CADDO MILLS INDEPENDENT SCHOOL DISTRICT

EMPLOYEE HANDBOOK
EMPLOYEE TECHNOLOGY RESPONSIBLE USE AGREEMENT

2026-2027

IF YOU HAVE DIFFICULTY ACCESSING THE INFORMATION IN THIS DOCUMENT BECAUSE OF DISABILITY, PLEASE CONTACT THE DISTRICT AT 903.527.6056

UPDATED 8.13. 2026

Caddo Mills ISD School Board

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Nanette Mulkey – Vice President
April Habluetzel
Rueben Terry
Dane Scoggins – Secretary
Barry Stapleton
Chris Tillery

Caddo Mills ISD Administration

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Keri Allen – Deputy Superintendent
Greg Hodges – Executive Director of Operations
Jana Everett – Executive Director of Human Services
Kendra Mosher – Executive Director of Teaching & Learning
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Heidi Rayford – Director of Finance
Rosalyn Kelly – Director of Child Nutrition
Kyra McCaw – Director of Transportation
Kodi Crane – Athletic Director
Anne Payne – Community Relations
Travis Summers – Facilities Director

Campus Administration

Caddo Mills High School

3049 South FM 36 | 903.527.3164 | 903.527.4772 fax

Boe Parr – Principal
Cody Summers – Associate Principal
Jennifer Reynolds– Assistant Principal
Sydni Skinner – Assistant Principal
Kyle Smith – Assistant Principal
Brianne DeAnda – Counselor
Megan Thomas – Counselor
Robin Summers – Lead Counselor & CTE/CCMR Coordinator

Caddo Mills Middle School

2700 Gilmer | 903.527.3161 | 903.527.2379 fax

Jason Hervey – Principal
Jeff Van Meter – Assistant Principal
Kara Williams – Assistant Principal
Tabitha Pounds – Counselor

Caddo Mills Intermediate School

2710 Gilmer | 903.527.8127 | 903.527.8128 fax

Kaela Crumpton – Principal
Aaron Cleveland – Assistant Principal
Bobbi Allison – Campus Coordinator
Marlo Scott – Counselor

Griffis Elementary

3639 FM 1565 | 903.527.3525 | 903.527.3597 fax

Erin Gray – Principal
Catherine Marcom – Assistant Principal
Shea Gray – Campus Coordinator
Sharon Tilton – Counselor

Kirkpatrick Elementary

110 Trailstone | 903.527.8277 | 903.527.8279 fax

Leslie Crow – Principal
Crystal Richardson – Assistant Principal
Natalie Whitt – Campus Coordinator
Jamie Wygal – Counselor

Lee Elementary

2702 Gilmer | 903.527.3162 | 903.527.0166 fax

Kayla Weir – Principal
Laurie Kobe – Assistant Principal
Darcie Rochester – Campus Coordinator
Samantha Haynes – Counselor

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Introduction

This handbook provides information to help answer questions and pave the way for a successful year. Not all district policies and procedures are included; those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the superintendent.

This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to alter employees' at-will status in any way. Instead, it is a guide to and a brief explanation of district policies. District policies and procedures may change at any time; such changes shall supersede any handbook provisions that are incompatible with them. Employees may refer to the policy codes associated with handbook topics, confer with their supervisor, or call the appropriate district office for more information.

Caddo Mills ISD Board policy is available online:
http://www.caddomillsisd.org

District Information

Caddo Mills ISD Core Statements

Mission Statement

Caddo Mills ISD: A tradition of excellence, developing well-rounded leaders.

Motto

Celebrate the past; create the future.

Vision

Caddo Mills ISD will be an exceptional school district preparing students for an ever-changing world.

Value Statements

- **C**haracter and integrity
- **M**aking lifelong leaders
- **I**nnovation and future-focused
- **S**ervice and Community
- **D**etermination and grit

Board of Trustees

Policies BA, BB series, BD series, and BE series

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district. It is responsible for the curriculum, school taxes, the annual budget, the employment of the superintendent and other professional staff, facilities, and expansions. The board has complete and final control over school matters within limits established by state and federal law and regulations.

