and the student. At this time, a course of action is decided, and the parent determines the type of discipline he/she wishes to administer.

The following are classroom guidelines for discipline:

1. Instant obedience
2. Respect for others
3. Respect for property
4. Diligence to duty
5. LLP (Listening Learning Position)

**Tallies** are given to students for misbehavior, for failure to observe school rules, and for irresponsible conduct. The purpose of this discipline is to retrain, instruct, and correct. The goal of the tally system is to encourage students to live peacefully within the framework of normal school rules. If the system is working properly, students are able to correct misbehavior at the earliest time in order to avoid more serious consequences.

- DO NOT give blanket tallies to an entire class or a large block of students.
- Please remember to write only in black ink. The tallies are considered official documents.
- Write the time the tally is issued. This is very important to know when parents are contacted.
- Write specific and brief comments on tallies under the comment section of the tally.
- K-6: Teachers should call the parent if a tally is not returned to you signed.

Since behavioral standards for Newman International Academy students are clearly stated, the accumulation of detentions may be viewed as a sign that the student is unwilling to submit to those standards. The school truly desires to assist parents in teaching their children how to view conformity, accountability, and submission to and respect for authority from a positive perspective. We discipline students because we love them.

For more specific information on processing tally and referral forms, please refer to the Student Handbook section.

# Appendix - Forms

## AUTHORIZATION FOR BACKGROUND CHECK

Texas Education Code section 22.083 authorizes an open-enrollment charter school to obtain the criminal history record of every applicant for employment or volunteer services with the school. Therefore, as part of your application process, please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.

I, \_\_\_\_\_, hereby authorize Newman International Academy to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that Newman International Academy will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of its choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

I understand that Newman International Academy is authorized to use any source including, but not limited to, consumer reporting agencies, private investigators, and law enforcement agencies. Furthermore, I authorize any of these agencies to release information to me or to Newman International Academy or Newman International Academy's agent(s).

I also hereby acknowledge that I have received a notice that a report may be obtained for employment purposes if applicable. I understand that the information I am providing about age, sex, and ethnicity will not be used to determine my eligibility for employment or volunteer services, but will be used solely for the purpose of obtaining consumer information, including criminal history information. I further understand that information from my consumer report will not be used in violation of applicable Federal or State equal employment opportunity laws.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name – Printed

***Complete Background Check Form on Next Page***



**NEWMAN INTERNATIONAL ACADEMY 2018–2019 CRIMINAL HISTORY BACKGROUND CHECK  
FORM**

List Where You Have Lived or Worked in the Last Five (5) Years:

| DATES |    | NAME | ADDRESS | PHONE # |
|-------|----|------|---------|---------|
| FROM  | TO |      |         |         |
|       |    |      |         |         |
|       |    |      |         |         |
|       |    |      |         |         |
|       |    |      |         |         |
|       |    |      |         |         |
|       |    |      |         |         |

**AUTHORIZATION FOR PRIOR EMPLOYER TO RELEASE INFORMATION**

(Please read the following statements, sign below and return to the Human Resource Office).

I, \_\_\_\_\_, hereby authorize my prior employer, \_\_\_\_\_, to release any and all information relating to my employment with them to Newman International Academy. I further release and hold harmless both Newman International Academy and \_\_\_\_\_ from any and all liability that may potentially result from the release and/or use of such information. I understand that any information released by my prior employer will be held in strictest confidence, that it will be viewed only by those involved in the hiring decision, and that neither I nor anyone else not so involved will have the right to see the information.

\_\_\_\_\_  
Signature of Employee                      Date

\_\_\_\_\_  
Employee's Name - Printed

## DRUG AND/OR ALCOHOL TESTING CONSENT FORM AND POLICY ACKNOWLEDGMENT FORM

I hereby agree, upon a request made under the drug/alcohol testing policy of Newman International Academy, to submit to a drug or alcohol test and to furnish a sample of my urine, breath, and/or blood for analysis. I understand and agree that if I at any time refuse to submit to a drug or alcohol test under any Newman International Academy policy, or if I otherwise fail to cooperate with the testing procedures, I will be subject to immediate termination. I further authorize and give full permission to have Newman International Academy and/or its physician send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to Newman International Academy and/or to any governmental entity involved in a legal proceeding or investigation connected with the test. Finally, I authorize Newman International Academy to disclose any documentation relating to such test to any governmental entity involved in a legal proceeding or investigation connected with the test.

