



**Newman International Academy  
Employee Handbook  
2023-2024**

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## **Purpose of 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 will be available on the school website or may be requested from your Supervisor/Principal.

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.

### ***Motto:***

Building the whole person for the whole world by raising warriors of wisdom, stature and favor.

### ***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***

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 (NIA) 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 NIA Board members. The Superintendent has the authority to receive and approve receipt of resignations by employees and supervisors. Resignations may be turned in to employee's respective supervisors per the NIA Employee Handbook policy. No person other than the Superintendent may enter into an employment agreement for any specified period of time, or make any agreement contrary to NIA's stated employment-at-will policy. Employment at-will is the sole and entire agreement between NIA 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 NIA Board members, described above, this Handbook shall supersede any and all prior handbooks, written documents, or oral representations issued by NIA, whether or not such documents contradict the at-will nature of your employment.

### ***Probationary Requirement***

All District Administrative Support Staff will be subject to a ninety-day probation period.

The first ninety days of your employment will be under a probationary period. During this period, both Newman International Academy and the employee will determine whether the employee can perform the requirements of the job the employee has been assigned to. Near the end of this probation, NIA will assess the employee's performance in the form of a standard review.

## **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;
- Yearly completion of Texas state required Compliance courses – see Region XI website. [www.esc11.net](http://www.esc11.net)
- 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.

## **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. However, staff information will not be released to the public in order to protect their privacy unless Newman Academy is authorized to furnish such information. Newman does not share campus-wide or district-wide lists of employee contact information.

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 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.

Newman employees who would like to transfer to another campus/department, must make their request on the Newman website by completing the HR Transfer Request Form and meet with their current principal/supervisor to begin the process.

## 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 day at the assigned reporting time, unless specifically relieved of duty by their supervisor. Failure to report for work as assigned or in a timely manner without proper communication as outlined under Advanced Notice may result in disciplinary action up to termination of employment.

Employees with excessive absences or tardies without proper communication and/or documented approval for their extenuating circumstances, may result in disciplinary action up to termination of employment.

### Employee Hours

Employment days are Monday through Friday, with holidays noted on the Newman Academy District Calendar, available on the school website. For 2022-2023, employment hours during the school year are as follows:

School	Grades	Faculty Arrive	Staff Arrive	Breakfast	Drop Off	Start Time	End Time	Pickup	Faculty Leave	Staff Leave	Early Dismissal	Half-Day PreK AM	Half-Day PreK PM
NIAA Elementary	PreK-1st	7:00	7:00	7:00-7:30	7:15	7:30	3:00	3:00-3:15	3:30	4:00	12:15	7:30-10:40	12:05-3:15
NIAA Elementary	2nd - 4th	7:15	7:00	7:00-7:30	7:30	7:45	3:15	3:15-3:30	3:45	4:00	12:30		
NIAA – Site (Upper Elementary)	5th - 6th	7:30	7:30	7:15-7:45	7:45	8:00	3:30	3:30-3:45	4:00	4:30	12:45		
NICH Elementary	PreK-2nd	7:00	7:00	7:00-7:30	7:15	7:30	3:00	3:00-3:15	3:30	4:00	12:15	7:30-10:40	12:05-3:15
NICH Elementary	3rd - 6th	7:15	7:00	7:00-7:30	7:30	7:45	3:15	3:15-3:30	3:45	4:00	12:30		
NICH Secondary	7th - 12th	7:50	7:30	7:30-8:10	8:05	8:20	3:50	3:50-4:05	4:20	4:30	1:05		
NIAAG	7th - 12th	7:50	7:30	7:30-8:10	8:05	8:20	3:50	3:50-4:05	4:20	4:30	1:05		
NIAFW	PreK-6th	7:15	7:00	7:00-7:30	7:30	7:45	3:15	3:15-3:30	3:45	4:00	12:30	7:30-10:40	12:05-3:15
NIAM	K-6th	7:15	7:00	7:00-7:30	7:30	7:45	3:15	3:15-3:30	3:45	4:00	12:30		
NIAME	PreK-6th	7:15	7:00	7:00-7:30	7:30	7:45	3:15	3:15-3:30	3:45	4:00	12:30	7:30-10:40	12:05-3:15
NIAB	PreK-6th	7:15	7:00	7:00-7:30	7:30	7:45	3:15	3:15-3:30	3:45	4:00	12:30		
NIAW	PreK-6th	7:15	7:00	7:00-7:30	7:30	7:45	3:15	3:15-3:30	3:45	4:00	12:30	7:30-10:40	12:05-3:15
District	N/A		7:30							4:30			

**Early Dismissal Days:** When there is no Staff Development scheduled, faculty may leave 30 minutes after students, and non-teaching staff may leave 1.5 hours after students. Part-time staff such as café workers and part-time teachers should work their assigned shifts, while all other workers should maintain their typical hours (20 hours per week, 30 hours per week, etc.)

**Staff Development Days:** Generally, these are 8am-4pm unless Supervisor gives alternate instructions.

**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.**

**Summer Hours:** During the summer, if work responsibilities permit, full-time employees are allowed to work shorter

hours. The district will notify staff regarding which days in June and July have shortened work hours. For example, on those days, the hours for full-time staff will be 8:30-3:30 Monday through Thursday (with a half hour off for lunch). Employees are still expected to complete all their duties. Friday is a non-workday in the summer. Part-time employees will work regular part-time hours Monday through Thursday.

### ***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 regulations, business needs, and the maintenance of efficient and effective school operations.

### ***Advance Notice***

In order to facilitate covering classrooms and other responsibilities, employees must discuss planned absences with their principal/supervisor well in advance, and then enter the absence into Aesop (the electronic timesheet system). Last minute absences should only be entered in cases of emergencies. The supervisor **may** request documentation of the emergency. The supervisor will also give instructions regarding appropriate notification of last-minute absences (call, text, who to notify, etc.). Notification to an employee other than one's supervisor is insufficient; thus, employees must communicate directly with their supervisor concerning the absence.

### ***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 (*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**
- **during state or local testing periods**
- **on 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. The school encourages regular attendance to foster learning and advancement for students and faculty.

### ***Overtime/ Compensatory Time Policy***

Supervisor approval is REQUIRED for non-exempt employees to work over 40 hours. All non-exempt employees who work more than 40 hours in a week will receive compensatory time off instead of overtime pay. Comp time accrues at time and a half, so for every hour past 40 hours in a week, the employee will accrue 1.5 hours of comp time. The Business Office will not track comp time accumulation through the employee time record management system, so it is the employee's responsibility to log separate, accurate time sheets documenting approved comp time hours. Employees who accumulate comp time should use those absence hours before using local or state days. An employee who has accrued comp time and requests use of the time must be permitted to use the time off before the end of the current quarter after making the request. Supervisors may deny the request if the use of comp time will "unduly disrupt" the department's operations. Supervisors can require an employee to take compensatory time off to manage the accrual limitation.

### ***Exempt Professional Job Duties***

The job duties of the traditional "learned professions" are exempt. These include lawyers, doctors, dentists, teachers, architects, clergy. Also included are registered nurses (but not LPNs), accountants (but not bookkeepers), engineers (who have engineering degrees or the equivalent and perform work of the sort usually performed by licensed

professional engineers), actuaries, scientists (but not technicians), pharmacists, and other employees who perform work requiring "advanced knowledge," like that historically associated with the traditional learned professions.

What this means for Newman International Academy:

Only **EXEMPT** employees are eligible for **Campus Extra Duty Pay** (ex. Lunch duty, planning period)

**Eligible “Extra Duty Pay” Positions:**

- Administrators
- Part Time Teachers
- Full Time Teachers
- Office Coordinators
- Perm Subs

**Non-Eligible:**

- Teacher Aides (even if they are in a classroom)
- Nurses
- Front office staff (aides, secretaries)
- Part Time Teachers (retirees)

\*Requesting a non-eligible staff member to provide one of these duties would be considered “duties as assigned” within their workday.

**Substitutes:** Are only to be utilized as classroom substitutes, they are not to be used as coverage or replacement for front office staff.

***Newman Remote Work Policy***

All employees must work at their assigned location in order to facilitate learning and education of students, provide continuity of operations services and administrative requirements. Remote work approvals are available to campus administrators, District administrators and District department heads. (All remote work must have prior approval from the District superintendent’s office.) Any approved remote District staff must agree to be available to respond to emails, text messages, phone calls and other responsibilities when they are away from their assigned location. The district may approve remote work of other staff on a case-by-case basis based on Newman Academy’s needs and/or staff needs.

***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.**

## **Non-Compete Policy**

All Newman employees acknowledge this statement below when accepting and signing their offer letter at the beginning of each school year:

I understand that if I resign during the school year, before the end of the term of this agreement, I cannot serve as an employee or volunteer in any educational institutions such as a public school, charter school, private school, etc. for one year from the date of leaving NIAA in a fifty-mile radius from the Districts served by NIA. NIA may take legal action against anyone who violates this non-compete requirement. Extenuating circumstances may be taken into consideration by the administration to release a teacher from this non-compete requirement.

## **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 actions may include, but are not limited to, any of the following steps: (1) verbal warning with documentation (2) first written reprimand (3) second written reprimand, (4) potential suspension with or without pay, or (5) dismissal and 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 any or all 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, timecard, 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.