The district's citizens elect the board of trustees to ensure a strong educational program for the district's children. Board members are elected annually and serve three-year terms. They serve without compensation, must be qualified voters, and must reside in the district.

Trustees usually meet on the third Monday of the month at 6:00 PM in the boardroom of the administration building located at 100 Fox Lane. Special meetings may be called when necessary. Written notices of regular and special meetings will be posted at the central office and on the district website at least three business days prior to the meeting. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

All meetings are open to the public. Texas law permits the board to go into closed session under the following circumstances: discussing prospective gifts or donations; property acquisition; personnel issues, including conferences with employees and employee complaints; security matters; student discipline; or consulting with attorneys regarding pending litigation.

Employment

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Caddo Mills ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who opposes such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be based on each applicant's qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district Title IX coordinator, the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment:

Jana Everett, Executive Director of Human Resources ***jeverett@caddomillsisd.org***
100 Fox Lane • Caddo Mills, TX 75135 • 903.527.6056

Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees with concerns regarding discrimination based on a disability:

Jana Everett, Executive Director of Human Resources ***jeverett@caddomillsisd.org***
100 Fox Lane • Caddo Mills, TX 75135 • 903.527.6056

Questions or concerns relating to discrimination for any other reason should be directed to the superintendent.

JOB VACANCY ANNOUNCEMENTS

Policy DC

Job vacancies, organized by position and location, are posted regularly on the district website.

EMPLOYMENT AFTER RETIREMENT

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed, under certain circumstances, on a full- or part-time basis without affecting their benefits, in accordance with TRS rules and state Law. Detailed information about employment after retirement is available in the TRS publication Employment after Retirement. Employees can contact TRS for additional information by calling 800.223.8778 or 512.542.6400. Information is also available on the TRS Website (www.trs.texas.gov).

CONTRACT AND NONCONTRACT EMPLOYMENT

Policy DC

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

PROBATIONARY CONTRACTS

Nurses and full-time, professional employees new to the district and in positions requiring SBEC certification must receive probationary contracts during their first year. Former employees hired after a two-year lapse in district employment or employees who move to a position requiring a new certification class may also be employed by a probationary contract. Probationary contracts are one-year contracts. The probationary period for those 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 full years (i.e., three one-year contracts) with an optional fourth year if the district is doubtful about whether a term or continuing contract should be given.

TERM CONTRACTS

Term contracts will employ full-time professionals in positions requiring certification, and nurses after completing the probationary period. Campus principals, central office administrators, and athletic directors are employed under multi-year

contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online, or copies will be provided upon request.

NON-CERTIFIED PROFESSIONAL AND ADMINISTRATIVE EMPLOYEES

Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a Chapter 21 probationary or term contract.

PARAPROFESSIONAL AND AUXILIARY EMPLOYEES

Regardless of certification, all paraprofessional and auxiliary employees are employed at will, not under contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

CERTIFICATION AND LICENSES

Policy DBA, DF

Professional employees whose positions require SBEC certification or a professional license are responsible for taking action to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the superintendent in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the superintendent when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual fails to hold a valid certificate or does not fulfill the requirements necessary to extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact the superintendent if you have any questions regarding certification or licensure requirements.

RECERTIFICATION OF EMPLOYMENT AUTHORIZATION

Policy DC

At the time of hiring, all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to maintain continuous employment authorization or valid employment authorization documents. Contact the superintendent if you have any questions regarding the verification of employment authorization. Failure to verify employment authorization may result in termination.

SEARCHES AND ALCOHOL AND DRUG TESTING

Policy CQ, DHE

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

Any prescription or non-prescription medication found in an employee's possession on school premises should be in the original container. Prescription medication must be labeled and prescribed to the employee. All medication brought onto school property should be locked in a secure location (e.g., a closet or desk drawer in the classroom). At no time should employees take medication in the presence of students.

COMMERCIAL DRIVER'S LICENSE

Any employee whose duties require a commercial driver's license (CDL) is subject to alcohol and drug 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 to transport hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if they include driving a commercial motor vehicle.

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

All CDL-required employees subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, detailed information on alcohol and drug abuse, and the availability of assistance programs. Employees with questions or concerns about alcohol and drug policies and related educational material should contact the superintendent.

