



# **NEW EMPLOYEE**

## **ORIENTATION 2025-2026**



# WELCOME

## WILL BREWER, SUPERINTENDENT







# INTRODUCTIONS

**DAVID HOGAN, CHIEF ACADEMIC OFFICER**







# INTRODUCTIONS

**DEBBIE HARRIS, LAWN ELEMENTARY PRINCIPAL**







# INTRODUCTIONS

**ALANA MCCLURE, BG ELEMENTARY PRINCIPAL**







# INTRODUCTIONS

**CHE' CORBIN, JNIS PRINCIPAL**







# INTRODUCTIONS

**SCOTT CARLISLE, JNMS PRINCIPAL**







# INTRODUCTIONS

**RICHARD PAYNE, JNHS PRINCIPAL**







# INTRODUCTIONS

**HUNTER COOLEY, CHIEF FINANCIAL OFFICER**







# HUMAN RESOURCES

## PAYCHECKS & AUTOMATIC DEPOSIT (P.19)

### Paychecks

All professional, salaried, and hourly employees are paid monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. Employees are responsible for regularly reviewing the accuracy of their pay statement and should contact Hunter Cooley, Chief Financial Officer, [hcooley@jimned.esc14.net](mailto:hcooley@jimned.esc14.net) if they have any questions.

### Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of two weeks prior to payday is necessary to activate this service. Contact the Payroll Clerk at 325-554-7577 for more information about the automatic payroll deposit service.





# HUMAN RESOURCES

## UNDERSTANDING YOUR COMPENSATION

Earnings & Deductions	This Period	Calendar YTD 2021
Standard Gross:	1,462.50	10,237.50
Supplemental Pay:	.00	180.00
Overtime Pay:	.00	
Absence Refund:	.00	
Taxed Fringe Benefits:	.00	.00
Earned Income Credit:	.00	.00
Non-TRS Taxable:	.00	.00
Non-TRS Non-Taxable:	.00	.00
TRS Supplemental:	.00	.00
<b>--Total Earnings:</b>	<b>1,462.50</b>	<b>10,417.50</b>
Absence Deductions:	.00	
Withholding Tax:	32.54	244.40
FICA Tax:	.00	.00
Medicare Tax:	21.09	150.25
TRS Salary Red:	112.61	802.13
TRS Insurance:	9.51	67.73
Total Other Deductions:	7.80	54.60
<b>--Total Deductions:</b>	<b>183.55</b>	<b>1,319.11</b>
<b>--Net Pay:</b>	<b>1,278.95</b>	
Non-TRS Non-pay Taxable:	.00	.00
Non-TRS Non-pay Non-Taxable:	.00	.00

\*\*\*\*\*

Taxable Wages:	1,342.09	9,560.77
FICA Gross:	.00	.00
Medicare Gross:	1,454.70	10,362.90
Emplr Sponsored Health Covrg:		.00

Job Code	Units	Pay Rate	This Period
		1,462.50	1,462.50
<b>Total Standard Gross:</b>			<b>1,462.50</b>

\*\*\*\*\*

Other Deductions	Cafe	This Period	Emplr Contrib	YTD 2021
901 - EMPLOYEE LIFE IN		.00	.48	.00
055 - VISION	Y	7.80	.00	54.60

<b>Total Other Deductions:</b>	<b>7.80</b>	<b>.48</b>	<b>54.60</b>
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# HUMAN RESOURCES

## OVERPAYMENTS (P.20)

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

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

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





# HUMAN RESOURCES

## OTHER BENEFITS (P. 22)

### **Supplemental Insurance Benefits**

#### *Policy CRD*

At their own expense, employees may enroll in supplemental insurance programs. Premiums for these programs can be paid by payroll deduction. Employees should contact Employee Benefits at 325-554-7577 for more information.