Upon signing the Newman International Academy (NIA) Employee Handbook Acknowledgement Form, Employees agree, upon a request made under the drug/alcohol testing policy of NIA, to submit to a drug or alcohol test and to furnish a sample of urine, breath, and/or blood for analysis. Employees understand and agree that if they at any time refuse to submit to a drug or alcohol test under any NIA policy or otherwise fail to cooperate with the testing procedures, they will be subject to immediate termination. They further authorize and give full permission to have NIA 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 NIA and/or to any governmental entity involved in a legal proceeding or investigation connected with the test. Finally, they authorize NIA to disclose any documentation relating to such test to any governmental entity involved in a legal proceeding or investigation connected with the test.

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

Upon signing the Newman International Academy (NIA) Employee Handbook Acknowledgement Form, Employees agree, they will hold harmless NIA, its physician, and any testing laboratory that it might use, meaning that they will not

sue or hold responsible such parties for any alleged harm 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 NIA or laboratory representative makes an error in the administration or analysis of the test or the reporting of the results. They will further hold harmless NIA, 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.

EMPLOYEES UNDERSTAND THAT NEWMAN INTERNATIONAL ACADEMY MAY REQUIRE A DRUG SCREEN TEST UNDER THIS POLICY WHENEVER THEY ARE INVOLVED IN AN ON-THE-JOB ACCIDENT OR INJURY UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS OR ALCOHOL.

## **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.

## **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. Canines may be used to search. "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.

Newman will abide by federal, state, and local laws regarding the use of medical marijuana/ cannabis. No medication should be brought onto campus without an accompanying prescription. Per Newman policy, all student medication must be kept at the clinic and administered by the school nurse or designee. Employee medication should be taken at home if at all possible, and the employee is responsible to keep all medication secured from students.

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. *By signing the Employee Handbook Acknowledgement Form, employees confirm that they have read this policy and agree to follow it.*

## **Payroll**

### ***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 business day 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 Saturday at 12:01 am and ends on Fridays at 12:00 am. 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 all employees (exempt and non-exempt) to utilize Skyward Business Systems to clock in and clock out daily to maintain accurate attendance records unless released to do so by the superintendent. Accurate attendance records are valuable and necessary tools for performance appraisal, discipline, and determination of salary continuation during absences. Any time record changes must be submitted via email to the Business Office/HR by the posted payroll cut-off date each month. Any inaccurate time entries are the employee's responsibility to enter notes in the comments section in Skyward Business Systems. Please email all changes to [Hrsupport@newmanacademy.org](mailto:Hrsupport@newmanacademy.org) and [Payroll@newmanacademy.org](mailto:Payroll@newmanacademy.org).

### ***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. Please note all monies

directly deposited inaccurately must first be returned to NIA's account prior to the issuance of 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 not release a paycheck to a third party, including a spouse or family member. No written authorization will be allowed by the employee. Employees must show their ID, in-person when picking up their paycheck from the Payroll Department. Any extenuating circumstances will be reviewed on a case-by-case basis.

### ***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***

#### ***Annualized Compensation***

Newman International Academy pro-rates all salaries over 12 months. (Annual salary is divided by 12 and paid in equal monthly amounts, so employees starting or leaving before the end of the school year will receive pro-rated pay according to actual days worked). Paid leave is also pro-rated—see Leaves and Absences section. Year-round employees are paid in equal monthly payments July – June, and school-year employees (such as teachers) are paid in equal monthly payments September- August. Teachers who separate after the last day of instruction have the option to continue to receive paychecks through August.

### ***Wage Underpayment/ Overpayment***

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.

## **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.

### ***Benefits 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 and part-time employees working 20+ hours per 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

### ***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.**

### **Newman Employee Vehicle Registration**

All Newman employees must register their vehicles with Newman's DPS to obtain their vehicle car window sticker that must be displayed on their vehicle at all times when on any Newman property/campus.

### **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 per full-time employee. Part-time employees and employees who start or leave before the end of school will receive pro-rated leave according to actual days worked. For part-time employees\*, each day of leave covers a standard assigned workday (4-hour day, 6-hour day, etc.)

State and local leave are allocated as of August 2, 2023. If an employee separates from work during the school year, Newman will dock pay if unaccrued leave has been taken. As stated earlier, employees starting mid-year will be granted pro-rated leave.

\*Part-time employees are those who work less than 40 hours in a standard work week. Please note that TRS has different definitions of full and part-time; therefore, part-time employees may still be eligible for benefits.

Accrued **State** days go on the service record and transfer to other Texas public schools. On September 1 of the following school year, any accrued but not taken **Local** days are forfeited. Hourly Food Service employees are considered part-time and will receive leave if employed for the full school year. As of March 1, 2022, Newman provides one mental health day per semester (see chart below) for full time, salaried positions. Mental health days, like local days, will not carry over from one year to the next and are not paid out if the employee leaves within the school year.

Please see chart below regarding types of employee leave.

Type of Leave	No. of Days	How Assigned	Affects Perfect Performance Incentive
Local	5	Pro-rated based on start date	Yes

State	5	Pro-rated based on start date	Yes
Mental Health	1 per semester	Posted at beginning of each semester	No
Bereavement	Up to 3 days	Supervisor or District Approval	Yes
Jury	Up to 3 days	Jury Certificate	No
School Business	As needed	Supervisor or District Approval	No

***Unexcused/Unpaid Leave***

All absences must be approved by a supervisor. After an employee has used all available paid and unpaid leave, further absences will be considered unexcused/excessive. The District will provide the employee written notice that he or she no longer has leave available for use. Except as provided by law, Newman reserves the right to automatically terminate an employee who has five unexcused/excessive absences. An absence that is not covered by any available leave is considered an unexcused absence. This policy shall be subject to any obligations Newman has to provide a reasonable accommodation under the Americans with Disabilities Act. If terminated, the employee may re-apply for employment with the District. Once employee’s accrued leave has been used, subsequent leave approval will be docked at the employee’s daily rate. (Daily Rate=Salary/Work Days)

***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. Please note that maternity/paternity leave is not paid leave. Employees must use available accrued 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. All appeals must be communicated via a certified letter mailed to the NIA District, PO Box 170057 Arlington, TX 76003.

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. An academic major in the appropriate subject area and/or a Texas certificate/permit is preferred. Persons appointed to administrative and supervisory positions are preferred to hold a bachelor's degree or have stipulated years of experience meeting requirements and/or appropriate certification 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 employee will not hold a certified license, which may affect employment status at Newman International Academy. 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 Employee Conduct***

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 (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**
  - **during state or local testing periods**
  - **on 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.

### ***Employee Communication Methods***

Per TAC Senate Bill 944 effective September 1, 2019, all written communication from Newman faculty and staff to parents, guardians and students must be completed through official school channels. By law, if written communication is sent on a personal device by a Newman employee, a copy must be made available to Newman Administration. Therefore, Newman employees must not communicate with Newman parents, guardians or students through personal text messages, personal email, or personal letters. Newman has provided communication methods to Newman



employees for communicating with Newman parents, guardians and students (such as school email, School Messenger, weekly newsletters, etc.).

### ***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.

### ***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.
- Employees should not engage in matters or activities not related to work during working hours. Employees ought not be on social media, watch television, play video games, etc., during working hours. Privileges to use personal phone/device should not be abused by using phones/devices for entertainment, personal activities and communication during school/work hours.

***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.

### [Employee Cash-handling Policy](#)

Employees are not permitted to use Newman funds to purchase supplies or equipment for personal use. (TEA Financial Accountability Resource Guide 3.13)

Upon receiving funds at the campus, receipts should be reconciled, and all monies should immediately be sent to the Business Office via Newman's Courier, along with the required supporting documents (receipts and deposit forms, which are available in the campus office.) Jean money must be turned in each Friday or no later than Monday of the following week. No funds of any type are to be stored in a classroom or office overnight; they must be locked in a secure, district-approved location.

Cash received **MUST NOT** be used for purchases, reimbursements or any other purposes. All cash must be turned into the Business Office and a Purchase Order should then be submitted in Skyward to request a check for the fees that need to be paid with the monies collected.

Personal credit cards, personal cash or personal checks may not be used to pay for items without prior authorization in writing from the Business Manager.

Any purchases made without prior approval will be considered a gift/donation to the school.

Employees not adhering to the policies above may be subject to disciplinary action.

### ***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.

### ***NIA Official School Communication Policy***

According to SB 944, effective September 1, 2019, school districts are legally required to obtain copies of all written school correspondence, including emails or texts between faculty/staff and parents/students. Therefore, all faculty and staff are required to **ONLY** use official school communication methods (such as school email and/or school platforms such as Skyward, Canvas, School Messenger, etc.) to communicate with parents/students.

### **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 with no accessories, braids, ponytails, etc. Men's hair will be groomed to not be below the bottom of the collar or below the eyebrows. The supervisors will use their discretion as necessary.

**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-strap dresses, low-cut blouses or dresses exposing cleavage, etc. are not allowed. Only natural hair colors are permitted. No fingernails of extreme length, style, or color. No glamour/extremely long lashes. Dress shoes must have heel straps or closed heels.

