



**ECI ACADEMY**

# **EMPLOYEE HANDBOOK**

# **2022-2023**

*Rowlett*

*Royse City*

*Sunnyvale*

## Our Mission

Our mission is to prepare every student for a meaningful life of success by producing leadership, integrity, and service.

## Our Vision

Our vision is to become a leading charter organization by providing academic excellence and character training that prepare students for life beyond school.

## Our Values

Responsibility is personal.  
Learning is lifelong.  
Honesty is essential.  
Equality is inherent.  
Discipline is love.

Education is a shared responsibility of students, school, home and community and with that as an essential principle, we believe that:

- Each person is ultimately responsible for his/her own learning.
- Every person can learn; learning is lifelong and unlimited.
- All people have equal inherent worth and deserve to be treated with respect and dignity.
- Each person is unique.
- Everyone needs challenge and encouragement.
- Through building meaningful relationships, people, both individually and corporately, have profound, lifelong influence on other people.
- Honesty is essential.
- A safe and orderly environment is necessary for learning.
- Discipline fosters self-discipline.
- There is always room for improvement.

## Our School Creed

I am an ECIA Charter Academy student.  
I have great expectations for myself.  
I accept the challenge to become the best that I can be.

Yesterday's failures are behind me.  
Today's successes are now before me.  
I will make today the very best day of all.  
For this day begins the rest of my life.

I accept the responsibility for my behavior and its results.  
I do not have the right to interfere with the  
learning and well being of others.

With my family and teachers,  
I will determine what I will become.  
For the education I receive today,  
will make me a leader of tomorrow.

## District Motto

**The Golden Rule: "Treat other people as you would want to be treated."**

## Non-Discrimination Statement

The Education Center International Academy CSD does not discriminate on the basis of race, age, color, religion, gender, national origin, disability, sexual orientation, gender identity or any other basis prohibited by law in its programs, activities, or employment practices. For inquiries regarding the non-discrimination policies, contact: Jackie Whitaker, Human Resources Director at (214) 628-9152.

### Administration

Superintendent/CEO of Schools:	Donna Townsend	Asst. Superintendent:	Bob Densmore
District Administrative Assistant:	Jackie Whitaker	Special Programs Director:	David West
District Academic Director:	Dr. Randy Lamb	PEIMS Coordinator:	Barrett Whitaker

### Sunnyvale Campus Prek-6

302 North Town East Blvd.  
Sunnyvale, Texas 75182  
(214) 628-9152  
Campus Principal: Dr. Randy Lamb

### Rowlett Campus PreK-6

820 Schrade Road  
Rowlett, Texas 75088  
(972) 412-8080  
Campus Administrator: Lisa Hiatt

### Royse City Campus PreK-6

201 N. Erby Campbell Blvd  
Royse City, Texas 75189  
(972) 636-2600  
Campus Principal: David West

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## CAMPUS PROCEDURES FOR STAFF

### Teacher/Paraprofessional Work Day

All teacher/paraprofessional workdays are considered to be conducted between the hours of **7:30 a.m. and 4:00 p.m.** A professional learning community (PLC) meeting will be set by the administration after regular school hours for professional staff. The Superintendent of Schools must approve any deviations from this schedule.

Campus employees are expected to be on campus during the school day. If it is necessary to leave the campus during lunch, conference period, or before the stated end of the school day, employees shall secure permission from the campus principal to leave.

Employees are not allowed to bring their children not attending our school to work with them unless given permission by the campus administrator.

### Employee Pay

ECI Academy employees are paid on the **28th day of each month**. If the 28th falls on the weekend, payday will happen on the Friday before. Employee contracts are prorated over a 12 month period. Administrative staff contracts are August 1 thru July 31. All other employee contracts are September 1 through August 31. New employees can request a payroll advance for August to be repaid through payroll deduction during contract period.

ECI Academy will not be giving salary, nor loan advancement to employees except for new employees that request a payroll advance in August for the first year of employment.

### State Personal Leave

State law entitles all employees to five (5) days of paid personal leave per year. Personal leave is earned at a rate of one-half (1/2) day for each eighteen (18) days worked for the first one hundred eighty (180) days. A day of earned personal leave is equivalent to an assigned workday. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts and is generally transferable to education service centers. There are two types of personal leave: non discretionary and discretionary.

### Local Leave

A local sick leave program consisting of five (5) days per year, with an unlimited accumulation of unlimited days, shall be provided for all District employees.

Local leave cannot be taken for more work days than has been accumulated in prior years and those earned during the current year. Local leave for the current year shall be available for use at the beginning of the school year. When an employee who has used more

leave than he or she had accumulated ceases to be employed by the district, the cost of the unearned leave days shall be deducted from the employee's final paycheck.

Local sick leave days will be used first before any previously earned State sick leave days. State personal leave will be used only after all other sick leaves have been exhausted.

### **Leave Prior to Schedule Holidays**

Requests for leave prior to scheduled holidays will require approval from the District Office. Leave will only be approved for emergencies.

### **Dress and Grooming**

It is important for all staff employed by the district to dress in a professional manner. A professional manner is as follows: shoes must be worn at all times, jeans with no holes will only be worn on special days assigned by the administration, no leggings or yoga pants, under garments must be out of sight and covered at all times, all **offensive** tattoos must be covered, and body piercings must be covered.

### **Reporting Suspected Child Abuse**

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

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect. An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Educators Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

### **Tobacco Use**

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

### **Cell Phone Policy**

Cell phones should **not be seen or used** at school unless a student is given permission by the administration/teacher. ECIA staff are **required** to confiscate any/all cell phones and turn them into the administrative office. Cell phones have become disruptive in classes, as well as students' text messaging tests, assignments, or just visiting while classes are being conducted. Parents/guardians will be required to pick up confiscated cell phones in the administrative offices. Continued violation may result in confiscating cell phones for a period of time. **ECIA staff should not be using their cellphones during class periods or on duty unless it is an emergency.**

### **Administering Medication to Students**

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

### **Attendance Policy - Student**

All students must be in attendance 90% of the time each school year. The State of Texas requires students to be in attendance a minimum of **90%** of the time to receive credit for course work. If your student(s) do not meet these standards, course credit will be withheld. Parents/guardians can appeal attendance absences with proper documentation to the campus attendance committee.

- School starts at 8:00 a.m. Students will have breakfast each day.
- Students not in class by 8:15 a.m., are required to check in at the main office and receive a tardy slip. Students will be allowed THREE tardies per semester. Parents will be notified after the third tardy. On the fourth and preceding tardies, a parent conference will be held. It is imperative that students arrive on time for class.
- Any attendance note received by the teacher must be sent to the front office daily.

- Parents/guardians will receive notification(email, phone, text) regarding student absence after daily attendance is taken.

All absences excused and unexcused absences are counted toward the 90% policy. Only school sponsored absences are not counted as an absence. ECIA CSD will offer a process to regain credit. If absences are a case of truancy, ECIA CSD is required to file attendance charges with the proper authorities against the parents and/or guardians.

### **Teacher Procedures for Student Attendance**

Research tells us that student attendance has a direct correlation to student success. We expect our students to be on time to class.