### **Cafeteria Plan Benefits (Section 125)**

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





# EMPLOYEE HANDBOOK

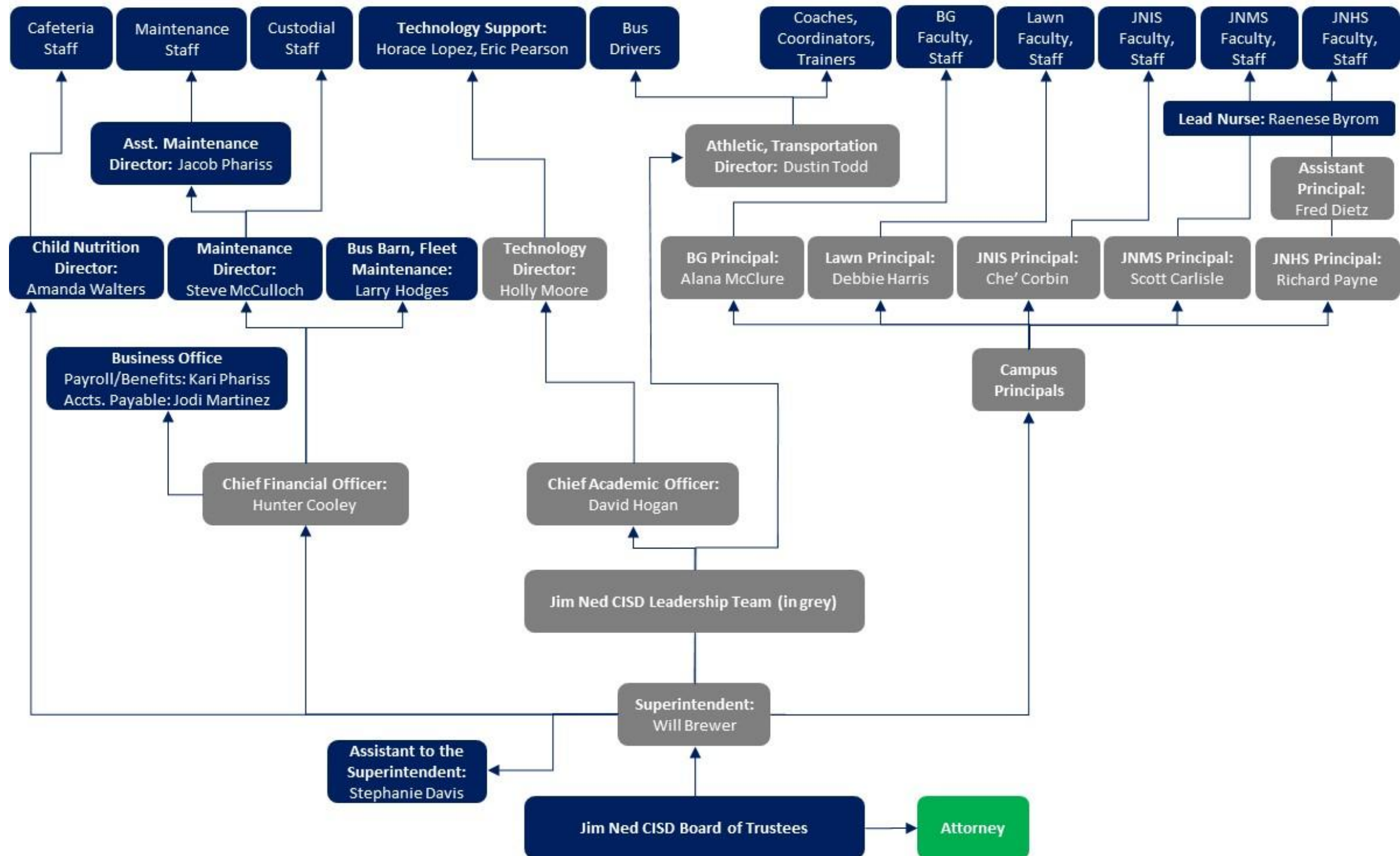
## CONTACTS (P. 8) & ORGANIZATIONAL CHART

### Administration and Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus department level, the employee is encouraged to contact the district administration office at 325-554-7500.

• Will Brewer	Superintendent	<a href="mailto:will.brewer@jimned.esc14.net">will.brewer@jimned.esc14.net</a>
• Hunter Cooley	Chief Financial Officer	<a href="mailto:hcooley@jimned.esc14.net">hcooley@jimned.esc14.net</a>
• David Hogan	Chief Academic Officer	<a href="mailto:dhogan@jimned.esc14.net">dhogan@jimned.esc14.net</a>
• Carolyn Golson	Assistant to Superintendent	<a href="mailto:cgolson@jimned.esc14.net">cgolson@jimned.esc14.net</a>
• Kari Phariss	Payroll Clerk	<a href="mailto:kphariss@jimned.esc14.net">kphariss@jimned.esc14.net</a>
• Jodi Martinez	Accounts Payable	<a href="mailto:jmartinez@jimned.esc14.net">jmartinez@jimned.esc14.net</a>









# EMPLOYEE HANDBOOK

## PROBATIONARY CONTRACTS (P. 11)

**Probationary Contracts.** Nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in district employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts.