**Both men and women:**

Body piercing, with visible jewelry or jewelry that can be seen through or under clothing, must not be worn during business hours. Facial, tongue, nose and body piercings are not permitted. No spacers allowed. No tattoos allowed. Tattoos must be covered. Fingernails must be kept at a moderate length presenting an appropriate professional appearance. No flip flops allowed. No tennis athletic shoes may be worn Monday-Thursday except by coaches and Pre-k teachers and Pre-k Aides or those with a doctor's note. Skechers-like shoes without laces are acceptable. Dress shoes with or without laces are acceptable.

**Physical Education (PE)** staff members should wear appropriate clothing in accordance with activities associated with daily lesson plans. PE teachers may wear approved athletic attire such as track pants and wind suits, but sweatpants are not allowed. Shorts may be worn outside the building for coaching but not inside the building. 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-strap 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 Supervisor.

## **Vehicle Registration**

Vehicle stickers are required for all student drivers, employees, parents/guardians to park or enter for drop off and pick up on NIA campuses district wide. To obtain a yearly parking sticker each vehicle will be registered with Newman DPS, which will require the completion of a vehicle registration form, present a valid Texas driver license, valid proof of insurance and vehicle registration. Students, employees and parents/guardians who are drivers of more than one vehicle will need to have each vehicle registered with Newman DPS to receive a correlating parking sticker. LOST or STOLEN Parking Permit Stickers must be reported to Newman DPS and a new vehicle sticker obtained by following the vehicle registration process. (Please see Appendix-Forms section for the Vehicle Registration Form.)

## **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***

Any employee who desires to engage in outside employment must notify his/her supervisor in writing. The supervisor must ascertain that the activity will not interfere with or detract from the employee’s ability to function in his/her assignment. Approval will be filed in the employee HR file and shall be obtained for each school year.

***Conflict of Interest / Education***

Any employee who desires to pursue degrees, courses, college credit, or attend workshops should notify his/her supervisor in writing. Although Newman International Academy encourages its faculty and staff to engage in

professional development, care must be taken to not reduce an employee's effective work by pursuing education that is unrelated to Newman International Academy assignment. The supervisor must ascertain that the activity will not interfere with or detract from the employee's ability to function in his/her assignment. Approval will be filed in the employee HR file and shall be obtained for each school year.

### ***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.

### ***Conflict of Interest / No-Compete***

Employees who leave Newman International Academy must not recruit staff or students. Employees who work at Newman must not recruit staff or students for other entities. Violation of this policy may result in legal action.

## **Medical Policies Concerning Students**

### ***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.

## **Student Nutrition Policies**

### **Student Nutrition Program**

The district participates in the National School Breakfast and Lunch Programs (SBP & NSLP) and offers students nutritionally balanced meals daily. Maximum portion sizes have been set for meals and beverages sold at each campus cafeteria. Free and reduced-priced meals are available based on household need and contingent upon application completion and approval. *Applications are available in the district office and on the school website.* Information about a student’s participation is confidential.

All school cafeterias and dining areas should be nutritionally healthful environments. NIA strives to ensure that all students have daily access to school meals (breakfast and lunch). Administrators’ goal is that policies, class schedules, bus schedules, or other events will not directly or indirectly restrict meal access. Adequate time will be allowed for

students to receive and consume meals, and cafes seek to provide a pleasant dining environment. The minimum eating time for each student **after being served** is at least **10 minutes for breakfast and 20 minutes for lunch**.

### **Lunch Guidelines**

NIA IS A CLOSED CAMPUS and students are to remain in the designated dining areas at all times.

- Cutting in line or saving a place in line is not acceptable.
- Students will place trash in designated containers.
- **No outside food may be ordered for delivery to the campus.**
- Lunches provided by parents or guardians may only be consumed by their student. Parents or guardians may not give lunches to students who are not their children. Please keep in mind that many students are allergic to specific foods or food products.
- Birthday celebration foods (cup cakes, cookies, etc.), will only be permitted on the designated day of each month (usually the last Friday).

**Food may never be sold on campuses without prior written approval.** See Competitive Foods and Fundraising sections for further details.

**FMNV - Foods of Minimal Nutritional Value** (which USDA defines as carbonated beverages, hard candy, chewing gum, and frozen confections) **should be limited**. These foods will not be offered in vending machines, are not served in the NIA café, and parents are requested to limit these items in packed lunches or snacks. Food (including FMNV) may never be sold on campuses without district permission—see Competitive Foods and Fundraising sections for details. The intent of the policy is to encourage the consumption of nutritious foods by students and to limit access to high-fat, high-sugar items during the school day. **No gum allowed on campus.**

In the café area, **parents may only provide food for their own child**. Other students may have allergies or diet restrictions. In the classroom, parents may only provide food for other students with teacher/administrator permission. See campus for further details.

Parents may send nutritional snacks for their child. It is highly recommended that snacks comply with USDA smart snack requirements, and snacks should not be FMNV or chips. Snacks should be in single serving packages. USDA Smart Snack information may be obtained at <https://foodplanner.healthiergeneration.org/calculator/>

### **Food in Classrooms**

Some campuses may restrict the consumption of food in the classroom and may designate specific areas where snacks and other food may be consumed. See campus for details. No food or drinks (including water) are allowed in the school computer labs or any other instructional setting where computers or other technical or electronic devices are being used. **No gum allowed on campus.**

In general, Newman will allow food to be served in the following cases: Birthday Fridays, Instructional Food, School Events, and Instructional Incentives. In all cases, food should NOT be served close to café mealtimes or compete with the nutritious food served in the Newman café.

### ***Birthday Parties***

Birthdays are celebrated **after 2pm on the last Friday of the month**. Parents may NOT bring cake or food to students other than their own child in the cafeteria, and food may only be brought for the classroom with teacher/administrator permission. See campus for details.

### ***Instructional Use of Food in Classrooms***

For instructional purposes, students may consume food prepared in class or food prepared as a part of a class or school cultural heritage event. An example would be food served on International Day.

### **School Events**

Food may be given to students on holidays (such as Valentine’s, Easter, or Thanksgiving), but teachers/administrators should plan distribution of food, so it does NOT compete with the nutritious meals served in the NIA café. There is no food service on the Early Dismissal Day before Christmas or the Last Day of School, so food may be served at any time on those days. Food may NOT be sold on campus without district permission—see Competitive Foods and Fundraisers sections for details.

### **Candy as Instructional Incentive**

While NIA does permit teachers to give candy as an instructional incentive, NIA is committed to student health and encourages teachers to limit quantities. Candy should NOT be given close to café mealtimes. Parents who do not wish their child to receive candy as an incentive should notify the teacher in writing.

### **Competitive Foods**

Foods and beverages sold or made available to students that compete with the Newman café (operation of the NSLP or SBP) are considered “competitive foods.” This definition includes, but is not limited to, food and beverages sold or provided in vending machines, school stores, or as part of a fundraiser.

### **Fundraisers**

A fundraiser is an event that includes any activity during which currency, tokens, tickets, donation for, or other forms of payment are exchanged for the sale or purchase of a product. This includes payment that is made toward a future purchase. **All fundraisers MUST be approved by the Newman District via the electronic Fundraiser Form on the Newman website.** There are 4 types of food-related fundraisers:

1. Competitive Foods (items sold outside of Newman Café) that are USDA Smart Snacks may be sold after 2pm (with District approval). USDA Smart Snack information may be obtained at <https://foodplanner.healthiergeneration.org/calculator/>
1. Competitive Foods that are FMNV (Foods of Minimum Nutritional Value) **may only be sold on 6 campus-specific dates** (with District approval).
2. Competitive Foods may be sold “after school” (defined by TDA as sales that start no earlier than 30 minutes after dismissal) are not limited to 6 days per campus (but still require District approval). An example would be concessions at a sporting event.
3. Bulk Foods that will not be prepared onsite (such as cookie dough or frozen sausage), may be sold at any time of day (with District approval).

### **NIA Café Policies**

NIA Café has a credit limit of \$5.25 (students ONLY). If students do not bring a meal or money from home and have no funds on their account, they will be allowed to charge up to \$5.25 on their account before being given a low-cost non-reimbursable meal.

NIA Café will send weekly emails and mail reminders to parents on student account balances. Every effort will be made to collect all the collectable debt within the school annual academic calendar. Should this fail, all balances positive or negative will be carried over to the next academic year. After two years, the negative balance will become bad debt and will be written off as an operation loss for the Food Service Department. The General Fund will take over the bad debt and may opt to pursue the debt until collected in full. At the end of each school year, any positive account balance will rolled over to the student account for the following year unless written request for refund is provided by the parent/guardian.

### **Civil Rights Concerning Student Nutrition Services**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and

policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.

## **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 is 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 makes 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.

## **Cybersecurity Policy**

### *Policy Brief & Purpose*

Newman International Academy District Cyber Security Policy outlines our guidelines and provisions for preserving the security of our data and technology infrastructure.

The more we rely on technology to collect, store, and manage information, the more vulnerable we become to severe security breaches. Human errors, hacker attacks, and system malfunctions could cause great financial and societal damage and may jeopardize our reputation.

For this reason, we have implemented a number of security measures. We have also prepared instructions that may help mitigate security risks. We have outlined both provisions in this policy.

### *Scope*

This policy applies to all employees, students, contractors, volunteers, and anyone who has permanent or temporary access to our systems and hardware.

### *Policy Elements*

#### *Confidential Data*

Confidential Data is secret and valuable. Examples include:

- Unpublished financial information
- Data of students/vendors/partners
- Internal, privileged information

All employees are obliged to protect this data. In this policy, we will give our employees instructions on how to avoid security breaches.