I understand that only duly-authorized Newman International Academy officers, employees, and agents will have access to information furnished or obtained in connection with the test; that they will maintain and protect the confidentiality of such information to the greatest extent possible; and that they will share such information only to the extent necessary to make employment decisions and to respond to inquiries or notices from government entities.

I will hold harmless Newman International Academy, its physician, and any testing laboratory that it might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of employment or any other kind of adverse job action that might arise as a result of the drug or alcohol test, even if a Newman International Academy or laboratory representative makes an error in the administration or analysis of the test or the reporting of the results. I will further hold harmless Newman International Academy, its company physician, and any testing laboratory that it might use for any alleged harm to me that might result from the release or use of information or documentation relating to the drug or alcohol test, as long as the release or use of the information is within the scope of this policy and the procedures as explained in the paragraph above.

I have had an opportunity to read the **Drug-Free Workplace Policy** included in the Newman International Academy Employee Handbook, and I understand that I may ask my Supervisor or District Coordinator any questions I might have concerning the policy. I accept the terms of the Drug-Free Workplace Policy. I also understand that it is my responsibility to comply with the Drug-Free Workplace Policy, and any revisions made to it. I further agree that if I remain with Newman International Academy following any modifications to the policy, I thereby accept and agree to such changes.

This policy and authorization have been explained to me in a language I understand, and I have been told that if I have any questions about the test or the policy, they will be answered. **I UNDERSTAND THAT NEWMAN INTERNATIONAL ACADEMY WILL REQUIRE A DRUG SCREEN TEST UNDER THIS POLICY WHENEVER I AM INVOLVED IN AN ON-THE-JOB ACCIDENT OR INJURY UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS OR ALCOHOL.**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name – Printed

## SEARCHES

Newman International Academy reserves the right to conduct searches to monitor compliance with rules concerning safety of employees, security of company and individual property, drugs and alcohol, and possession of other prohibited items. "Prohibited items" include illegal drugs, alcoholic beverages, prescription drugs or medications not used or possessed in compliance with a current valid prescription, weapons, any items of an obscene, harassing, demeaning, or violent nature, and any property in the possession or control of an employee who does not have authorization from the owner of such property to possess or control the property. "Control" means knowing where a particular item is, having placed an item where it is currently located, or having any influence over its continued placement. In addition to Newman International Academy's premises, Newman International Academy may search employees, their work areas, lockers, personal vehicles if driven or parked on company property, and other personal items such as bags, purses, briefcases, backpacks, lunch boxes, and other containers. In requesting a search, Newman International Academy is by no means accusing anyone of theft, some other crime, or any other variety of improper conduct.

There is no general or specific expectation of privacy in Newman International Academy's workplace, either on Newman International Academy's premises, or while on duty. In general, employees should assume that what they do while on duty or on Newman International Academy's premises is not private. All employees and all of the areas listed above are subject to search at any time; if an employee uses a locker or other storage area at work, including a locking desk drawer or locking cabinet, Newman International Academy will either furnish the lock and keep a copy of the key or combination, or else allow the employee to furnish a personal lock, but the employee must give Newman International Academy a copy of the key or combination. The areas in question may be searched at any time, with or without the employee being present. As a general rule, with the exception of items relating to personal hygiene or health, no employee should ever bring anything to work or store anything at work that he/she would not be prepared to show and possibly turn over to Newman International Academy's officials and/or law enforcement authorities.

All employees of Newman International Academy are subject to this policy. However, any given search may be restricted to one or more specific individuals, depending upon the situation. Searches may be done on a random basis or based upon reasonable suspicion. "Reasonable suspicion" means circumstances suggesting to a reasonable person that there is a possibility that one or more individuals may be in possession of a prohibited item as defined above. Any search under this policy will be done in a manner protecting employee privacy, confidentiality, and personal dignity to the greatest extent possible. Newman International Academy will respond severely to any unauthorized release of information concerning individual employees. No employee will ever be physically forced to submit to a search. However, an employee who refuses to submit to a search request by Newman International Academy will face disciplinary action, up to and possibly including immediate termination of employment.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name - Printed