- Teachers will begin breakfast at 8:00 a.m.
- Attendance will be taken daily at **10:30 a.m.** approximately.
- Teachers are required to take attendance and enter it into their electronic grade book daily. According to TEA, the teacher is the official record keeper for attendance. Please keep your attendance updated and documented.
- Any attendance note received by the teacher must be sent to the front officer by the end of the day.
- All attendance notes will be kept in student folders by the Administrative Assistant.

### **Teacher Attendance at ARD/504 Meetings**

Teachers will be asked to attend ARD/504 meetings with special programs staff as well as parents of their students. **Teachers will be expected to bring their red folder** (that contains all IEPs and accommodations/modifications for each special needs student) to the meeting and refer to the information in the folder as needed.

### **Daily Observances**

Pledges of Allegiance and Moment of Silence

In the summer of 2003, the 78<sup>th</sup> Texas State Legislative Session mandated that each school district shall require students during each school day at each school in the district to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas State flag. In addition, each school is required to provide for the observance of one minute of silence following the recitation of the Pledge of allegiance. During the one-minute period, each student may, as the student chooses, pray, meditate, reflect, or engage in any other silent activity that is not likely to interfere with or distract another student. All ECIA CSD schools will observe this mandate. All students and staff are required to be respectful during the pledges and moment of silence.

1. The Pledge of Allegiance to the United States Flag - "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."
2. Pledge of Allegiance to the Texas State Flag - "Honor the Texas Flag, I pledge allegiance to thee, Texas, one state under God, one and indivisible."
3. ECIA school creed
4. A moment of silence

### **Backpacks/Book Bags**

ECIA CSD students may use backpacks, book bags, satchels or other items designed to carry bulky items only when bringing materials to school or taking materials home at the end of their school day.

### **Fundraising**

There shall be no fund-raising activities except those approved school activities which have been sanctioned by the Board of Trustees and Superintendent or designee. All monies involved with the fundraising activity are to be accounted for through the proper accounting procedures established by the business office. Non-school sponsored fundraisers will be allowed.

### **Jean Money**

Jean money is to be spent on students that contribute to the current class fund. The standard for spending jean money on expenditures is that it is consumable by students and/or can be taken home by students. Jean money should not be spent on instructional or academic purposes. Jean money should be spent on students (awards, parties, field trips, etc)

### **Campus Money Handling Procedure**

1. Money is collected and turned in to the office staff (assigned person). (Ms. Soto-Sunnyvale/Ms. Carter-Rowlett/Ms. Lamb-Royse City)
2. Money is counted and a deposit form is completed with information and turned in daily. No money is to be left in a classroom.
3. Money information/amount gets recorded on campus finance spreadsheet (created by person in charge).
4. Money gets prepared for deposit.
5. Money gets stored in a filing cabinet which stays locked at all times.
6. District gets notified that money is ready to be picked up for deposit.
7. District personnel will deposit the money.

## **Student Being Photographed**

Parents with students enrolled at ECIA schools sign a waiver for approval or non-approval for their student(s) to be photographed while at school. Teachers will be given a list of students that will not be allowed to be photographed while on ECIA campuses.

## **Teacher Training**

All instructional staff at ECIA schools will require the following training for student success.

1. **MAP Training**
2. GradeBook
3. SPED Accommodations Training
4. Successful Teaching Strategies Training
5. T-TESS Training
6. 504 Training
7. ESL Raters Training
8. Rtl Training
9. LPAC Training

## **Teacher Observations and Evaluations**

The administration will use a combination of visits (observations/walkthroughs) as well as at least one 45 minute observation. The teacher should receive feedback within a week of the observation. The teacher will have an observation by your campus coordinator and/or district administration.

- The teacher will be trained during staff development on the T-TESS system.
- If you have been employed by ECIA for 5 years or more and in good standing, you will only be required to have a formal observation every two years. You would be evaluated every other year 7,9,11,etc. Walk-throughs will be conducted for every teacher every year.

## **Parent Advisory Committee (PAC)**

A Parent Advisory Committee (PAC) was established to empower parents as advocates and to encourage the participation of parents and guardians in their children's education. PAC meetings will be scheduled each month after school hours on each ECIA campus. Parents will be notified in advance of the scheduled time.

# **Academic**

## **Curriculum**

ECIA uses a curriculum that is based on the Texas Essential Knowledge and Skills (TEKS). Our staff lesson plans are designed to teach the Readiness and Supporting Student Expectations (SE's) placed in the TEKS by the Texas Education Agency and State Legislature. Our staff utilizes many tools in planning their lessons: state adopted textbooks, Lead4ward curriculum guides, research-based activities, etc. Teacher Resource System (TRS) is a tool that our staff utilizes to plan their scope and sequence, which is how and when the TEKS are taught. It allows our staff to keep instruction on track to prepare students for success in meeting the state/federal standards. The demand for greater knowledge continues to increase in our culture, and change is constant. ECIA will continue to assess, improve, and add to its curriculum throughout each school year to ensure that students are given every opportunity to succeed.

Listed below are the programs that are supported at ECIA:

1. Teacher Resource System (TRS) – Curriculum alignment and assessment - PreK-Grade 6
2. Generation Genius - Science PreK - Grade 6
3. Happy Numbers – computerized math program – state adopted
4. Iread - PreK - Grade 2
5. Teacher Resource System (Region 10) TRS
6. ESPED – documentation for special education students
7. Circle and Amplify – state adopt reading test for grades K-2nd
8. Waggle subscription K-2
9. Education.com PreK - Grade 8

## **Grading Procedures**

Schools at ECIA will use a **6** weeks grade reporting period. Students and parents will receive a **3** weeks progress grade report in each subject during each **6** weeks grading period. Grade reporting calendar will be created and teachers will meet published deadlines for reporting grades and progress notices.

Each student will receive a minimum of **10** daily grades plus **2** major tests during each **6** weeks grading period. A daily grade can consist of quizzes, homework, projects, activities, etc. Major tests can consist of a teacher/admin created test covering a portion of student knowledge and skills, benchmarks, major projects/reports, etc. Teachers will input at least one grade per subject per week. This is a minimum requirement and will be monitored by the administration.

All students will complete teacher assigned activities. Unfinished assignments can cause gaps in student learning. Teachers may arrange tutoring during, before, and/or after school for students to complete assignments. Completion of ALL assignments is required and mandatory. Penalty for late assignments will be assessed by the teacher.

## **Grading Scale**

ECIA CSD has a school-wide grading scale.

100 – 90 = A

89 – 80 = B

79 – 70 = C

68 – 0 = F (69 or 0 will **not** be recorded on a report card)

- **Report cards (6 weeks) will not have a grade below 50 as a final grade. NO 68's or 69's on 6 weeks grades. Please plan accordingly.**
- Progress reports will be sent home every three weeks.
- **Parents/Guardians will be contacted if a student is failing. If a student fails your class please call parent and give your strategies for making the student successful during the next grading period**

ECIA CSD has a school wide grade percentages

40% = Tests (major tests, benchmarks, assessments, major projects, etc.)

40% = Daily classroom work (activities, quizzes, group activities, participation, projects, labs, etc.)

20% = Homework assignments

- Expect your student to have homework Monday thru Thursday especially in math and reading.