#### *Protect personal and District devices*

When employees use their digital devices to access District emails or accounts, they introduce security risk to our data. We advise our employees to keep both their personal and District-issued computer, tablet, and cell phone secure. They can do this if they:

- Keep all devices password protected.

- Choose and upgrade a complete antivirus solution.
- Ensure they do not leave their devices exposed or unattended.
- Install security updates of browsers and systems monthly or as soon as updates are available.
- Log into District accounts and systems through secure and private networks only.

We advise our employees to avoid accessing internal systems and accounts from other people's devices or lending their own devices to others.

When new hires receive District-issued equipment they will receive instructions for:

- Disk encryption utilized, if necessary
- Password management tool, if necessary

District-issued equipment will come with a complete antivirus solution installed and automatically managed.

Employees should follow instructions to protect their devices and refer to our Information Technology Team if they have any questions.

#### *Keep emails safe*

Emails are often the target of scams and malicious software. To avoid virus infection or data theft, we instruct all employees to:

- Avoid opening attachments and clicking links when the content is not adequately explained (e.g. "watch this video" or "please click this link")
- Be suspicious of clickbait titles (e.g. offering prizes, advice)
- Check email and names of people they received a message from to ensure they are legitimate.
- Look for inconsistencies or giveaways (e.g., grammar mistakes, capital letters, excessive number of exclamation marks.)

If an employee isn't sure that an email they received is safe, they are to refer the email to our Information Technology Team.

#### *Manage passwords properly*

Password leaks are dangerous since they can compromise our entire infrastructure. Not only should passwords be secure so they won't easily be hacked, they should also remain secret. For this reason, we advise our employees to:

- Choose passwords with at least eight characters (including capital and lower-case letters, numbers, and symbols) and avoid information that can easily be guessed (e.g. birthdays)
- Remember passwords instead of writing them down. If employees need to write their passwords, they are obliged to keep the paper or digital document confidential and destroy it when their work is done.
- Exchange credentials only when absolutely necessary. When exchanging them in person isn't possible, employees should prefer phone instead of email, and only if they personally recognize the person they are talking to.
- Change their passwords every two months.

Remembering a large number of passwords can be daunting. We have attempted to sync as many of the passwords utilizing synced accounts as much as possible. We will hold employees to maintaining password security through their linked accounts.

#### *Transfer data securely*

Transferring data introduces security risk. Employees must:

- Avoid transferring sensitive data (e.g. student information, employee records) to other devices or accounts unless absolutely necessary. When mass transfer of such data is needed, we request employees ask for the assistance of the Information Technology Team.
- Share confidential data over the District network and not over public Wi-Fi or private connection.
- Ensure that the recipients of the data are properly authorized people or organizations and have adequate security policies.
- Report scams, privacy breaches, and hacking attempts.

Our Information Technology Team need to know about scams, breaches, and malware so they can better protect our infrastructure. For this reason, we advise our employees to report perceived attacks, suspicious emails, or phishing attempts as soon as possible to our specialists. Our Information Technology Team will investigate promptly, resolve the issue, and send a district wide alert when necessary.

Our specialists are responsible for advising employees on how to detect scam emails. We encourage all employees to reach out to them with any questions or concerns.

#### *Additional measures*

To reduce the likelihood of security breaches, we also instruct our employees to:

- Turn off their screens and lock their devices when leaving their desks.
- Report stolen or damaged equipment as soon as possible to the IT Department.
- Change all account passwords at once when a device is stolen.
- Report a perceived threat or possible security weakness in district systems.
- Refrain from downloading suspicious, unauthorized, or illegal software on their District equipment.
- Avoid accessing suspicious websites.

We also expect our employees to comply with our social media and internet usage policies.

Our IT Specialists should:

- Install firewalls, anti-malware software, and access authentication systems.
- Arrange for security training to all employees.
- Inform employees regularly about new scam emails or viruses and ways to combat them.
- Investigate security breaches thoroughly.
- Follow this policies provisions as other employees do.

Our District will have all physical and digital shields to protect information.

#### *Remote employees*

Remote employees must follow this policy's instructions as well. Since they will be accessing our District's accounts and systems from a distance, they are obliged to follow all data encryption, protection standards and settings, and ensure their private networks are secure.

We encourage them to seek advice from our IT Specialists.

#### *Disciplinary Actions*

We expect all our employees to follow this policy and those who cause security breaches may face disciplinary action:

- First-time, unintentional, small-scale security breach: We may issue a verbal warning and train employee on security.
- Intentional, repeated, or large-scale breaches (which cause severe damage): We will invoke more severe disciplinary action up to and including termination. We will examine each incident on a case-by-case basis.

Additionally, employees who are observed to disregard our security instructions will face progressive discipline, even if their behavior hasn't resulted in a security breach.

Take security seriously.

Everyone, from our students and families to our employees and contractors, should feel that their data is safe. The only way to gain their trust is to proactively protect our systems and databases. We can all contribute to this by being vigilant and keeping cyber security top of mind.

## **Computer/Network/Internet/Media 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 of Technology***

- **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.

By signing the Newman Employee Handbook Acknowledgement, employees confirm that they understand that their computer use is not private and that NIA will monitor all computer system activity, and in consideration for the privilege of using the NIA's electronic communications system and in consideration for having access to the public networks, employees release NIA, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from their use of, or inability to use, the system, including, without limitation, the type of damages identified in NIA's policy and administrative regulations.

## **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**

Employees should not bring children to staff development or faculty meetings. They should not have their children with them while they are at work or have them in their work/office space during school/work hours. After school hours, children of employees must not be present in classrooms or work/office spaces that are shared by students, staff or visited by parents. When the employees are working, their children may be unattended and may get hurt, hurt others or cause damage to equipment, devices, property, etc.

Employees may avail themselves of the After School Care facilities made available to staff children on Newman campuses.

## **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**

Students and staff are trained each year in methods to prevent child abuse, including sexual abuse and trafficking. Students receive age-appropriate anti-victimization and self-protection training at POWWOWs (assemblies) and the annual campus Wellness Fairs, and employees are trained during in-service and staff meetings.

### **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.

Per Texas Penal Code 39.06 and Texas Family Code 261.109, failure to report suspected abuse may result in a Class A or Class C misdemeanor. In addition, NIA employees who fail to report suspected abuse could face a write-up or even termination, depending on the severity of the offense.

### **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 written or oral 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 may be made to any local or state law enforcement agency, the DFPS, the Texas Education Agency (if the abuse or neglect occurred at school), or a local CPS office. 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.

Please note that, per TEC 26.0091, the use of or refusal to use a psychotropic drug should not usually be the sole basis for making a report of neglect. Please see TEC 26.0091 for further details.

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

### **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. This includes cooperating with law enforcement personnel and DFPS investigators without the consent of the child's parents, if necessary.

### **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/DFPS 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 Superintendent has the authority to discharge the employee immediately without warning. The Superintendent has the authority to receive and approve receipt of resignation of employees and supervisors. Resignations may be turned in to employee's respective supervisors per the NIA Employee Handbook policy. 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.

Employee's service records can be requested via email from [Hrsupport@newmanacademy.org](mailto:Hrsupport@newmanacademy.org) and will be fulfilled within 30 business days of your written request.

### ***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 unless the circumstance warrants immediate dismissal of the employee (as in instances related to possession of illegal substances, weapons, or inappropriate relationships). 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 the 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.

### ***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 use district grade book software to generate a computerized grade book. A paper copy (printout of software OR handwritten version) should be regularly maintained as backup. Teachers will be required to ensure that all grades are entered weekly for parents to view in the Parent Portal. 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. With the exception of Elementary Specials classes, there should be a minimum of 18 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.

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

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

1. 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).
2. 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.
3. 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.
4. 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."
5. Never change grade weighting schematic once the school year has started.
6. Lead teachers and mentors are responsible for ensuring that their teachers are following grading guidelines correctly and accurately.

### **Report Card Guidelines – All Teachers**

1. Please note that grades should be finalized in Skyward several days before report cards are due. Your principal will give you the deadline for your campus. After the deadline, grades may not be changed without principal approval of the Grade Change Form.

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.**

## **Grading Guidelines and Makeup Work for Elementary**

Newman teachers are required to record all student grades in their official gradebooks (online and the backup paper copy). Before finalizing report card grades, teachers will ensure the lowest daily/homework grade in each subject area is dropped.

### **Progress Reports**

Progress reports will be issued to students at the end of the first three (3) weeks and at the end of the second three weeks of each grading period. Parents are encouraged to request a conference with any teacher in whose class a student is failing (has received a grade lower than 70%).

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 or email any parent who has not returned a signed copy of the progress report within seven school days after issuance. Teachers should keep a copy of issued progress reports for their records and document all phone calls.

### **Report Cards**

Report Cards are issued to students based on a nine-week grading period. Elementary students receive a paper report card that parents/guardians must sign and return within 5 days.

### **Report Card Guidelines – PreK, Kinder, and 1<sup>st</sup> Grade**

1. 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 grades for specials classes, which will be letter grades.
3. Specials teachers should submit grades 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. Once the deadline to submit grades has passed, any grade changes require the teacher to complete a grade change form to and submit it to the principal. Upon the principal's written**



**approval, a grade may be changed and the PEIMS coordinator notified.** See Grade Change Form at the end of Employee Handbook.