## ACKNOWLEDGMENT OF RECEIPT OF POLICIES

I acknowledge that I have received a copy of Newman International Academy's updated policies, that I have been given the opportunity to read and ask any questions that I might have about the same, and that by signing this acknowledgement, I agree to adhere to the policies as a condition of my employment and/or continuing employment with Newman International Academy. I understand and agree that in acknowledging and signing this form, no contract of employment is hereby created, and further understand that no promise or guarantee of employment for any particular term is hereby made. I also acknowledge that I am an employee-at-will, and that either I or Newman International Academy may end the employment relationship at any time, with or without notice or cause. I further acknowledge that my failure to adhere to these policies may subject me to disciplinary action, up to and possibly including immediate termination without warning.

In accordance with Newman International Academy's policy regarding searches, I understand that all desks, storage areas, lockers, and all vehicles owned, financed, or leased by Newman International Academy, or used by it to transport employees, goods, and/or products are subject to search at any time without my knowledge, presence, or permission. With the exception of my personal vehicle, I understand I am prohibited from locking or otherwise securing any such desk, storage area, locker, or vehicle with any lock or locking device not supplied or approved by Newman International Academy. If I use my own lock on any such item, I agree to give my Supervisor a copy of the key or combination to the lock so that Newman International Academy may open the lock at any time that it may deem such action necessary. In the event that a search of my personal vehicle becomes necessary, I agree to allow personnel designated by Newman International Academy to conduct such a search at any time Newman International Academy may direct during my duty shift.

I hereby release Newman International Academy from all liability, including liability for negligence, associated with the enforcement of these policies and/or any searches undertaken pursuant to these policies.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name - Printed

\_\_\_\_\_  
(Employer)

\_\_\_\_\_  
Date

## WAGE DEDUCTION AUTHORIZATION AGREEMENT

I understand and agree that my employer, Newman International Academy, may deduct money from my pay from time to time for reasons that fall into the following categories:

1. My share of the premiums for Newman International Academy's group medical/dental plan;
2. Any contributions I may make into a retirement or pension plan sponsored, controlled, or managed by Newman International Academy;
3. Installment payments on loans or wage advances given to me by Newman International Academy, and if there is a balance remaining when I leave Newman International Academy, the balance of such loans or advances;
4. Installment payments on loans based upon store credit that I use for my own personal purchases, including the value of merchandise or services that I purchase or have purchased for personal, non-business reasons using my employee charge account or credit card, an account or credit card assigned to another employee, or a general company account or credit card, regardless of whether such purchase was authorized, and if there is a balance remaining when I leave Newman International Academy, the balance of such store credit or charges;
5. If I receive an overpayment of wages for any reason, repayment to Newman International Academy of such overpayments (the deduction for such a repayment will equal the entire amount of the overpayment, unless Newman International Academy and I agree in writing to a series of smaller deductions in specified amounts);
6. The cost of personal long-distance calls I may make on Newman International Academy-owned phones or on its accounts, of personal faxes sent by me using Newman International Academy-owned equipment or its accounts, or of non-work related access to the Internet or other computer networks by me using Newman International Academy-owned equipment or its accounts;
7. The cost of repairing or replacing any of Newman International Academy's supplies, materials, equipment, money, or other property that I may damage (other than normal wear and tear), lose, fail to return, or take without appropriate authorization from Newman International Academy during my employment (except in the case of misappropriation of money by me, I understand that no such deduction will take my pay below minimum wage, or if I am a salaried exempt employee, reduce my salary below its predetermined amount);
8. The cost of any uniforms required in my employment with Newman International Academy, and of cleaning such uniforms;
9. The reasonable cost or fair value, whichever is less, of meals, lodging, and other facilities furnished to me by Newman International Academy in connection with my employment;
10. Administrative fees in connection with court-ordered garnishments or legally-required wage attachments of my pay, limited in extent to the amount or amounts allowed under applicable laws;
11. If I take paid vacation or sick leave in advance of the date I would normally be entitled to it and I separate from Newman International Academy before accruing time to cover such advance leave, the value of such leave taken in advance that is not so covered;
12. The value of any time off for absences to which paid leave is not applied (non-exempt salaried employees will have all such unpaid leave deducted from their salary, while exempt salaried employees will experience salary reductions only in units of a full day or week at a time, depending upon the exact nature of the absence, unless partial-day deductions are specifically allowed under federal law); and