## **Cheating/Plagiarism/Academic Dishonesty**

Copying another person's work, such as homework, class work or a test, is a form of cheating. Plagiarism, which is the use of another person's original ideas or writing without giving credit to the true author, will also be considered cheating, and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties such as community service, cleaning and picking up trash, detentions, suspension, or expulsion.

## **Conferences with Teachers**

When parents feel it advisable to contact teachers personally, they are encouraged to leave their telephone numbers in the school office in order that the teacher may return the call later. Personal conferences are welcome if a telephone conversation does not prove adequate. Parents may also communicate with their child's teacher via e-mail. Parents/guardians are requested to contact the school when failing grades appear on the student's report card.

## **Response to Intervention (Rti)**

In order to provide the most effective education for all children, the ECIA CSD utilizes a three-tier approach with varying levels of support beyond that used as the core curriculum. The process is called Response to Intervention (Rti) and is a school-wide, district-wide, three-tiered model for identifying and providing high quality instruction and early intervention to all students falling behind their grade level peers. As described in the Texas Education Agency 2008-2009 Response to Intervention Guidance document, the three tiers of the RTI process will ensure that appropriate instruction is used to address all students' needs:

Tier 1: Teachers use high-quality core class instruction aligned with the Texas Essential Knowledge and Skills (TEKS) in which about 80% or more of the students are successful. This tier is the crucial foundation of the RTI instructional model.

Tier 2: Students are identified for individual or small group intervention in addition to core class instruction. This level includes scientific research-based programs, strategies, and procedures designed and employed to supplement, enhance, and support Tier 1 activities. District-established standard protocol matches appropriate intervention strategies to specific student needs. Tier 2 addresses the needs of approximately 10–15% of the students.

Tier 3: Students who have not responded adequately to Tiers 1 and 2 receive specific, custom-designed individual or small group instruction (designed using a problem-solving model) beyond the instruction in Tier 1. This level of intervention is aimed at those students who have identified difficulties academically. Tier 3 addresses the needs of approximately 5–10% of the students.

Teachers are required to identify student weaknesses and to improve on each student's academic abilities. Documentation must be kept on student progress before and after interventions. Teachers are to document the successful teaching practices that are used with all students in the Rti process.

## **State and Federal Testing Standards**

**State Standards** – The State of Texas requires that every student take achievement tests in grades 3 – 8. All tests are based upon the Texas Essential Knowledge and Skills (TEKS). Students receive an approach, meets, or masters score on each test given. Campus and school districts also receive a rating (A-F). Standards for passing are changed every year as well as the content on the state tests. Tests are given in the core subjects (Writing, Reading, Math, Science, Social Studies)

**Federal Standards** – The United States government requires that every student take an achievement test in grades 3 – 8. All tests are based upon the TEKS. Students receive a passing or failing score on Reading and Math tests. Standards for passing are changed



every year as well as the content on the tests. Campuses receive a rating of pass or failure on Average Year Progress (AYP score). The tests taken are also the same tests used in the state ratings.

## **Drug-Free Workplace Requirements**

ECI Academy intends to provide a safe and drug-free work environment for our students and employees. With this goal in mind, we have established the following policy for existing and future employees of ECI Academy.

ECI Academy explicitly prohibits:

- The unlawful manufacture, distribution, dispensation, possession, or use of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on ECI Academy premises or while attending an ECI Academy -sponsored or ECI Academy-related activity.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from ECI Academy property, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk ECI Academy's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from ECI Academy property, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk ECI Academy's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, on ECI Academy property, or while attending a ECI Academy-sponsored or ECI Academy-related activity. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

Employees who violate this policy may be referred to drug counseling programs, drug rehabilitation programs, employee assistance programs, or may be terminated from employment.

As a condition of employment with ECI Academy, each employee shall abide by the terms of the requirements and prohibitions set out in this statement and shall notify ECI 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 such notice, ECI 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 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.

In addition, ECI Academy will conduct drug and/or alcohol testing under any of the following circumstances:

1. *For-Cause Testing:* ECI Academy may ask an employee to submit to a drug and/or alcohol test at any time it has reason to suspect that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity; unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol; negative performance patterns; or excessive and unexplained absenteeism or tardiness.
2. *Post-Accident Testing:* Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. This includes not only the employee who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.
3. *Pre-Employment Testing:* ECI Academy may perform pre-employment drug or alcohol testing after an offer of employment is made and accepted.

All reports by ECI Academy regarding drug or alcohol testing results shall be kept strictly confidential but may be used as the basis for disciplinary action or other action regarding employment status.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including termination. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

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

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

Employees with questions or concerns relating to alcohol and drug policies and related educational material should contact the [position/title/department].



## **Drug and/or Alcohol Testing Consent Form and Policy Acknowledgment Form**

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

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

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

I have had an opportunity to read the Drug-Free Workplace Policy included in the ECI Academy Employee Handbook, and I understand that I may ask my supervisor or Human Resource Department any questions I might have concerning the policy. I accept the terms of the Drug-Free Workplace Policy. I also understand that it is my responsibility to comply with the Drug-Free Workplace Policy, and any revisions made to it. I further agree that if I remain with [ECI Academy] following any modifications to the policy, I hereby accept and agree to such changes.

This policy and authorization have been explained to me in a language I understand, and I have been told that if I have any questions about the test or the policy, they will be answered.

I UNDERSTAND THAT ECI ACADEMY WILL REQUIRE A DRUG SCREEN TEST UNDER THIS POLICY WHENEVER I AM INVOLVED IN AN ON-THE-JOB ACCIDENT OR INJURY UNDER CIRCUMSTANCES THAT SUGGEST POSSIBLE INVOLVEMENT OR INFLUENCE OF DRUGS OR ALCOHOL.

## **Gradebook**

### **Creating an account**

#### **Follow these steps:**

1. Go to <https://txcnt02.esc11.net/ECIAGrades/Login.aspx>
2. New users click on the link to create a new account.
3. Enter staff ID this will be provided by the district
4. Enter last name
5. Enter first initial
6. Click next and follow the instructions to set up your unique username, password and PIN#
7. Once you have set up your account you can login.

### **Getting Started**

#### **Administering Categories** (i.e. Classwork, Homework, Tests):

1. Go to settings
2. Select Administer Categories.
3. Select semester from the drop down box (This will have to be done for each semester).
4. Select the course section from the drop down box (This must be done for each course/subject you teach).
5. Drag and drop categories from the Available Categories to Selected Categories.
6. Enter your PIN# in order to save information.

#### **Administering Assignments:**

1. Go to settings
2. Select Administer Assignments (This is what you will use each time you enter a new assignment.)
3. Click on the Add new assignment

4. Enter Assignment name
5. Select a category from the drop down box.
6. Enter the date assigned by clicking on the calendar to the right of the box.
7. You can choose to enter a due date if desired by repeating step 6.
8. You make the choice to change the total number of points an assignment is worth by changing the number in the box under total points.
9. You may also choose to make an assignment extra credit by checking the box under extra credit.
10. When finished enter your PIN# and click save.
11. You may copy assignments from one course section/cycle to another by clicking on the blue copy link at the bottom of the page.

### Copying Assignments:

1. Select the assignment you wish to copy.
2. Select the semester.
3. Select the cycle next to the course you wish to copy it to.
4. Enter your PIN # and click copy.