The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the district may not exceed one school year.

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





# EMPLOYEE HANDBOOK

## PARAPROFESSIONAL AND AUXILIARY (P. 12)

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





# EMPLOYEE HANDBOOK

## OTHER EMPLOYMENT (P. 16)

### **Outside Employment and Tutoring**

#### *Policy DBD*

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





# EMPLOYEE HANDBOOK

## PERFORMANCE EVALUATION (P. 17)

### Performance Evaluation

#### *Policy DN series*

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





# EMPLOYEE HANDBOOK

## TRAVEL EXPENSES (P. 21)

### Travel Expense Reimbursement

*Policy DEE*

Before any travel expenses are incurred by an employee, the employee's supervisor and Chief Financial Officer must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. Employees must submit receipts, to the extent possible, to be reimbursed for allowable expenses other than mileage.



# EMPLOYEE HANDBOOK

## PERSONAL LEAVE (P. 25)

### Personal Leave

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





# EMPLOYEE HANDBOOK

## LOCAL LEAVE (P. 26)

### Local Leave

All employees earn three (3) workdays of paid local sick leave per school year in accordance with administrative regulations. Local sick leave is noncumulative.



# EMPLOYEE HANDBOOK

## EXTENDED LEAVE (P. 26 - 27)

### Extended Sick Leave

After all available paid leave days and any applicable compensatory time have been exhausted, an employee shall be granted in a school year a maximum of five (5) leave days, cumulative to 30 leave days, of extended sick leave to be used only for the employee's own personal illness or injury, including pregnancy-related illness or injury.

A written request for extended sick leave must be accompanied by medical certification of the illness or injury.

The District shall deduct the average daily rate of pay of a substitute (or a proportionate amount established by the Board by personnel classification) for each day of extended sick leave taken, whether or not a substitute is employed.





# EMPLOYEE HANDBOOK

## STANDARDS OF CONDUCT (P. 37)

### **Standards of Conduct**

#### *Policy DH*

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.



# EMPLOYEE HANDBOOK

## STANDARDS OF CONDUCT (P. 37)

- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action up to and including termination.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.





# EMPLOYEE HANDBOOK

## TEXAS EDUCATOR CODE OF ETHICS (P. 37 - 40)

### Purpose and Scope

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



# EMPLOYEE HANDBOOK

## TEXAS EDUCATOR CODE OF ETHICS (P. 37 - 40)

### Enforceable Standards

#### 1. Professional Ethical Conduct, Practices, and Performance

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

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

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





# EMPLOYEE HANDBOOK

## TEXAS EDUCATOR CODE OF ETHICS (P. 37 - 40)

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

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

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

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

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



# EMPLOYEE HANDBOOK

## TEXAS EDUCATOR CODE OF ETHICS (P. 37 - 40)

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

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

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

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

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





# EMPLOYEE HANDBOOK

## TEXAS EDUCATOR CODE OF ETHICS (P. 37 - 40)

### 2. Ethical Conduct Toward Professional Colleagues

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

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

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

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



# EMPLOYEE HANDBOOK

## TEXAS EDUCATOR CODE OF ETHICS (P. 37 - 40)

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

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

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

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





# EMPLOYEE HANDBOOK

## TEXAS EDUCATOR CODE OF ETHICS (P. 37 - 40)

### 3. Ethical Conduct toward Students

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

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

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

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



# EMPLOYEE HANDBOOK

## TEXAS EDUCATOR CODE OF ETHICS (P. 37 - 40)

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

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

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

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





# EMPLOYEE HANDBOOK

## TEXAS EDUCATOR CODE OF ETHICS (P. 37 - 40)

**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;



# EMPLOYEE HANDBOOK

## TEXAS EDUCATOR CODE OF ETHICS (P. 37 - 40)

- (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.





# EMPLOYEE HANDBOOK

## REPORTING CHILD ABUSE (P. 42)

### Reporting Suspected Child Abuse

*Policies DG, FFG, GRA*

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



# EMPLOYEE HANDBOOK

## ARTIFICIAL INTELLIGENCE (P. 44)

### Technology Resources

#### *Policy CQ*

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

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





# EMPLOYEE HANDBOOK

## PERSONAL ELECTRONIC COMMUNICATION (P. 45)

### **Personal Use of Electronic Communications**

*Policy CQ, CY, DH*

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



# EMPLOYEE HANDBOOK

## PERSONAL ELECTRONIC COMMUNICATION (P. 45)

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





# EMPLOYEE HANDBOOK

## COMMUNICATION W/ STUDENTS (P. 47 - 49)

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

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.
- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
  - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message;



# EMPLOYEE HANDBOOK

## ALCOHOL & DRUG ABUSE (P. 51)

### **Alcohol and Drug-Abuse Prevention**

#### *Policy DH*

Jim Ned CISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use follows:

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with Arrests, Indictments, Convictions, and Other Adjudications, below.