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.

### **Grading Weightage**

Skyward (Newman's online student information system) automatically calculates grades according to Newman's grading policy:

Tests are 35%, Quizzes/Projects are 25%; Classwork is 25%, and Homework is 15%.

Teachers (with the exception of Elementary Specials Teachers) will post at least 18 grades per quarter.\*

\*In extenuating circumstances demanding school closure, the District may choose to allow fewer grades to be posted.

*An adequate number of grades must be taken to fairly evaluate the student. Every three weeks, Elementary core subject teachers will post at least 1-2 Tests, 1-2 Quizzes/Projects, 2-3 Classwork grades, and 2-3 Homework. A minimum of 18 grades each 9-week grading period is required.*

### **Grading Scale**

Kindergarten and First Grade are graded based on mastery of skills.

Grades 2-6 will receive numeric grades for core subjects and letter grades for specials.

#### **Grades 2 -12:**

90-100% = A

80-89% = B

70-79% = C

Below 70% = F

Questions about grade calculations should be first discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal.

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. Students with an Incomplete remain eligible to compete during the 1-week grace period.

- Regular education students should not receive a grade lower than 50 for any report card (so the possibility will exist for students to still pass the course by the end of the year).
- 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.
- No nine-week or exam grades should be over 100.
- Proactively avoid a nine-weeks or semester grade of 69...round to 70.

Missed assignments can be picked up from the school office when your student is absent. Please call at least one business day in advance to allow the teacher sufficient time to prepare the assignments and have it in the office for you to pick up. If students fail to hand in makeup work within a reasonable time, they will receive a zero for that assignment. **A reasonable length of time is considered to be one class day for each day absent.**

Students will receive the grade of a zero for assignments and tests not completed within this time frame. In extenuating circumstances such as death of immediate family member or student's serious illness/hospitalization, the campus administrator may consider granting an extension.

### **Late Work**

Student work will be accepted one day late with a grade reduction of 10 percent. Work turned in two days late will have a grade reduction of 20 percent, and work turned in three days late will have a grade reduction of 30 percent. Work turned in more than three days late will receive a zero. The teacher may provide different independent practice activities to ensure that the student has adequate practice on the skill or concept.

## **Report Card Acknowledgement for Elementary**

Parents are expected to sign and return elementary report cards within 5 days. If report cards are distributed electronically, parents/guardians must acknowledge report cards electronically (through the Skyward Parent Portal). Parent portal logins and instructions will be available from the campus Office Coordinator.

## **Grading Guidelines and Makeup Work for Secondary**

Newman teachers are required to record all student grades in their official gradebooks (online and the backup paper copy). Before finalizing report card grades, teachers will ensure the lowest daily/homework grade in each subject area is dropped.

### ***Grading Weightage***

Skyward (Newman's online student information system) automatically calculates grades according to Newman's grading policy:

**9-week (Quarterly) Grades:** Homework/Daily Work is 30%, Quizzes are 30%, Tests/Projects are 40%

**High School Semester Grades:** Quarter 1 is 45%, Quarter 2 is 45%, and Final Exam is 10%.

If students are exempted from the Final, an "E" is entered, and Quarter 1 and Quarter 2 are each worth 50%.

**Middle School Final Grades:** Semester 1 is 50% and Semester 2 is 50%. Semester grades are averaged into a final grade. With the exception of Honors Algebra I and Biology, all high school classes will not count toward high school GPA. All high school courses taken in Middle School will receive high school credit for a passing grade; however only semester grades will be posted in Skyward, not final grades.

Teachers will post at least 18 grades per quarter.\*

\*In extenuating circumstances demanding school closure, the District may choose to allow fewer grades to be posted.

An adequate number of grades must be taken to fairly evaluate the student. Every three weeks, teachers will post at least 1 Test or Project grade, 1 Quiz grade, and 4 Homework/Classwork grades. A minimum of 18 grades each 9-week grading period is required (3 major projects/test grades, 3 quiz grades, and 12 homework/classwork grades per quarter). A nine-week exam or a unit exam may be administered as part of the final nine weeks' grade.

### ***Progress Reports***

Progress reports will be issued to students at the end of the first three (3) weeks and at the end of the second three weeks of each grading period. Parents are encouraged to request a conference with any teacher in whose class a student is failing (has received a grade lower than 70%).

### ***Report Cards***

Report Cards are issued to students based on a nine-week grading period. Secondary students receive an electronic report card that parents/guardians must acknowledge electronically (through the Skyward Parent Portal).

Parents/guardians may request a paper copy of report cards which can be picked up in the school office. Requests for printed report cards must be made each reporting period and will be processed within 2 school days.

### **Grades 2 -12:**

90-100% = A  
80-89% = B  
70-79% = C  
Below 70% = F

Questions about grade calculations should be first discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal.

### ***Makeup Work***

If a student is absent, the missed work must be made up. It is the student's responsibility to secure assignments upon return to school and make up work. If students are out, parents may also call the school by 8:45 a.m. and can request the assignments, which will be made available between 1:30 p.m. and 2:30 p.m. the following day. If students fail to hand in makeup work within a reasonable time, they will receive a zero for that assignment. A reasonable length of time is considered to be one class day for each day absent. For example, if a student misses a Monday A day, the makeup work will NOT be due on the Wednesday A day but will be due on the subsequent A day (such as Friday). A student who is out one week should make up all work within a week.

Students will receive the grade of a zero for assignments and tests not completed within this time frame. In extenuating circumstances such as death of immediate family member or student's serious illness/hospitalization, the campus administrator may consider granting an extension.

### ***Late Work***

Student work will be accepted one day late with a grade reduction of 10 percent. Work turned in two days late will have a grade reduction of 20 percent, and work turned in three days late will have a grade reduction of 30 percent. Work turned in more than three days late will receive a zero. The teacher may provide different independent practice activity to ensure that the student has adequate practice on the skill or concept.

Teachers must have approval from the principal before giving a final nine-week grade of 'I' for incomplete to any student. Students must clear all incompletes within 1 week of the end of the nine-week period. Students with an Incomplete remain eligible to compete during the 1-week grace period.

- Regular education students should not receive a grade lower than 50 for any report card (so the possibility will exist for students to still pass the course by the end of the year).
- Special education students should not receive a nine-week final grade lower than 70 without sufficient documentation submitted to the Special Education Coordinator and the campus Principal prior to the end of the nine-week period.
- No nine-week final grade or exam grades should be over 100.
- Proactively avoid a nine-week or semester grade of 69...round to 70.

## **Exams**

Examinations will be given in all secondary courses, except for Co-Curricular/Enrichment, PE and Athletics, at the end of each semester. These exams will be averaged in as 1/10<sup>th</sup> of the semester grade. Benchmark tests will be given at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters. Benchmarks are weighted as a test grade. Progress reports will be posted every three weeks.

### ***Exemptions from Final Exams***

A junior or senior student may request an exemption from taking final examinations and end-of-semester exams in any semester if the student:

- Has a grade average of 90 or above.
- Has no more than three absences in the class in the semester in which the waiver is requested. This includes absences for illness or hospitalization.

- Has not been assigned to in-school suspension or out of school suspension that school year.

If the student elects to take the final examination and qualifies for an exemption, the examination grade shall be used to calculate the student's final grade for the semester **only if the examination grade improves the final average.**

## Report Card Acknowledgement for Secondary

Parents/guardians must acknowledge secondary report cards electronically (through the Skyward Parent Portal).

### ***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 an infraction. A student, K-5 through 12th grade, who receives three infractions in one week, must serve a detention. If a student receives six infractions 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)

Infractions 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 infraction 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 infractions to an entire class or a large block of students.
- Please remember to write only in black ink. The infractions are considered official documents.
- Write the time the infraction 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 infraction.
- K-6: Teachers should call the parent if a infraction 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, please refer to the Student Handbook.*

## **Criminal History Records Information (CHRI)**

### **Purpose**

The intent of the following policies is to ensure the protection of the Criminal Justice Information (CJI) and its subset of Criminal History Record Information (CHRI) until such time as the information is purged or destroyed in accordance with applicable record retention rules.

The following policies were developed using the FBI's Criminal Justice Information Services (CJIS) Security Policy. *Newman International Academy* may complement this policy with a local policy; however, the CJIS Security Policy shall always be the minimum standard. The local policy may augment, or increase the standards, but shall not detract from the CJIS Security Policy standards.

### **Scope**

The scope of this policy applies to any electronic or physical media containing FBI CJI while being stored, accessed, or physically moved from a secure location at *Newman International Academy*. In addition, this policy applies to any authorized person who accesses stores, and/or transports electronic or physical media.

## **Criminal Justice Information (CJI) and Criminal History Record Information (CHRI)**

CJI is the term used to refer to all the FBI CJIS provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

CHRI, is a subset of CJI and for the purposes of this document is considered interchangeable. Due to its comparatively sensitive nature, additional controls are required for the access, use and dissemination of CHRI. In addition to the dissemination restrictions outlined below, Title 28, Part 20, Code of Federal Regulations (CFR), defines CHRI and provides the regulatory guidance for dissemination of CHRI.