HEALTH SAFETY TRAINING

Policies DBA, DMA

District employees who are head directors of a marching band or head coaches or chief sponsors of an extracurricular athletic activity (including cheerleading) that is sponsored or sanctioned by the district or UIL must maintain and submit to the district proof of current certification in first aid and cardiopulmonary resuscitation (CPR) issued by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their immediate supervisor by the 5th day following completion of the certification/recertification.

Nurses, athletic coaches or sponsors, PE teachers, marching band directors, cheerleading coaches, and other certain employees must obtain and maintain certification in the principles and techniques of cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) provided by the American Red Cross, the American Heart Association, or another authorized organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their immediate supervisor by the 5th day following completion of the certification/recertification

School nurses and employees who regularly interact with students must complete a Texas Education Agency-approved online training course on seizure disorder awareness, recognition, and related first aid.

REASSIGNMENTS AND TRANSFERS

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the district's best interest. Campus reassignments must be approved by the principal at the receiving campus, except when reassignments are due to enrollment shifts or program changes. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA (Local).

Employees with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit a request by May 1. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by campus administrators and central office and must be approved by the receiving supervisor.

WORKLOAD AND WORK SCHEDULES

Policies DEAB, DK, DL

PROFESSIONAL EMPLOYEES

Professional employees and academic administrators are exempt from overtime pay and are employed on a 10, 11, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year, designating the work schedule for teachers and all school holidays. Notice of work schedules, including start and end dates and scheduled holidays, will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation and conferences. The schedule of planning periods is set at the campus level, but must provide at least 450 minutes within each two-week period in blocks of at least 45 minutes. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students one day a week when no other personnel are available.

PARAPROFESSIONAL AND AUXILIARY EMPLOYEES

Support employees are employed at will and receive annual notification of the required duty days, holidays, and hours of work for their position. Paraprofessional and auxiliary employees must be compensated for overtime and are only authorized to work more than their assigned schedule with prior approval from their supervisor.

ADA Accommodations

Policies DAA, DBB, DIA

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting the campus administrator or human resources and identifying an adjustment or change at work that is needed because of a disability. An employee also may submit a written request to HR using the ADA Accommodation Request Form, which is available upon request.

Upon receiving the reasonable accommodation request, HR or the ADA coordinator will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documentation, HR or the ADA coordinator will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. HR or the ADA coordinator will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

Breaks For Expression Of Breast Milk

Policies DEAB, DG

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multi-user bathroom, that is shielded from view and free from intrusion by other employees and the public, where the employee can express breast milk, will be provided.

A reasonable amount of break time will be provided when the employee needs to express milk. For non-exempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to comply before making any liability claim against the district. An employee with concerns should contact

Keri Allen, Deputy Superintendent ***kallen@caddomillsisd.org***
100 Fox Lane • Caddo Mills, TX 75135 • 903.527.6056

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) requires employers to provide accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact *Keri Allen, Deputy Superintendent, 903.527.6056,* to begin the interactive process.

Notification To Parents Regarding Qualifications

Policy DK, DBA

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or license requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to an uncertified substitute, an inappropriately certified teacher, or an uncertified teacher. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals without certificates or permits, including substitutes. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call human resources.

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.

ADMINISTRATORS

An employee (other than employees primarily responsible for in-class instruction) who has significant administrative duties relating to the operation of a school district, including the operation for a campus, program, or other subdivision of the district, may not receive financial benefits for performing personal services for any business entity that conducts or solicits business with the district. With exceptions as noted below, administrators are also prohibited from receiving financial benefits for performing personal services for any education business that provides services regarding the curriculum or administration of any school district, or for performing personal services for other school districts, open enrollment charter schools, and education service centers.

Exceptions apply to an administrator who is not a superintendent, assistant superintendent, or member of a board of managers if the board approves as required by statute. To be approved, services must be performed on the administrator's personal time. Contact Keri Allen, Deputy Superintendent, for more information.