# EMPLOYEE HANDBOOK

## TOBACCO & NICOTINE (P. 52)

### **Tobacco and Nicotine Products and E-Cigarette Use**

*Policies DH, FNCD, GKA*

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

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





# EMPLOYEE HANDBOOK

## SAFETY & SECURITY (P. 54 - 55)

### **Safety and Security**

#### *Policy CK series*

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

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



# EMPLOYEE HANDBOOK

## FIREARMS & WEAPONS (P. 55)

### Possession of Firearms and Weapons

*Policies DH, FNCG, GKA*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district provided parking area, provided the handgun or firearm or ammunition is properly stored, and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor and call 325-554-7500 immediately.



# EMPLOYEE HANDBOOK

## VISITORS IN THE WORKPLACE (P. 55)

### **Visitors in the Workplace**

#### *Policy GKC*

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





# EMPLOYEE HANDBOOK

## STUDENT RECORDS (P. 62)

### Student Records

#### *Policy FL*

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

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



# EMPLOYEE HANDBOOK

## STUDENT CONDUCT & DISCIPLINE (P. 64)

### **Student Conduct and Discipline**

*Policies in the FN series and FO series*

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





# TECHNOLOGY

**HOLLY MOORE, TECHNOLOGY DIRECTOR**







# ADDITIONAL ITEMS

**... THAT AREN'T IN THE HANDBOOK**

- ☐ Maintenance Requests
- ☐ Purchase Requisitions
- ☐ Required Trainings (EduHero)
- ☐ Ascender Gradebook
- ☐ Red Rover
- ☐ HB 1481
- ☐ Raptor
- ☐ Optional Staff Development
- ☐ Educational Increment
- ☐ Tip of the Spear



# ADDITIONAL ITEMS

## MAINTENANCE REQUESTS

### Maintenance Requests

Navigate to [www.jimned.esc14.net](http://www.jimned.esc14.net), click on Departments, then Maintenance.

The screenshot shows the homepage of the Jim Ned CISD website. At the top, there is a navigation bar with links for Home, Sitemap, Contact Us, and Translate. A dropdown menu for 'Select a School...' is also present. Social media icons for Facebook and Twitter are visible, along with a search bar. The main header features the Jim Ned Indians logo and the text 'JIM NED INDIANS' and 'Pride in Performance'. Below this, a red banner displays 'JIM NED CISD'. The navigation menu is located at the bottom, with 'Departments' highlighted in red. A dropdown menu for 'Departments' is open, showing options: Curriculum & Instruction, Finance, Health Services, Human Resources, Maintenance (highlighted in red), Student Nutrition, Technology, and Transportation. The background of the website features a large image of a Native American head in a feathered headdress.

Home | Sitemap | Contact Us | Translate | Select a School... f t Search

**JIM NED INDIANS**  
*Pride in Performance*

**JIM NED CISD**

JN CISD Enroll **Departments** Employment Bond Info Tickets Ed Foundation Contact Us

- Curriculum & Instruction
- Finance
- Health Services
- Human Resources
- Maintenance**
- Student Nutrition
- Technology
- Transportation



# PURCHASE REQUISITIONS

If you have a classroom budget, the first step purchasing is the submission of a purchase requisition to you immediate supervisor. Blank purchase requisitions will be available in the campus office.

FUND	FUNC	CLASS/OBJECT	SUB.OBJ.	ORG. NO.	PROG. PROJ.	QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
						1	CTAT Membership (annual)	\$175 <sup>00</sup>	\$175 <sup>00</sup>

## PURCHASE REQUISITION

### Jim Ned C.I.S.D.

P.O. Box 9  
Tuscola, Texas 79562  
325-554-7500

DEPARTMENT JNCS Admin

DIVISION \_\_\_\_\_

DELIVER TO \_\_\_\_\_

Date: 26 June 2025      Date Required: \_\_\_\_\_

Recommended Source: CTAT # 20145  
(Career & Technical Association of Texas)





# ADDITIONAL ITEMS

## REQUIRED ANNUAL TRAININGS

### Required Annual Trainings (EduHero)

All staff must complete required annual trainings. Those trainings are almost exclusively issued in EduHero at [www.eduhero.net](http://www.eduhero.net). If you've been hired since July 1, 2025, you may not have an EduHero account yet.