### Entering Grades:

1. Click on grades in the menu bar.
2. Select Assignment grades
3. Select semester from the drop down box.
4. Select cycle from the drop down box.
5. Select Course Section choose a subject from the drop down box.
6. Click the retrieve data button.
7. Enter grade under the correct assignment for the appropriate student in the box provided.
8. You can choose to view 5, 10, 15, 20, or all assignments on your page by selecting the drop down box next to assignments
9. per page.
10. You can auto fill a grade if all students are receiving the same grade for an assignment by entering the grade and clicking fill.
11. You may choose to exclude a grade for all students by clicking exclude all or individually by clicking on the page next to the box in which you
12. input the grade.
13. You may choose to add a note by clicking on the page next to the box in which you input a grade as well.
14. You can enter an "x" to exclude a grade and an "i" for incomplete grade, or an "m" for missing assignments or grades.

### Posting Grades:

1. Click on grades in the menu bar.
2. Click on cycle grades.
3. Select semester from the drop down box.
4. Select cycle from the drop down box.
5. Select Course Section choose a subject from the drop down box.
6. Click the retrieve data button.
7. Review grades
  - a. If all looks correct enter PIN#, click save, enter PIN#, and click post grades.
  - b. If a grade is incorrect type in the correct grade in the override box, enter PIN#, click save, enter PIN#, and click post grades.
8. You may choose to enter comments in the box report card comments.
9. To see the legend click on the tab to the right to show the legend.
  - a. Enter the letter to the corresponding comment you wish to make.
  - b. When finished enter PIN#, click save, enter PIN#, and click post grades.
10. Repeat steps for each course/subject you teach.

**NOTE:** Gradebook should reflect true grades, as should the progress notices (3 weeks). Report cards (6 weeks) will not have a grade below 50 as a final grade. NO 68 or 69's on 6 weeks grades. There can also be no grades over 100 on the report card. Please plan accordingly.

### Progress Notices:

**Note official progress notices and report cards will come through the office, these instructions are for interim progress notes for you and communication with the student and parent.\***

1. Click on grades from the menu bar
2. Click print IPR
3. Select semester from the drop down box.
4. Select cycle from the drop down box.
5. Select Course Section choose a subject from the drop down box.

**Option 1:** You may select students with an average below that of your choosing by typing it in the box provided and then click IPR.

**Option 2:** You may choose to select individual students for this class by clicking the box by that student's name then clicking print IPR.

**Option 3:** You may choose to select all the students for this class by clicking in the check box and clicking print IPR.

**Option 4:** You also have the option of showing grades for all of the classes you have a student in and can do this by clicking in all my classes columns and then clicking print IPR.

**Option 5:** You can also choose to have a detailed view of an IPR by clicking in the detailed view column.

6. If you would like to include a comment you may do so by typing in the box at the bottom.
7. You can also include a signature line by clicking that box.

## **Printing Grades:**

1. Click on Reports in the menu bar and then assignment grades
2. Select semester.
3. Select cycle.
4. Select the course section.
5. Click Generate.
6. This will be a pop up window.
7. Then click print.
8. You should print the Cycle Grades if you override.
9. You need to print and sign your Assignment grades for each subject every 6 weeks.

## **Assignment Grades Shortcuts:**

1. M=Missing Assignment
2. X=Exclude Assignment
3. I=Incomplete

## **Retention Procedures**

Retaining a student is a systematic process not a decision. Procedures follow:

1. End of first semester – any student with an average below 75 will be listed as a possible failure in the core subject. This list should be given to the administration.
2. Student data will be disaggregated for strengths and weaknesses. Rtl will be developed.
3. Parent conferences must be held to inform parents of student weaknesses in core subjects.
4. After each 3 week progress report in the spring semester, communication with parents will continue on student progress. Retention decisions should not be a surprise to anyone.
5. You must build a case to present to the parent or guardian.
6. Students 9 weeks and progress notices should reflect your decision to retain.
7. Documentation is very important.

# **STUDENT CODE OF CONDUCT**

## **Positive Learning Environment**

All students at ECIA schools can expect a positive and safe learning environment. Classroom disruptions that impact other students ability to learn will **NOT** be tolerated.

## **ECIA Philosophy**

We believe in the **“Golden Rule” - Treat others the way you want to be treated.**

## **Student Classroom Expectations**

1. **Be in your assigned seat and ready to work when class starts.**
2. **Raise your hand and wait to be called on before speaking out in class.**
3. **HFBO – keep hands, feet, books, and objects to yourself.**
4. **Profanity, rude gestures, cruel teasing, bullying, or put downs are not permitted.**
5. **Follow the directions of any adult staff member at this school.**

Our expectations and Golden Rule will be posted in every classroom

## **Sending Students to the Principal's Office**

Students can be sent to the office for the following reasons:

1. A student can NOT interfere with a teacher teaching
2. A student can NOT interfere with another student's educational opportunities
3. A student can NOT substantially disrupt the orderly operation of a classroom, school, or school-sponsored or school-related activity."

## **Disregard or Disrespect for Authority**

Students shall not:

- Fail to comply with directives given by school personnel (insubordination).
- Leave school grounds or school-sponsored events without permission.
- Refuse to accept discipline management techniques assigned by a teacher or principal.
- Use profanity or obscene gestures toward a teacher, district employee, or volunteer.
- Threaten a district teacher, employee, or volunteer, on or off school property.
- Engage in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward a teacher, employee, or volunteer.

## **Mistreatment of Others**

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle.
- Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, harassment, or hazing.
- Engage in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, or volunteer.
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.

## **ECIA CSD Hazing/Bullying/Report Procedures**

As stated in our student handbook, **hazing and bullying will not be tolerated on our school campus.** "Hazing" is any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are students at an educational institution.

**Bullying is intentional aggressive behavior. It keeps the teacher from teaching and it keeps other students from learning.** It can take the form of physical or verbal harassment and involves an **imbalance of power** (for instance, a group of children can gang up on a victim or someone who is physically bigger or more aggressive can intimidate someone else).

Bullying behavior can include teasing, insulting someone (particularly about their weight or height, race, sexuality, religion or other personal traits), shoving, hitting, excluding someone, or gossiping about someone.

Bullying can cause a victim to feel upset, afraid, ashamed, embarrassed, and anxious about going to school. It can involve children of any age, including younger elementary grade-schoolers and even kindergarteners. Bullying behavior is frequently repeated unless there is intervention.

A school staff member, or a student who has witnessed, or has reliable information that a student has been subject to harassment, intimidation or bullying shall report the incident to the designated campus discipline personnel and/or other ECIA CSD district administration personnel who shall immediately initiate the school district's procedures concerning school bullying. ALL stakeholders are asked to report all incidents as well!

A person who promptly reports any incident of hazing intimidation or bullying, to the appropriate school administration or district officials and who makes this report in compliance with the procedures in the district's policy is immune from a cause of action for damages arising from any failure to remedy the reported incident.

Anyone who files a report/claim he/she knows to be false will be held responsible and reported to an appropriate law enforcement agency for processing. Under no circumstances will false reports ever be considered "a joke" or "minor mischief." They will be immediately reported.