### **Proper Access, Use, and Dissemination of CHRI**

Information obtained from the Interstate Identification Index (III) is considered CHRI. Rules governing the access, use, and dissemination of CHRI are found in Title 28, Part 20, CFR. The III shall be accessed only for an authorized purpose. Further, CHRI shall only be used for an authorized purpose consistent with the purpose for which III was accessed. Dissemination to another agency is authorized if (a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (b) the other agency is performing noncriminal justice administrative functions on behalf of the authorized recipient and the outsourcing of said functions has been approved by appropriate

CJIS Systems Agency (CSA) or State Identification Bureau (SIB) officials with applicable agreements in place.

## **Personnel Security Screening**

**Access to CJJ and/or CHRI is restricted to authorized personnel.** Authorized personnel are defined as an individual, or group of individuals, who have been appropriately vetted through a national fingerprint-based record check and have been granted access to CJJ data. Agencies located within states having passed legislation authorizing or requiring civil fingerprint-based background checks for personnel with access to CHRI for the purposes of licensing or employment shall submit fingerprint-based record check within 30 days of employment or assignment on all personnel with who have direct access to CJJ, those who have direct responsibility to configure and maintain computer systems and networks with direct access to CJJ, and any persons with access to physically secure locations or controlled areas containing CJJ. Agencies located within states without this authorization or requirement are exempted from the fingerprint-based background check requirement until such time as appropriate legislation has been written into law.

## **DPS Secure Site Training Modules**

All training modules are required to be completed prior to accessing CHRI on the DPS Secure Site. Required for all approved user accounts. Contact DPS for account login issues 512-424-2474 Option 1 or email [ncju@dps.texas.gov](mailto:ncju@dps.texas.gov).

## **FBI CJIS Security Awareness Training (*Fingerprint Agencies Only*)**

Basic security awareness training shall be required within six months of initial assignment, and biennially thereafter, for all personnel who have access to CJJ. FBI requirement for fingerprint access and usage. Training may be assigned and accessed at CJIS Online – [www.cjisonline.com](http://www.cjisonline.com).

## **Physical Security**

A physically secure location is a facility or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect the FBI CJJ and associated information systems. The perimeter of the physically secure location shall be prominently posted and separated from non-secure locations by physical controls.

Only authorized personnel will have access to physically secure non-public locations. *Newman International Academy* will maintain and keep current a list of authorized personnel, **which is approved by the Superintendent. This authorized personnel list will be shared with Newman’s Superintendent’s office and the Human Resource office.** All physical access points into the agency’s secure areas will be authorized before granting access. The agency will implement access controls and monitoring of physically secure areas for protecting all transmission and display mediums of CJJ. Authorized personnel will take necessary steps to prevent and protect the agency from physical, logical, and electronic breaches.

## **Media Protection of CHRI**

Controls shall be in place to protect electronic and physical media containing CJJ while at rest, stored, or actively being accessed. “Electronic media” includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. “Physical media” includes printed documents and imagery that contain CJJ.

The agency shall securely store electronic and physical media within physically secure locations or controlled areas. The agency shall restrict access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data shall be encrypted per Section 5.10.1.2.

## **Account Management (TX DPS Secure Site)**

The agency shall manage information system accounts, including establishing, activating, modifying, reviewing,

disabling, and removing accounts. The agency shall validate information system accounts at least annually and shall document the validation process.

All accounts shall be reviewed at least annually by the designated CJIS point of contact (POC) or his/her designee to ensure that access and account privileges commensurate with job functions, need-to-know, and employment status on systems that contain Criminal Justice Information. The POC may also conduct periodic reviews.

## **Remote Access**

*Newman International Academy* shall authorize, monitor, and control all methods of remote access to the information systems that can access, process, transmit, and/or store FBI CJ. Remote access is any temporary access to an agency's information system by a user (or an information system) communicating temporarily through an external, non-agency-controlled network (e.g., the Internet).

*Newman International Academy* shall employ automated mechanisms to facilitate the monitoring and control of remote access methods. *Newman International Academy* shall control all remote access through managed access control points. *Newman International Academy* may permit remote access for privileged functions only for compelling operational needs but shall document the rationale for such access in the security plan for the information system.

Utilizing publicly accessible computers to access, process, store or transmit CJ is prohibited. Publicly accessible computers include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.

## **Personally Owned Information Systems**

A personally owned information system shall not be authorized to access, process, store or transmit CJ unless the agency has established and documented the specific terms and conditions for personally owned information system usage. A personal device includes any portable technology like camera, USB flash drives, USB thumb drives, DVDs, CDs, air cards and mobile wireless devices such as Androids, Blackberry OS, Apple iOS, Windows Mobile, Symbian, tablets, laptops or any personal desktop computer. When bringing your own devices (BYOD) are authorized, they shall be controlled using the requirements in Section 5.13 of the CJIS Security Policy.

## **Reporting Information Security Events + Security Breaches**

The agency shall promptly report incident information to appropriate authorities to include the state CSA or SIB's Information Security Officer (ISO). Information security events and weaknesses associated with information systems shall be communicated to Newman's Superintendent and District supervisor/supervisors in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures shall be in place. Wherever feasible, the agency shall employ automated mechanisms to assist in the reporting of security incidents. All employees, contractors and third-party users shall be made aware of the procedures for reporting the different types of events and weakness that might have an impact on the security of agency assets and are required to report any information security events and weaknesses as quickly as possible to the designated point of contact.

## **Policy Violation/Misuse Notification**

Violation of any of the requirements contained in the CJIS Security Policy or Title 28, Part 20, CFR, by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and/or termination.

Likewise, violation of any of the requirements contained in the CJIS Security Policy or Title 28, Part 20, CFR, by any visitor can result in similar disciplinary action against the sponsoring employee and can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

# Appendix – Forms

## *Operational Forms*

Please note that many of the forms that Newman faculty and staff will need are located on the school website under “Faculty and Staff.” The website will always have the latest version of the form, so please refer to the website for the following:

Business Office Forms (Check Requests, Credit Card Tracker, Mileage Log, PO, Reimbursement, Vendor List, etc.)

Field Trip Forms (Field Trip Request, Trip Planning, Trip Guide and Checklist, etc.)

Fundraising Request Form

IT Help Desk – Requests for IT Department assistance require a ticket. The ticket can be entered from this link (or the link on your computer desktop, if available).

Event Request Forms (to reserve a building/classroom/field for any activities outside of the normal school day)

Media Request Forms (POWWOW Media, Video Production, Special Event Media, Photographer/ Videographer Request, A/V Equipment, etc.)

Transportation Forms (required for anyone who wants to drive a Newman vehicle)



***Acknowledgement of Receipt of Employee Handbook***

I acknowledge that I have received a copy of Newman International Academy’s (NIA) Employee Handbook and that I have been given the opportunity to read the entire document and ask any questions that I might have about the same. **By signing this acknowledgement, I agree to adhere to the policies as a condition of my employment and/or continuing employment with NIA.** 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 NIA may end the employment relationship at any time, with or without notice or cause. I further acknowledge that my failure to adhere to the Handbook policies may subject me to disciplinary action, up to and possibly including immediate termination without warning.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the Handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Directors of NIA has the ability to adopt any revisions to the policies in this handbook. I understand that it is my responsibility to comply with the policies contained in this handbook, any and all NIA policies and procedures, and any revisions made thereto. I further agree that if I remain with NIA following any modifications to the Handbook or NIA policies and procedures, I thereby accept and agree to such changes.

I understand that this form will be retained in my personnel file.

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

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

\_\_\_\_\_  
Date

# Vehicle Registration Form



## NEWMAN INTERNATIONAL ACADEMY

Department of Public Safety (NIA DPS)

### VEHICLE REGISTRATION FORM

CAMPUS: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ ASSIGNMENT/GRADE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

MAKE AND MODEL OF VEHICLE: \_\_\_\_\_

YEAR OF VEHICLE: \_\_\_\_\_ VEHICLE COLOR: \_\_\_\_\_ NUMBER OF DOORS: \_\_\_\_\_

LICENSE PLATE NUMBER: \_\_\_\_\_

EMPLOYEE/PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE. OFFICIAL USE ONLY**

\_\_\_ PROOF OF LICENSE

\_\_\_ PROOF OF INSURANCE

**NIA Grade Change Form**

*To Be Completed by Teacher:*

Campus: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

Class: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Current Grade: \_\_\_\_\_ New Grade: \_\_\_\_\_

Reason for Grade Change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*To Be Completed by Principal:*

I have reviewed the reason above and confirm that this grade change is clearly warranted. I approve this grade change.

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

*To Be Completed by School Office (Counselor, PEIMS Clerk, or Office Coordinator, as assigned by Principal)*

I have made the change described above, and this paper will be stored in the student file.

\_\_\_\_\_  
Office Signature

\_\_\_\_\_  
Date of Completed Change



# Newman International Academy

## *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/Supervisor Signature: \_\_\_\_\_

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: \_\_\_\_\_

# Transportation Policy

The policies herein are intended to educate and instruct all Newman staff on the procedures for transporting students for school-related activities and the expectations associated with the use of Newman-owned vehicles. Once you have reviewed these policies, please sign and scan this page to the Transportation Coordinator, acknowledging that you have read and understood all information contained within.

## Acknowledgement Form

I hereby acknowledge I have completely read and understand the NIA Transportation Policy and agree to abide by the policies herein contained.