The screenshot shows the EduHero website interface. At the top, there is a header with the EduHero logo (a shield with two figures) and the text "EDUHERO® An Innovation of Region 6 Education Service Center". To the right of the logo, the user "David Hogan" is logged in as a "District Manager". Below the header, there is a navigation bar with links for "Home", "Learning", "Subscribe", and "Blog". A search bar is also present. The main content area displays a list of required annual trainings, each with a dropdown arrow on the left, the training name in the center, and a red "X" icon on the right, indicating that the training is required.

Training Name	Status
1. Suicide Awareness & Prevention	X
2. Bullying Prevention and Intervention	X
3. Child Maltreatment Responsibilities	X
4. Cyberbullying-David's Law	X
5. Bloodborne Pathogens Refresher Training	X
6. Managing Students with Food Allergies	X






# ADDITIONAL ITEMS


## ASCENDER GRADEBOOK

### Ascender Gradebook

Navigate to any [campus](#) page, click on Departments, then Technology and select Gradebook Access.

District Home | Sitemap | Contact Us | Translate

Select a School...   




# JIM NED INDIANS


*Pride in Performance*

## JIM NED HIGH SCHOOL

Home | **Enroll** | Calendar | Departments | Parent/Student | Education Foundation | Tickets | Contact Us



- Academics ▶
- Athletics ▶
- Band ▶
- Cafeteria ▶
- Counselor
- Health Services
- Library ▶
- Technology ▶



- Gradebook Access & Tips
- Teacher Resources



# ADDITIONAL ITEMS

## REQUESTING LEAVE IN RED ROVER

### Red Rover

Red Rover is our employee absence and substitute teacher management platform. If you've been hired since July 1, 2025, you may not have a Red Rover account yet. If you do, you can navigate to [redroverk12.com](https://redroverk12.com) and login.

[Products](#) ▾[About](#) ▾[Resources](#) ▾[Contact Us](#)[Log in](#)[Get Started](#)





# ADDITIONAL ITEMS

## STUDENTS & DEVICES

### HB 1481

During the 89<sup>th</sup> legislative session, the State of Texas passed HB 1481. The new law prohibits the use of any personal communication devices by students during the school day on school property. Your campus principal will share more information.



## JIM NED CISD

### NEW LEGISLATION 2025-26

#### Cell Phone & Personal Communication Devices

The Texas Legislature enacted a new law banning the use of cell phones and personal communication devices in Texas schools. In alignment with House Bill 1481, Jim Ned CISD will enforce this legislation regarding the use of cell phones



# ADDITIONAL ITEMS

## RAPTOR SAFE APP

### Raptor Safe App

The Raptor Safe app is our comprehensive solution designed to enhance safety and streamline standard response protocol (SRP) processes.






# ADDITIONAL ITEMS

## OPTIONAL STAFF DEVELOPMENT

### Optional Staff Development (OSD)

Optional staff development days (OSDs) are shown in orange on the district calendar. If you accrue 30 hours of professional development outside of school hours (6 hours = 1 day), you will not be required to be on campus on those days.



# JIM NED CISD

## DISTRICT CALENDAR 2025-2026

TRIBE: TENACIOUS | RESPECTFUL | INTENTIONAL | BRAVE | ENGAGED

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						





# LEGACY OF EXCELLENCE

**THOSE WHO CAME BEFORE YOU**

# 129

**YEARS OF COMBINED JIM NED EXPERIENCE**

**Nan Egger**

21 Years

**Lisa McBride**

29 Years

**Bobby Easterling**

28 Years

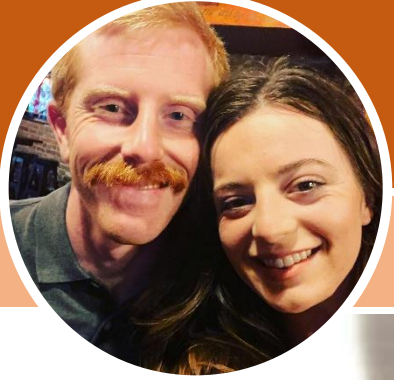
**Charles Parnell**

27 Years

**Kay Whitton**

24 Years

**NOW IT'S YOUR TIME TO CONTINUE OUR LEGACY**



# BRANCH COFFEEHOUSE

**MAGGIE AWALT, JIM NED GRADUATE**