See Policies DBD(LEGAL) and DBD(LOCAL), which place restrictions on personal services performed by administrators for outside employment. An administrator, other than a superintendent or an assistant superintendent, who wishes to seek Board approval to perform personal services permitted by law must submit a request to the district in accordance with administrative regulations. Any administrator who violates this policy is liable to the state for a civil penalty in the amount of $10,000 for each violation.

PERSONAL SERVICES PERFORMED BY AN ADMINISTRATOR

An administrator, as defined in law, shall not receive any financial benefit for the performance of personal services except as permitted by and in accordance with law.
An administrator, other than a Superintendent or an assistant superintendent, who wishes to seek Board approval to perform personal services permitted by law shall submit that request to the Superintendent in accordance with administrative regulations.

PERFORMANCE EVALUATION

Policies DN DPB series

Evaluation of an employee's job performance should be a continual 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 can also 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.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

EMPLOYEE INVOLVEMENT

Policies BQA, BQB

At both the campus and district levels, Caddo Mills ISD offers opportunities for input on matters that affect employees and influence the district's instructional effectiveness. As part of the district's planning and decision-making process, employees are elected to serve on district or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the central office.

STAFF DEVELOPMENT

Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, and

addressed in the campus improvement plan, which is approved by a campus-level advisory committee. Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

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

MENTAL HEALTH TRAINING

Policy DMA

All district employees who regularly interact with students are required to complete an evidence-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide the district with a certificate of completion for the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner's rules for mental health training.

Campus staff required to complete the training includes, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students.

TEC § 22.904 addresses the requirements for mental health training for employees who regularly interact with students enrolled in the district.

COMPENSATION & BENEFITS

SALARIES, WAGES, AND STIPENDS

Policy DEA, DEAA, DEAB

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

All employees will receive written notice of their pay before the start of each school year. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary, in accordance with the district's extra-duty pay schedule.

For additional information about the district’s pay schedule or questions regarding their own pay, employees should contact

Jennifer Moody, Payroll Supervisor ***jmoody@caddomillsisd.org***
100 Fox Lane • Caddo Mills, TX 75135 • 903.527.6056

NON-EXEMPT – TIME VERIFICATION

The employee is responsible for their own time. All changes, additions, or deletions must be submitted to their supervisor using the Time Sheet Change form. The employee has 1 week after the week in question to request any adjustments. If an employee does not request adjustments during this time period, the district will process the timesheet as submitted.

PAYROLL PROCEDURES

PAYROLL TIME KEEPING

Time keeping is done through Frontline Time and Attendance. All Administrators will need to check the Frontline Time Management system to approve and release timesheets every Monday morning.

CADDO MILLS ISD HOURLY/PARAPROFESSIONAL EMPLOYEE

- Employee will be issued a name tag with a barcode to be scanned at the laptop designated for time and attendance.
- Each employee will also be given a login to their account that will allow them to see their own information.
- Each employee must clock in and out each day.

- Timesheets will no longer be printed, and the employees' signatures will not be needed unless the supervisor requires it for their own records. All information is kept by Frontline Time and Attendance software.
- The employee is responsible for their own time. All changes, additions, or deletions must be submitted to their supervisor on an absence-from-duty form or a change-request form. The employee has 1 week after the week in question to request any adjustments. If an employee does not request adjustments during this time period, the district will process the timesheet as submitted.
- As of payroll cutoff, all hours will be paid per the supervisor's approval of the timesheets.
- Not following the procedure for clocking in and out is grounds for dismissal. Excessive adjustments to timesheets may indicate that procedures are not being followed.

PAYROLL TIME SHEETS

Paper timesheets are only to be used when an employee works hours that differ from their regular position. Examples include gate workers, tutors, homebound workers, and any other extra-pay position that now requires a paper timesheet. ***Any and ALL payroll errors of a significant proportion will be discussed with the assistant superintendent/superintendent regarding a solution and payment.

PAYROLL DEDUCTIONS AND CHANGES

Any employee wishing to make payroll changes must complete the required paperwork.

- *Insurance Changes* – contact the business office.
- *Personal Changes* – complete changes in your employee access maintenance, and submit the required paperwork to payroll.