All reports will be investigated and a determination of outcomes made within ten business days. Written documentation of the report must include the following information in order to conduct a proper and complete investigation by our Threat Assessment Team:

1. What is the alleged bully's name?
2. What date did the alleged incident occur?
3. Is the alleged bully a student or staff member of ECIA CSD? If no, explain.
4. Are you an ECIA CSD student, teacher, parent, or staff member?
5. How do you know about the alleged incident?
6. Did anyone else witness the alleged incident/behaviors? Provide full names.
7. What are the specific Harassment/Intimidation/Bullying behaviors are you reporting?
  - a. Hurtful teasing
  - b. Insulting remarks
  - c. Sending nasty notes
  - d. Social exclusion
  - e. Spreading rumors
  - f. Physical abuse
  - g. Physical injury
  - h. Stalking
  - i. Cyber-bullying via text/email/blogs/social networks
  - j. Stalking
8. Where specifically did the incident take place? Was it a non-school activity? Text? Computer related?
9. How long do you suspect that this behavior has been going on?
10. Please provide a detailed summary of the incident including names and locations.
11. How can you be reached for further questioning? Please provide phone number and email (optional)

## **Property Offenses**

**Students shall not:**

- Damage or vandalize property owned by others.
- Deface or damage school property—including textbooks, furniture, and other equipment—with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code.

## **Possession of Prohibited Items**

**Students shall not possess or use:**

- fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- a "look-alike" weapon;
- an air gun or BB gun;
- ammunition;
- a stun gun;
- a pocket knife or any other small knife;
- mace or pepper spray;
- pornographic material;
- tobacco products;
- matches or a lighter;
- a laser pointer for other than an approved use; or
- any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

## **Illegal, Prescription, and Over-the-Counter Drugs**

### **Students shall not:**

- Possess or sell seeds or pieces of marijuana.
- Possess, use, give, or sell paraphernalia related to any prohibited substance.
- Possess or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student's own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person's prescription drug on school property or at a school-related event.
- Abuse over-the-counter drugs.
- Be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties.
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy

## **Misuse of Technology Resources and the Internet**

### **Students shall not:**

- Violate policies, rules, or agreements signed by the student or the student's parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including but not limited to computers and related equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the Internet or other electronic communications to threaten district students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property if the conduct causes a substantial disruption to the educational environment.
- Use email or Websites to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment.

## **Safety Transgressions**

### **Students shall not:**

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause
- Use safety equipment unless an emergency arises

## **Miscellaneous Offenses**

### **Students shall not:**

- Violate dress and grooming standards as communicated in the student handbook.
- Cheat or copy the work of another
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.
- The district may impose campus or classroom rules in addition to those found in the Code of Conduct.

## **Discipline Techniques**

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or "time-out."
- Seating changes within the classroom.
- Temporary confiscation of items that disrupt the educational process.
- Behavioral contracts.
- Counseling by teachers and/ or administrative personnel.
- Parent-teacher conferences.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention.
- Assignment of school duties such as cleaning or picking up litter.

- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- School-assessed and school-administered probation.
- Out-of-school suspension
- Expulsion
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

**Note: Students can only be removed from class for stopping a teacher from teaching and/or stopping other students from learning.**

## **Disruptions of School Operations**

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.

## **Standards for Student Conduct**

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, daily and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

## **School District Authority and Jurisdiction**

School rules and the authority of the district to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day;
2. During lunch periods in which a student is **NOT** allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
6. When criminal mischief is committed on or off school property or at a school-related event;
7. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
8. For certain offenses committed while on school property or while attending a school sponsored or school-related activity of another district in Texas; and
9. When the student commits a felony, as provided by the Texas Education Code 37.006 or 37.0081.

The district has the right to search a student's locker/backpack when there is reasonable cause to believe it contains articles or materials prohibited by the district. School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus. The district has the right to revoke the transfer of a nonresident student for violating the district's Code.



## **ECIA Staff Responsibility**

No staff member will be allowed to take a student home unless given specific permission from an administrator.

## **Campus Complaints in the ECIA CSD**

### **Parent and Student Complaints**

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint. Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the campus principal.

The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response. Once all administrative complaint procedures are exhausted, parents and students can bring complaints to the board of trustees.

### **Procedure for Receiving and Resolving Campus Complaints**

Complaints from ECIA CSD employees, students, parents, and the public, by formally adopted policy, should be registered and addressed in the following manner:

#### **Informal Conference - Level One**

In most circumstances, employees, students, parents, and the public are expected to discuss their complaint at the lowest possible administrative level, either with the appropriate supervisor for employee concerns, the appropriate teacher for student issues, or the applicable administrator for public complaints.

#### **Principal Conference - Level Two**

If the meeting at the informal level does not yield a satisfactory outcome, the complainant may request, **within ten days**, a conference with a campus administrator. The request must be filed in writing after receipt of a response or, if no response was received, within ten days of the response deadline. At the conference, the complainant will submit a written document that includes a statement of the complaint, any evidence in its support, the solution sought, complainant's signature, and the date of the Campus Team conference. The campus administrator shall have **ten days** following the conference within which to investigate, if necessary, and to provide the complainant with a written response.

#### **District Administrator Conference - Level Three**

If the campus administration outcome is not satisfactory, the complainant may submit to the district administrator/designee a written request for a conference. The request must be filed in writing **within ten days** after receipt of campus administration level two response. The district administrator or designee shall hear the complaint and take whatever action he/she deems appropriate. The district administrator or designee shall respond **within ten days** of hearing the level two complaints. All administrative decisions are final and can not be appealed beyond the district level.

#### **Superintendent Conference - Level Four**

If the district administration outcome is not satisfactory, the complainant may submit to the district superintendent a written request for a conference. The request must be filed in writing **within ten days** after receipt of district administration level response. The superintendent shall hear the complaint and take whatever action he/she deems appropriate. The superintendent shall respond **within ten days** of hearing the level three complaints. All administrative decisions are final and can not be appealed beyond the district level.

#### **School Board Hearing - Level Five**

If the superintendent outcome is not satisfactory, the complainant may submit to the ECIA School Board of Trustees Secretary a written request for a conference with the ECIA. The request must be filed in writing **within ten days** after receipt of the superintendent level response. ECIA School Board of Trustees shall hear the complaint and take whatever action it deems appropriate. The ECIA School Board of Trustees Secretary shall respond **within ten days** of hearing the level four complaints. All ECIA School Board of Trustees decisions are final and can not be appealed.

### **Expulsion Appeal**

All expulsion appeals will be handled in accordance with school policy (District Administrative Level 3)

### **Special Complaints**

Complaints alleging certain forms of harassment shall be processed in accordance with policy.

In summary, complaints should be resolved at the lowest administrative level. Complainants attempting to circumvent levels should be advised of the acceptable complaint procedure by the administrator or central office members who inappropriately receive the complaint. Note: "Days" shall mean District business days. In calculating timelines under this policy, the day a document is filed is "day zero," and all deadlines shall be determined by counting the following day as "day one."