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## Access to Vehicles

The primary goal of Newman's Transportation fleet is to support the secondary athletic programs. Any request for use of the vehicles not related to athletics will need to be approved by both the Transportation Coordinator and the campus Athletic Directors.

The Transportation Coordinator will be responsible for coordinating with the campus Athletic Directors to determine vehicle availability. Approval for utilization of vehicles directly related to transporting students for athletic activities will be at the discretion of the campus Athletic Director and does not need to be approved by the Transportation Coordinator, unless travel is outside of the DFW area.

All employees, athletic coaches included, who seek to utilize Newman vehicles must go through an authorization/approval process to be added to Newman's list of approved drivers before they are able to request usage of a vehicle.

## Approved Drivers

Becoming an approved driver generally takes 2 to 3 business days, so plan to complete this process well in advance of the date for which you are using a vehicle. The steps to become an approved driver are as follows:

1. Fill out the Driving Authorization Form to provide Newman International Academy permission to run a driving record background check. (Found here: [http://newmanacademy.ss18.sharpschool.com/UserFiles/Servers/Server\\_173995/File/Faculty%20&%20Staff/Fo rms/Transportation%20Forms/Driver%20application%20for%20Intellcorp%20check.pdf](http://newmanacademy.ss18.sharpschool.com/UserFiles/Servers/Server_173995/File/Faculty%20&%20Staff/Fo rms/Transportation%20Forms/Driver%20application%20for%20Intellcorp%20check.pdf))
2. Send the completed form along with a copy of a **driver's license** to the Transportation Coordinator. PLEASE NOTE: Signing the authorization form permits the Transportation Coordinator to run a driving record report (of which you will receive a copy to the email you provide on the authorization form).
  - Drivers will not be approved for any of the following:
    - DUI
    - Racing.
    - Hit/run.
    - Speeding in excess of 20mph.
    - No more than two (2) moving violations in the past 3 years.
3. Once a satisfactory record is confirmed, you will be added to Newman's list of approved drivers.
  - Approved drivers may utilize vehicles for **school-related activities** that do not conflict with the vehicle's primary usage schedule (athletics, courier service, etc.).
4. GeoTab Drive App – All drivers must download and register on the Geotab system, this product is a way for us to keep track of vehicle locations, who is driving and provides other important maintenance and telemetric data related to our fleet.
5. Keys – The keys for each vehicle are held by the Athletic Director of the campus where the vehicle primarily resides. Example: keys for the NICH buses and vans are held by the AD for NICH.
6. It is the responsibility of the Athletic Director to ensure that keys of vehicles which reside on their campus are collected at the end of every trip and stored in a secure location.

## Trip Logs

Trip logs are **MANDATORY and MUST be** filled out by drivers to support the justification of transportation activities across the district. They provide the mechanism for our organization (TEA auditors, Newman's insurance agency, Legal Team) in case a lawsuit is filed. They must be filled out for every trip. NO EXCEPTIONS.

- All vehicles are equipped with a folder containing trip logs. If the vehicle that you are using does not contain a trip log folder, please contact the campus Athletic Director immediately so that the vehicle can be restocked.

- Drivers are required to complete the trip log **in its entirety for every trip taken**. The log and any gas receipts should be sent via interoffice mail to the Business Office no later than **2 business days beyond the date the trip was taken**. (See example below.)

**Key details, in order, to complete in the logbook include:**


- Document all passengers by name for both outgoing and return trip. **THIS IS REQUIRED FOR INSURANCE PURPOSES.**
  - Destination—please write physical address.
  - If the gas tank is below ½ tank, refill and record requested information.
  - Document starting and ending mileage.
  - Document any damage to the vehicle.
  - Clean out all garbage (vacuuming if necessary).
- **Any** trip that goes beyond the DFW area must be approved through the Transportation coordinator; **this includes athletic trips.**

**Vehicle Cleaning**

**(With current TEA COVID-19 Protocols)**

The TEA transportation recommendations include:

- Students and staff will use hand sanitizer upon boarding the bus. (Hand sanitizer will be provided)
- When possible, open windows to allow outside air to circulate in the bus or van.
- Buses and vans should be thoroughly cleaned after each trip, focusing on high-touch surfaces such as bus seats, steering wheels, knobs, and door handles. During cleaning, open windows to allow for additional ventilation and airflow. (Cleaning supplies will be provided)
- All Vehicles will be cleaned both inside and out by an outside vendor monthly.

Vehicle	Van 1	Van 2	Van 3	Van 4	Van 5	Van 6	Bus 1	Bus 2	Bus 3	Bus 4	Please Circle	
Date: Depart				Return				Campus				
Destination:										Physical Address		
Milage: Begin		End		Total			Time: Begin		End			
Driver:						Chaperone:						
Name of Event:						Beginning Fuel	<input type="text"/>	Tires	<input type="text"/>			
Passenger Roaster				Parent Sign			Vehicle refilled with gas	<input type="text"/>				
							Name address of gas station.					
							Total	<input type="text"/>	Signed Receipt Attached			
							Issues to report to NIA Transportation.					
							Trip Eligible for Compensation					<input type="text"/>
							Supervisor					
							Vehicle Cleaned	<input type="text"/>				

Send copy to [rjohnson@newmanacademy.org](mailto:rjohnson@newmanacademy.org) , **send completed Trip log with receipt to Business office within 2 days of return**

## Gas Receipts

- Please ensure gas receipts are SIGNED, and print your name, staple to the trip log associated with the transportation activity, and mail to the business office, no later than **2 business days** beyond the return from the trip. **DO NOT LEAVE GAS RECEIPTS IN VEHICLE FOLDERS. PLEASE TURN THEM IN.**

## Field Trips

All field trips require approval and follow specific timelines for communicating student attendance to all departments impacted by the trip. The following bullets spell out the simple process. Please refer to the Student Field Trip Guide & Checklist on the Newman website for a more detailed explanation of each step and additional field trip deadlines and requirements. (See link found on Newman website under Faculty/Forms.)

<http://newmanacademy.ss18.sharpschool.com/cms/One.aspx?portalId=174079&pageId=3488196>

**Before any funds are collected** from the students or planning vehicle usage, a field trip must be approved by all appropriate parties and all required documentation submitted.

1. Seek approval from your campus principal. This should take place via email.
2. Your Principal will submit the trip plan to Newman's Administrative Team for approval.
3. If approved the trip organizer can fill out a Student Trip Request Form. (See link above).
4. This notifies the Transportation Coordinator, Athletic Directors, and Food Services department of your approved field trip request.
5. The Transportation Coordinator will coordinate with the Athletic Directors to find out if Newman-owned vehicles and/or bus drivers will be available for requested date.
6. If Newman-owned vehicles are unavailable, the Transportation Coordinator will alert the trip organizer, who will need to seek a quote from a transportation service provider. Contact the Newman Business Office for a list of transportation providers in the DFW area.
7. Once you have basic details of your field trip, a Student Trip Planning Form needs to be filled out and submitted. (See link above.)

## Vehicle Maintenance

- Routine maintenance is tracked by the Transportation Coordinator. When a vehicle is nearing the due date for an oil change, the Transportation Coordinator will be responsible for contacting the campus Athletic Director and alerting them to the need to have the vehicle taken to an approved mechanic shop. The Athletic Director is responsible for coordinating the drop-off and pick-up of the vehicle at the shop and the submission of the invoice to the Business Office. Note: Newman has a standing PO with the following approved mechanic shops: Pep Boys and Pete's Tires and Automotive. Please contact the Transportation coordinator for PO#.
- The Athletic Directors will be responsible for performing weekly inspections of the vehicles that reside on their campus to mitigate major breakdowns and safety hazards. If a hazard is found, such as abnormal amounts of leaking fluids or uneven wearing of tires, the Athletic Director should immediately contact the Transportation Coordinator and plan to have the vehicle taken to an approved mechanic shop.
- Def Fluid – <https://www.discoverdef.com/def-overview/faq/#runout>

## Registration & Insurance

- Registration renewals will be tracked by campus Athletic Director. Two months in advance of the expiration date, the Athletic Director must plan to have the vehicle taken for an inspection and alert the Transportation Coordinator of the need for a renewal.

Example: if the registration for Van #1 expires in May, then the campus Athletic Director will notify the Transportation Coordinator at the beginning of March, which will give the Transportation Coordinator ample time to renew the registration sticker with TEXDOT.



- Insurance renewals will be tracked by the Transportation Coordinator, who will contact the Business Office one month in advance of the vehicle insurance expiration date to alert them of the need for a renewal. It will be the responsibility of the Business Office to perform the renewal. Once the renewal is completed, the Business Office will forward the appropriate documentation to the Transportation Coordinator to be placed in the vehicle.