13. If Newman International Academy pays any insurance premiums or retirement system contributions (“payments”) on my behalf that I would normally make under any applicable benefit plan offered by Newman International Academy during my employment, the amount of such payments made by Newman International Academy, such payments being an advance of future wages payable to me;

I agree that Newman International Academy may deduct money from my pay under the above circumstances, or if any of the above situations occur. I further understand that Newman International Academy has stated its intention to abide by all applicable Federal and Texas wage and hour laws, and that if I believe that any such law has not been followed, I have the right to file a wage claim with appropriate Texas and federal agencies.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee’s Name - Printed

\_\_\_\_\_  
Employer’s Representative

\_\_\_\_\_  
Date

## WAGE OVERPAYMENT / UNDERPAYMENT POLICY

Newman International Academy takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck, and that employees are paid promptly on the scheduled paydays.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Supervisor or Finance Department so that corrections can be made as quickly as possible. If the employee has been underpaid, Newman International Academy will pay the employee the difference as soon as possible. If the employee has been paid in excess of what he/she has earned, the employee will need to return the overpayment to Newman International Academy as soon as possible. No employee is entitled to retain any pay in excess of the amount he/she has earned according to the agreed-upon rate of pay. If a wage overpayment occurs, the overpayment will be regarded as an advance of future wages payable and will be deducted in whole or in part from the next available paycheck(s) until the overpaid amount has been fully repaid. Each employee will be expected to sign a wage deduction authorization agreement authorizing such a deduction.

I understand this policy and agree to its terms.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name – Printed



## **EMPLOYEE AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM**

I understand that my computer use is not private and that Newman International Academy will monitor my activity on the computer system.

I have read Newman International Academy's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the Newman International Academy's electronic communications system and in consideration for having access to the public networks, I hereby release Newman International Academy, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system, including, without limitation, the type of damages identified in Newman International Academy's policy and administrative regulations.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Campus/Building \_\_\_\_\_

Position/Title \_\_\_\_\_

Date \_\_\_\_\_

**PUBLIC ACCESS TO EMPLOYEE INFORMATION**

**EMPLOYEE OPT-OUT**

In accordance with the provisions of section 552.024 of the Texas Public Information Act, Chapter 552 of the Texas Government Code, employees of the Newman International Academy have the option of withholding the following information from public disclosure:

- 1) The employee’s address
- 2) The employee’s home telephone number
- 4) Information relating to whether the employee has family members

Other information maintained by Newman International Academy regarding employees (including but not limited to employee names and work locations) is subject to public disclosure regardless of the election made below.

\_\_\_\_\_ **PUBLIC ACCESS PERMITTED:** I hereby elect to permit public access to my home address, telephone number, and information relating to whether I have family members in my home.

\_\_\_\_\_ **PUBLIC ACCESS DENIED:** I hereby elect to deny public access to my home address, telephone number, and information relating to whether I have family members in my home.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee’s Name (PRINT)

\*\*\*\*\*

**Administrative Use Only**

Permanent Employee  Hire Date: \_

Resignation Date: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

**REQUEST FOR PROFESSIONAL SOCIAL MEDIA/WEBSITE FORM**

Campus Name (Please Print): \_\_\_\_\_

Name of Faculty/Staff (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

Professional Social Media/Website #1

Type of Social Media/Website (Circle One): Website Facebook Twitter Other \_\_\_\_\_

Social Media/Website URL: \_\_\_\_\_

Description of Use:

\_\_\_\_\_  
\_\_\_\_\_

Professional Social Media/Website #2

Type of Social Media/Website (Circle One): Website Facebook Twitter Other \_\_\_\_\_

Social Media/Website URL: \_\_\_\_\_

Description of Use: \_\_\_\_\_

\_\_\_\_\_

I the hereby undersigned agree to abide to the policies and procedures as contained in the Newman International Academy Employee Handbook.

Faculty/Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approval of Request for Professional Social Media/Website:

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Athletics Signature (if Athletics): \_\_\_\_\_

Date: \_\_\_\_\_

Emailed to Following Individuals at Central Office as appropriate:

Director of Academics

Director of Athletics

Director of District Office

Director of Operations

Information Systems/Training Coordinator

Technology Coordinator

Notes: \_\_\_\_\_