## Title I District

Our school district is a Title 1 District which means we have over 40% of our students meeting the economically disadvantaged category for free or reduced lunch. This allows our students to gain additional monies from the state and the federal governments for instruction. It is imperative that we continue to receive the additional monies from the state and from the federal governments. That is also, why we continue to remind parents of the importance of district enrollment data. The economically disadvantaged forms are included in the parent packets online and hardcopy

## **Dress Code**

**ECIA CSD's guidelines for student dress may be more conservative than those of other districts; however, the ECIA CSD Board of Trustees has established what it feels are appropriate guidelines to teach hygiene, instill discipline, prevent disruption and maintain a proper learning environment. Interpretation is up to each school principal, and his or her decisions regarding dress and grooming are considered final. Students will be expected to wear standard dress as defined in the Campus Handbook. If parents have questions about whether something is considered appropriate for their children to wear to school, they are encouraged to ask the school principal in advance of allowing their children to wear it.**

### **Dress and Grooming Code**

1. All students must wear a Polo shirt (any solid color). Polo's can be short or long sleeved.
2. If undershirts are worn, they must be white, black, or gray short or long sleeved t-shirts (no thermals or designs).
3. Navy, black, or khaki pants must be worn. No blue jeans or denim pants, sleepwear, jogging or exercise pants are allowed.
4. Navy, black, or khaki knee-length shorts no more than 2 inches above the knee may be worn. No boxers, sleepwear, exercise shorts or basketball shorts are allowed.
5. Girls may wear knee-length navy, black, or khaki skirts (with shorts underneath), skorts or one piece jumpers. Skirts, skorts or jumpers must be no more than 2 inches above the knee (NO EXCEPTIONS).
6. All uniforms must be neat/clean and worn properly. No sagging allowed at any time.
7. During cold weather, students are permitted to wear a hooded or non-hooded sweatshirt (any solid color) with school Polo underneath. College sweatshirts with Polo underneath may be worn. Jackets will be allowed. Hoods may not be worn in the school building.
8. Students must wear athletic shoes during P.E. No flashing lights, roller wheels or sequins. No house shoes, high heels, cleats, flip flops, sandals, or open toe shoes.
9. Facial hair such as beards, mustaches, and goatees will not be permitted.
10. Male students will not be permitted to wear makeup or earrings.
11. Male students will be required to wear their hair cleaned and combed, above the eyes, over their ears, and above their shirt collars.
12. No Mohawks, faux hawks or hair designs will be allowed by any student. Natural hair color only.
13. Facial and tongue jewelry are not permitted.
14. Female students must be well groomed. Hair must be cleaned and combed. Hair in the eyes, hair glitter, and unnatural hair color are not permitted.
15. Caps or hats are not permitted in school building. However, these items are permitted while outside.
16. Tattoos of any kind are not permitted.
17. Sponsors of extracurricular activities may set individual dress and appearance standards with the approval of the principal.
18. **During free dress days the following additional rules will apply:** Students will not be permitted to wear see-through or sleeveless clothing, tank tops, spaghetti strap tops or have midriffs exposed.
  - a. Clothes normally considered as undergarments are not permitted to be worn as outer garments.
  - b. Extremely sloppy or torn clothing (jeans) will not be permitted.
  - c. Apparel that advertises or depicts alcohol, drugs, nudity, tobacco products, satanic themes, skulls, gang membership, obscene language, graphics and/or other phrases that are offensive to others will not be permitted.
  - d. Any disruptive or distracting clothing or appearance that adversely impacts the educational process is not acceptable and is subject to interpretation by campus principal.
  - e. Cutoffs, boxer shorts, pajama bottoms, bike shorts, short leggings as outer garments, etc., will not be allowed.
  - f. No revealing tops or bottoms are to be worn.

## **Title IX Regulations**

**ECI Academy August 27, 2020**

### **Equal Employment Opportunity**

The Education Center International Academy CSD does not discriminate on the basis of race, age, color, religion, gender, national origin, disability, military status, genetic information, sexual orientation, gender identity or any other basis prohibited by law as required by Title VI and Title 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 Employment Act of 1967, as amended (“ADEA”); Section 504 of the Rehabilitation Act of 1973, as amended; the Genetic Information Nondiscrimination Act of 2008 (“GINA”); and any other legally-protected classification or status protected by federal, state, or local law. Additionally, ECIA does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to an alleged discriminatory employment practice. Employment decisions will be made on the basis of each individual’s job qualifications, experience, and abilities and in accordance with applicable state and federal law.

Employees can raise concerns and make reports without fear of reprisal. Employees with questions or concerns relating to equal employment opportunity, including discrimination and disability accommodations, are encouraged to bring these issues to the attention of a ECIA administrator, or one of the compliance coordinators designated below.

As required by Title IX, ECIA does not (and is required not to) discriminate on the basis of sex in its educational programs or activities. This non-discrimination requirement applies to admission to and employment with ECIA. Inquiries into issues related to Title IX may be referred to ECIA’s Title IX Coordinator (identified below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

ECIA has designated the following person as the Title IX Coordinator, who is responsible for receiving and overseeing investigations of alleged discrimination on the basis of sex, including sexual harassment: Asst. Supt., 302 North Town East Blvd., Sunnyvale, Texas 75182, (214) 628-9152, [bdensmore@eciacharter.com](mailto:bdensmore@eciacharter.com).

ECIA has designated the following person, who is responsible for receiving and investigating complaints of alleged discrimination or harassment on the basis of disability: Asst. Supt., 302 North Town East Blvd., Sunnyvale, Texas 75182, (214) 628-9152, [bdensmore@eciacharter.com](mailto:bdensmore@eciacharter.com)

ECIA has designated the following person as the Title VII/ADEA Coordinator, who is responsible for receiving and investigating complaints of alleged discrimination or harassment on the basis race, color, religion, gender, sex, national origin, or age: Asst. Supt., 302 North Town East Blvd., Sunnyvale, Texas 75182, (214) 628-9152, [bdensmore@eciacharter.com](mailto:bdensmore@eciacharter.com)

All other complaints regarding equal employment opportunity may be directed to: Asst. Supt., 302 North Town East Blvd., Sunnyvale, Texas 75182, (214) 628-9152, [bdensmore@eciacharter.com](mailto:bdensmore@eciacharter.com).

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### **Prohibition of Discrimination, Harassment, and Retaliation**

The Education Center International Academy CSD does not discriminate on the basis of race, age, color, religion, gender, national origin, disability, military status, genetic information, sexual orientation, gender identity or any other basis prohibited by law. While acting in the course of their employment, employees shall not

engage in prohibited discrimination or harassment of other persons including Board members, vendors, contractors, volunteers, or parents. Discrimination or harassment become unlawful where:

1. Enduring the offensive conduct becomes a condition of continued employment; or
2. The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of prohibited discrimination or harassment. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.

Prohibited and offensive conduct can include, but is not limited to, offensive jokes, slurs, epithets, or name-calling; physical assaults or threats; intimidation; ridicule or mockery; insults or put-downs; offensive objects or pictures; and/or interference with work performance. Harassment can occur in a variety of circumstances, including but not limited to the following:

1. The harasser can be the victim's supervisor, a supervisor in another area, an agent of the school, a co-worker, or a non-employee.
2. The victim does not have to be the person harassed, but can be anyone affected by the offensive conduct.
3. Unlawful harassment may occur without economic injury to, or discharge of, the victim.

### **Retaliation**

ECIA strictly prohibits retaliation against a student, parent, or an employee who in good faith reports or complains about discrimination, harassment, or other prohibited conduct, or who serves as a witness or otherwise participates in an investigation. Employees who take part in any retaliatory action will be subject to discipline, up to and including termination. Retaliation may include, but is not limited to: demotion, denial of promotion, poor performance appraisals, transfer, and assignment of demeaning tasks or taking any kind of adverse actions against a person who complains about discrimination or harassment.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a ECIA investigation regarding harassment or discrimination is subject to appropriate discipline, up to and including termination.