## Rentals

All vehicle rentals will need to be approved by the Business Office. Field trip rentals will need to be approved by both the Business Office and the Transportation Coordinator. Various examples of rentals are explained below:

### Rental for a Field Trip

We do not currently hold an account with a charter bus service. In the event that a Newman bus and/or driver is unavailable, Durham School Services has been the most commonly used charter service for transporting students, but there are a number of other charter services available on the vendor list. (Contact the Business Office for more information). Additionally, there are other options besides busing that could be considered if the group attending the trip contains staff members that are approved drivers. For example, if the student to teacher ratio of the group is less than 14:1, Newman vans could be used, or vans could be rented from vendors like Capps or Van Country in Arlington. All options should be discussed with the Transportation Coordinator before a decision is made to rent for use on a field trip. **PLEASE NOTE that renting versus using Newman vehicles can significantly affect the overall cost of a field trip, especially when renting buses.**

### Rental for a Business Trip

- We currently hold an account with Enterprise that offers an excellent rate for out-of-town trips. If the trip requires you to drive a distance of 50 miles or more outside the DFW Metroplex, it is district policy that a rental from Enterprise be used instead of driving a personal vehicle and tracking mileage in order to submit a Mileage Log for reimbursement.

## Bus Driver Compensation

All Newman Academy staff, including teachers and coaches, that acquire and maintain a valid CDL, meet physical health requirements, and sign the Transportation Agreement, committing to drive buses for field trips, athletic events and/or daily bus routes during the academic year, will be given a \$800.00 stipend that will be split into two allotments of \$400.00 and given during the pay period that includes the 1<sup>st</sup> day of each semester, in addition to the compensation spelled out in the following schedule. This Agreement must also be signed by the principal of their primary campus to which the bus driver is assigned, acknowledging that the principal is willing, within reason, to accommodate adjustments to the driver's daily work assignments, in order to meet the needs of the activities for which transportation is being requested. If it is determined by the Transportation Coordinator at the end of the 1<sup>st</sup> semester that the driver and/or their principal are unable to reasonably accommodate a shared role in meeting the district's transportation needs, the driver agrees to forfeit the 2<sup>nd</sup> semester \$400 allotment.

# Schedule of Bus Driver Compensation

## Field Trip Compensation

- All bus drivers will be paid \$75 for transporting students on a district-approved field trip during school hours.
- For district-approved activities that take place outside of regular school hours, all bus drivers will be paid a flat fee of \$100 for driving.
- For district-approved overnight trips (destination outside of the DFW metroplex **with Transportation Coordinator's approval**), all bus drivers will be paid \$75 per day for a regular workday and \$100.00 per day if it is not a regular workday.
  - Example: A bus driver transports seniors on a 2-day trip (Fri-Sat) to a college in Austin, TX. The bus driver will receive \$75.00 for the 1<sup>st</sup> day and \$100.00 for the 2<sup>nd</sup> day for a total of \$175.00.

## Middle School & High School Athletics

- All **bus** drivers (**except for the coaching staff assigned to the athletic event**) that transport athletes to and from a middle school or high school athletic game in the DFW metroplex will be paid a flat fee of \$75.
  - Example: A soccer coach transports athletes to a football game from Arlington to Cedar Hill. The soccer coach would be paid \$75.
- For overnight athletic trips (destination outside of the DFW metroplex with Transportation Coordinator's approval), all bus drivers, except for the assigned coaching staff for the athletic event, will be paid \$75 per day for a regular workday and \$100.00 per day if it is not a regular workday.

## Daily Routes

- All bus drivers will be paid \$50.00 for each time they drive their assigned route.
  - Example: A staff member drives to the Cedar Hill campus to pick up students and take them to Gibbins. The driver will be paid \$50.00 for driving the morning route and \$50.00 for driving the afternoon route, totaling \$100.00 for the day.

By signing this agreement, the principal and the bus driver agree to make every reasonable effort to accommodate adjustments to the bus driver's daily work assignments to provide for a shared role in meeting the District's transportation needs for the school year. Please print, sign and date below:

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bus Driver Printed Name

\_\_\_\_\_  
Bus Driver Signature

\_\_\_\_\_  
Date

## Newman Academy Bus Safety Policy

Note: All NIA discipline rules and policies that are applicable during school hours also apply to any activity connected to bus transportation, including waiting at the bus stop, entering/exiting the bus and during transport.

### Rules for Entering/Getting On the Bus Safely

- Be at the bus stop 5 minutes prior to pick up time. Never run to or from the bus.
- Wait at your designated stop in a safe place, back from the side of the road.
- Remember never to stand in the danger zone that surrounds the bus – the 10 giant steps (or 3 meters) rule is a good measurement for children to identify the danger zone around the school bus.
- If you need to cross the street to get on the bus, always wait until the bus has come to a complete stop. Watch the driver. When the driver is assured that all traffic has stopped he/she will signal for you to cross the street – but continue to watch for traffic yourself. Always walk; don't run.
- Hold the handrail as you enter the bus. Do not push or shove.

### Rules for During Transport/Riding in the Bus Safely

- Take your seat promptly, sit properly, face forward at all times, and never get up out of your seat while the bus is moving.
- Place bags and parcels under your seat or on your lap.
- Keep the aisle of the bus clear at all times.
- Always keep your head, hands, and arms inside the bus.
- Throwing objects inside or outside of the bus is not permitted.
- No use of Bluetooth speakers or other audio devices that can cause a distraction for the bus driver.
- Talk quietly; the driver needs to concentrate to safely drive the bus. Fighting, shouting, or use of obscene language will not be tolerated; disciplinary action may result from misbehavior connected to transportation activities.
- Be absolutely quiet when approaching a railroad crossing.
- Dangerous, disturbing, or annoying objects are not permitted on the bus.
- Eating and drinking (this includes chewing gum) is not allowed on the bus at any time. This rule protects students and drivers that have food allergies and anaphylaxis, prevents choking, and maintains bus cleanliness.
- Be aware that other students, including the bus driver, may have allergies to scents such as perfume, etc.
- Smoking, Vaping or use of any Tobacco products is not permitted on the bus.

- Always follow the bus driver's instructions.

#### Rules for Exiting/Getting Off the Bus Safely

- Remain in the seat until the bus comes to a complete stop.
- When you exit the bus, hold the handrail; once down the stairs, take two large steps away from the bus.
- To cross the street in front of the bus, walk ahead at least ten giant steps (three meters). Cross only when the driver gives a signal. Proceed across the street, looking both ways for on-coming traffic. Cross the street in single file.
- If multiple people are getting off the bus, those at the front who are closest to the door exit first in a single file manner, followed by those in the row behind them and so forth. Do not push.
- If you drop something near the bus, do not pick it up. Tell an adult.

#### Bus Safety Smarts – Know the Danger Zone

- Rule of thumb – 10 giant steps (or 3 meters) is a good measurement for children to identify the danger zone around the school bus, particularly when crossing in front of the bus.
- Children should never enter the danger zone unless the bus driver has given them permission.
- If a child can touch the bus, he or she is too close.
- Remember – if you cannot see the bus driver, the bus driver cannot see you.
- When near a bus, the children must have the attention of the bus driver.
- Children should never play around or near school bus vehicles

## Background Check Forms

### DISCLOSURE REGARDING BACKGROUND CHECK

**Newman International Academy** may obtain information about you from a third party consumer reporting agency to **check your driving record**. Thus, you may be the subject of a “consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your criminal history, social security verification, motor vehicle records (“driving records”).

These searches will be conducted by IntelliCorp Records, Inc., 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.888.946.8355; [www.intellicorp.net](http://www.intellicorp.net).

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the Background Check Disclosure (above) and certify that I have read and understand it and this authorization. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by **Newman International Academy** at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **IntelliCorp Records, Inc., 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.888.946.8355; [www.intellicorp.net](http://www.intellicorp.net)**.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## NIA Driving Record Check Form

*Please complete this form and turn it in to the NIA Transportation Coordinator along with a copy of your driver's license. Once it is turned in and approved by the appropriate supervisors, please allow 1-3 days for processing. Upon completion, you and your supervisor will be notified of approval status. For questions, please contact the NIA Transportation Coordinator.*

As standard procedure, and required by our auto insurance and liability carriers, all individuals who drive a Newman International Academy-owned, leased, or rented vehicle **or** who will drive on behalf of Newman to off-campus locations on a regular basis **or** transport students for Newman functions must show proof of a valid driver's license and an acceptable driving record.

In order to obtain your motor vehicle record (MRV) information, we request that you complete and sign this Authorization for Release of Information Form. This information is considered confidential and will be treated as such. The information obtained within your motor vehicle record is limited to our insurance agent(s) and will not be shared with other entities.

Only individuals with an acceptable driving record and a valid Texas driver's license will be placed on the NIA Approved Driver List. Placement on the NIA Approved Driver List is only an indication of an acceptable driving record and does NOT provide vehicle insurance coverage for personal vehicles used in performance of job responsibilities. Employees using their personal vehicles for business-related travel should understand that their personal vehicle insurance is always the primary insurance coverage. Individuals using their personal vehicle for business travel on behalf of NIA on a "regular basis" are those whose job assignment includes such travel and will receive mileage reimbursement to help offset the costs of fuel, wear-and-tear and personal vehicle insurance coverage.

Newman Campus: \_\_\_\_\_

Supervisor Name and Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Driver's Job Title: \_\_\_\_\_

Driver's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State & County Issued: \_\_\_\_\_

Driver's Home Address:

\_\_\_\_\_  
Address City State Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I certify that the information presented above is true and correct to the best of my knowledge. I authorize Newman International Academy and its agent(s) to obtain my Motor Vehicle/Driving Record information for the purpose of determining eligibility for driving on behalf of NIA in conjunction with employment duties and/or to drive a NIA-leased, owned, or rented vehicle. This information shall remain on file and shall serve as ongoing authorization for any future MVR screens.

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