### **Reporting Procedures**

An employee who believes that he or she has experienced prohibited discrimination or harassment, retaliation, or believes that another employee has experienced such prohibited conduct, should follow the "Employee Complaints and Grievances Regarding Harassment and Discrimination" section of the Employee Handbook. The process for making formal complaints regarding sexual harassment is discussed in the "Sexual Harassment Prohibited" section of the Employee Handbook.

Reports of prohibited discrimination or harassment shall be made as soon as possible after the alleged act or knowledge of the alleged act. Failure to promptly report may impair ECIA's ability to investigate and address the prohibited conduct.

Any supervisor who receives a report of prohibited discrimination or harassment shall immediately notify the appropriate Compliance Coordinator listed above, and take any other steps required by ECIA policy.

## **Sexual Harassment Prohibited**

ECIA prohibits discrimination on the basis of sex, including sexual harassment, by an employee, volunteer, or student.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning the provision of aid, benefit, or service of ECIA on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to ECIA's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

Examples of sexual harassment may include, but are not limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; sexually-motivated physical, verbal, or nonverbal conduct; or other sexually motivated conduct, communications, or contact.

Romantic or inappropriate social relationships between students and school employees are prohibited. Any sexual relationship between a student and a school employee is always prohibited, even if consensual.

## **General Definitions**

A "complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

A "respondent" means an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

A "formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that ECIA investigate the allegation of sexual harassment.

"Supportive measures" means non-disciplinary, non-punitive individualized services offered appropriate and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to ECIA's educational program or activity without unreasonably burdening either party, including measures designed to protect the safety of all parties or ECIA's educational environment, or deter sexual harassment. Examples of supportive measures include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of class schedules, mutual restrictions on contact between the parties, and other similar measures.

## **Reporting Sexual Harassment**

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator in the Employee Handbook, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator.

ECIA's response to a report of sexual harassment must treat complainants and respondents equitably by offering supportive measures and by following a grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

After a report of sexual harassment has been made, the Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of

the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

## **Notice of Allegations**

Upon receipt of a formal complaint, ECIA must provide the following written notice to the parties who are known:

Notice of ECIA's grievance process, including any informal resolution process.

Notice of the allegations of sexual harassment, including, to the extent known, the identity of the parties, the conduct allegedly constituting sexual harassment, and the date and location of the alleged inci

Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made known at the conclusion of the grievance process.

Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.

Notice that the parties may inspect and review evidence related to the complaint.

Notice that ECIA prohibits knowingly making false statements or knowingly submitting false information during the grievance process. If, during an investigation, ECIA decides to investigate allegations about the complaint or respondent that are not included in the initial notice of the complaint, ECIA must provide notice of the additional allegations to the parties whose identities are known.

## **Grievance Process**

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of ECIA.

The following guidelines apply when ECIA receives a formal complaint of sexual harassment. This process is designed to incorporate due process, principles, treat all parties fairly, and to assist ECIA reach reliable responsibility determinations.

ECIA will require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

Any individual designated by ECIA as a Title IX Coordinator, investigator, decision-maker, or to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or responsible. ECIA will ensure that Title IX Coordinators, investigators, decision-makers, and anyone who facilitates an informal resolution process receive appropriate training related to the requirements of Title IX and ECIA's sexual harassment policy.

ECIA recognizes a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.

ECIA shall attempt to complete an investigation of reported sexual harassment within 60 calendar days[A1] of receiving a complaint. However, the investigation process may be delayed or extended for a limited time for good cause with written notice to the complainant and the respondent of the delay or extension. Good cause may include considerations such as absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Students found to have engaged in sexual harassment are subject to disciplinary action as outlined in the School's Student Code of Conduct. Employees found to have engaged in sexual harassment are subject to disciplinary action as outlined in the Employee Handbook.

ECIA shall employ the <<preponderance of the evidence or the clear and convincing evidence>> [A2] standard to determine responsibility when reviewing formal complaints.

ECIA may not require, allow, rely upon, or otherwise use questions of evidence that constitute, or seek disclosure, of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

## **Consolidating Formal Complaints**

ECIA may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

## **Dismissal of Formal Complaints**

ECIA must investigate the allegations in a formal complaint.

ECIA *must* dismiss a formal complaint if the conduct alleged in the formal complaint:

Would not constitute sexual harassment, even if proved;

Did not occur in ECIA's education program or activity; or

Did not occur against a person in the United States.

ECIA *may* dismiss a formal complaint or any allegations therein if, at any time during the investigation:

A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

The respondent is no longer enrolled or employed by ECIA; or

Specific circumstances prevent ECIA from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, ECIA must promptly send simultaneous written notice to the parties of the dismissal and the reason(s) for the dismissal. Dismissal of a formal complaint does not preclude ECIA from taking appropriate action under the Student Code of Conduct, the Employee Handbook, and/or any other school policy that may apply to the alleged conduct.

## **Investigating Formal Complaints**

The following guidelines apply during the investigation of a formal complaint and throughout the grievance process.

ECIA will ensure the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on ECIA and not on the parties.

ECIA cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless ECIA receives that party's voluntary, written consent to do so.

ECIA will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

ECIA will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

ECIA will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisory of their choice, and not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding. ECIA may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.



ECIA will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.

ECIA will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

Prior to completing an investigative report, ECIA must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response, which the investigator will consider prior to completing the investigative report.

ECIA must create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to a determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for review and written response.

After sending the investigative report to the parties and before reaching a determination of responsibility, the decision-maker(s) must afford each party the opportunity to submit written relevant questions that a party wants asked of any witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

## **Determination Regarding Responsibility**

The decision-maker(s) making a determination regarding responsibility cannot be the same person(s) as the Title IX Coordinator or the investigator(s). The decision-maker(s) must review the investigation report and make a written determination, based on the <<preponderance of the evidence or the clear and convincing evidence>> [A3] standard, regarding responsibility. The written determination must include;

Identification of the allegations potentially constituting sexual harassment;

A description of the procedural steps taken from receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, or methods used to gather other evidence;

Findings of fact supporting the determination;

Conclusions regarding application of ECIA's Code of Conduct, Employee Handbook, or other non-discrimination policies to the facts;

A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to ECIA's education program or activities will be provided to the complainant; and

ECIA's procedures and permissible bases for the complainant and respondent to appeal.

ECIA must provide the written determination to the parties simultaneously. The determination becomes final either on the date ECIA provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for effective implementation of any remedies.

## **Appeals**

ECIA will offer both parties an appeal from a determination regarding responsibility, and from ECIA's dismissal of a formal complaint or any allegations therein, on the following bases:

Procedural irregularity that affected the outcome of the matter;

New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

As to appeals, ECIA will ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, or the investigator(s), or the Title IX Coordinator. ECIA will provide both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome.

The decision-maker(s) for the appeal will issue a written decision, based on the <<preponderance of the evidence or the clear and convincing evidence>> [A4] standard, describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties. A party who is dissatisfied with the appeal decision may file an appeal to the Board of Directors through the process outlined in ECIA's grievance procedures.

## **Emergency Removals**

ECIA is able to remove a respondent from ECIA's education program on an emergency basis, provided that ECIA undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. ECIA's ability to do so may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504, or the Americans with Disabilities Act.

## **Informal Resolution**

At any time prior to reaching a determination regarding responsibility, ECIA may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. However, ECIA may not require as a condition of enrollment or continuing enrollment, or employment or continued employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints. Additionally, ECIA may not require the parties to participate in an informal process and may not offer an informal resolution process unless a formal complaint is filed.

Prior to facilitating an informal resolution process, ECIA must:

Provide to the parties a written notice disclosing the allegations and the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations. The notice must also inform that, at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, as well as of any consequence resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Obtain the parties' voluntary, written consent to the informal resolution process.

ECIA may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

## **Retaliation Prohibited**

**Neither ECIA nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this policy.**

Examples of retaliation may include, but are not limited to, intimidation, threats, coercion, or discrimination.

Complaints alleging retaliation may be filed according to the grievance procedure described above.

## **Confidentiality**

ECIA must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by FERPA or as required by law, or for purposes related to the conduct of any investigation, hearing, or judicial proceeding arising under the Title IX regulations.

## **Non-Sexual Harassment Sex Discrimination**

The formal complaint investigation and resolution process outlined above applies only to formal complaints alleging sexual harassment as defined by Title IX, but not to complaints alleging sex discrimination that do not constitute sexual harassment. Complaints of non-sexual harassment sex discrimination may be filed with the Title IX Coordinator and will be handled under the process described in the “Employee Complaints and Grievances Regarding Harassment and Discrimination” portion of the Employee Handbook.

## **Employee Complaints and Grievances Regarding Harassment and Discrimination**

**\*\*NOTE\*\*** ECIA’s process for making formal complaints regarding sexual harassment is discussed in the “Sexual Harassment Prohibited” portion of the Employee Handbook.

ECIA takes allegations of harassment and discrimination very seriously and intends to investigate all official complaints. ECIA will take appropriate actions for all substantiated allegations. Employees who believe they are being harassed or discriminated against are requested to take the following actions:

In the event you feel you are a victim of harassment, you should contact your immediate supervisor and/or the designated Compliance Coordinator immediately. In the event your immediate supervisor is the alleged harasser, you should contact the next level of management immediately. Complaints against the designated compliance coordinator may be submitted to the Superintendent.

Any employees who are uncomfortable with face-to-face interaction may write down their complaints in a memo, and submit the memo to their immediate supervisor and/or the designated Compliance Coordinator.

Any ECIA employee who receives a report of suspected harassment or discrimination is expected to immediately contact the designated Compliance Coordinator.

Complaints will be handled in a timely manner.

Reports of prohibited discrimination or harassment shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the school’s ability to investigate and address the alleged prohibited conduct.

Any supervisor who receives a report of discrimination or harassment shall immediately notify the appropriate Compliance Coordinator, and take any other steps required by ECIA.

After receiving a report, the Compliance Coordinator shall determine whether the allegations, if proven, would constitute prohibited discrimination or harassment. If so, ECIA shall immediately authorize or undertake an

investigation. If appropriate, ECIA shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The school's investigation may be conducted by the Compliance Coordinator or designee, or by a third party designated by ECIA, such as an attorney. When appropriate, the Principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

After completing an investigation, the investigator shall prepare a written report summarizing the outcome of the investigation.

If the results of an investigation indicate that prohibited conduct occurred, ECIA shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct and to end any harassment and to deter future harassment. ECIA may also take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

To the greatest extent possible, ECIA shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. The purpose of this provision is to maintain impartiality and confidentiality to the extent possible. Both the reporting individual, victim and the accused have equal privacy rights under the law, and ECIA must respond accordingly. However, limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

An employee who is dissatisfied with the outcome of the investigation may appeal through the School's general employee grievance process, beginning at the level of Superintendent review.

ECIA prohibits retaliation against an employee who, in good faith, makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

In addition to using the school's complaint process, an employee may file a formal complaint with the Equal Employment Opportunity Commission ("EEOC") or Texas Workforce Commission ("TWC"). Additional information may be found by visiting <http://www.eeoc.gov/employees/charge.cfm>.



## **District Covid Policy - 2021/2022/2023**

**Students: Vaccinations/Masks are optional at ECIA. It is the parents decision to have their student(s) vaccinated or wear protective masks.**

**Staff Members: Vaccinations/Masks are optional at ECIA. It is the staff members decision to be vaccinated or wear protective masks.**

**Students or staff members that have Covid will be quarantined for 10 days. They may return to school within 7 days if they have a doctor's note that they are negative for Covid.**

**Sanitizer : Students and Staff members should wash their hands every time they return to their classroom. Desks should be wiped with sanitizer to start the day and end the day.**

**Water Fountains: Water fountains will continue to only provide water for water bottles. The drinking spout will remain covered until further notice. Students and Staff should bring a water bottle that can be refilled during the day.**

**Note: TEA is not allowing 10 days of sick leave for Covid. PLEASE BE AWARE.**

## Questionnaire for COVID 19 Symptoms

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

PLEASE TAKE YOUR TEMPERATURE  (check when completed)

Symptoms that are NOT normal for you	YES	NO
1. Feeling feverish or a measure of 100.0 Fahrenheit temperature		
2. Loss of taste or smell		
3. Cough		
4. Difficulty breathing		
5. Shortness of breath		
6. Headache		
7. Chills		
8. Sore throat		
9. Shaking or exaggerated shivering		
10. Significant muscle pain or ache		
11. Diarrhea		
12. Have you been in contact directly with a person with COVID - 19 in the last 14 days		

- You must wear a mask and/or shield to enter the building beyond the receptionist desk. We can provide you with one if needed.
- If any of the survey questions above are marked YES, you will not be allowed to enter the school or campus.

ECIA Administration



## **Professional Ethical Conduct, Practices and Performance**

### **(1) Ethical Personal Conduct**

- (A) Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.
- (B) Standard 1.2. The educator shall not intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
- (C) Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.
- (D) Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.
- (E) Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.
- (F) Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.
- (G) Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.
- (H) Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.
- (I) Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.
- (J) Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.
- (K) Standard 1.11. The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.
- (L) Standard 1.12. The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, prescription drugs, and toxic inhalants.
- (M) Standard 1.13. The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

### **(2) Ethical Conduct Toward Professional Colleagues.**

- (A) Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.
- (B) Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.
- (C) Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.
- (D) Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.
- (E) Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.
- (F) Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

- (G) Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.
- (H) Standard 2.8. The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

### **(3) Ethical Conduct Toward Students.**

- (A) Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
- (B) Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.
- (C) Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
- (D) Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.
- (E) Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
- (F) Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.
- (G) Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.
- (H) Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.
- (I) Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:
- (i) the nature, purpose, timing, and amount of the communication;
  - (ii) the subject matter of the communication;
  - (iii) whether the communication was made openly, or the educator attempted to conceal the communication;
  - (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
  - (v) whether the communication was sexually explicit; and
  - (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

**Our Superintendent is in violation of TEA policy unless they report the Employee Violation within 7 days.**

**A Safety Committee is in charge of giving you our safeguards. They will be discussed during the next inservice.**