***Any and ALL payroll changes and/or deductions must be included in the current payroll by the specified cutoff date.

PAYCHECKS

Direct deposit is required for all employee paychecks, including substitutes. Your paycheck can be loaded onto a prepaid debit card if you don't have a bank account. Employees may view and print check stub information on the employee access system. Employees are responsible for regularly reviewing the accuracy of their pay statements and should contact

Jennifer Moody, Payroll Supervisor ***jmoody@caddomillsisd.org***
100 Fox Lane • Caddo Mills, TX 75135 • 903.527.6056

W-4 PROCEDURES

The law requires a completed Form W-4 so that Federal Income Tax can be withheld from each employee's paycheck. Every employee must have a W-4 form on file, which must have the following information:

- Full name and address.
- Social Security Number.
- Single, Married, Married-but withhold at higher single rate.
- Total number of allowances the employee wishes to claim, determining federal tax deduction from paycheck.
- Additional amount, if any, the employee wants withheld from each paycheck.

**Please ensure that the W-4 is signed and dated. The most recent form will replace any previously submitted forms.

Employees can maintain their own accounts through the Employee Access system. The system will notify you if documentation is required to be sent to payroll for the request to be completed. Once payroll receives the needed documents, your account will be updated.

PAYROLL CALENDAR – CERTIFIED ~ PARAS ~ TRANSPORTATION ~ SUBSTITUTES

PAYROLL PAY PERIOD	CUTOFF DATE (TIMESHEETS, ABSENCE FROM DUTY FORMS, ETC.)	# WEEKS PAID	PAY DATE
06/21 – 07/18	JULY 18TH	4 WEEKS	AUGUST 24TH
07/19 – 08/22	AUGUST 22ND	5 WEEKS	SEPTEMBER 23RD
08/23 – 09/19	SEPTEMBER 19TH	4 WEEKS	OCTOBER 23RD
09/20 – 10/17	OCTOBER 17TH	4 WEEKS	NOVEMBER 20TH
10/18 – 11/14	NOVEMBER 14TH	4 WEEKS	DECEMBER 18TH
11/15 – 12/19	DECEMBER 19TH	5 WEEKS	JANUARY 22ND
12/20 – 01/16	JANUARY 16TH	4 WEEKS	FEBRUARY 25TH
01/17 – 02/13	FEBRUARY 13TH	4 WEEKS	MARCH 25TH
02/14 – 03/13	MARCH 13TH	4 WEEKS	APRIL 23RD

03/14 – 04/17	April 17th	5 weeks	May 21st
04/18 – 05/22	May 22nd	5 weeks	June 24th
05/23 – 06/19	June 19th	4 weeks	July 22nd
06/20 – 07/17	July 17th	4 weeks	August 24th

Payroll Calendar – Custodial ~ Maintenance ~ Grounds ~ Substitutes ~ Aides ~ Child Nutrition

Payroll Pay Period	Cutoff Date (Timesheets, Absence from duty forms, etc.)	# Weeks Paid	Pay date
06/14 – 06/27	June 27th	2 weeks	July 16th
06/28 – 07/11	July 11th	2 weeks	July 23rd
07/12 – 07/25	July 25th	2 weeks	August 7th
07/26 – 08/08	August 8th	2 weeks	August 24th
08/09 – 08/22	August 22nd	2 weeks	September 9th
08/23 – 09/12	September 12th	3 weeks	September 23rd
09/13 – 09/26	September 26th	2 weeks	October 9th
09/27 – 10/10	October 10th	2 weeks	October 23rd
10/11 – 10/24	October 24th	2 weeks	November 6th
10/25 – 11/07	November 7th	2 weeks	November 20th
11/08 – 11/21	November 21st	2 weeks	December 4th
11/22 – 12/05	December 5th	2 weeks	December 18th
12/06 – 12/26	December 26th	3 weeks	January 8th
12/27 – 01/09	January 9th	2 weeks	January 22nd
01/10 – 01/23	January 23rd	2 weeks	February 9th
01/24 – 02/06	February 6th	2 weeks	February 25th
02/07 – 02/20	February 20th	2 weeks	March 12th
02/21 – 03/13	March 13th	3 weeks	March 25th
03/14 – 03/27	March 27th	2 weeks	April 9th
03/28 – 04/10	April 10th	2 weeks	April 23rd
04/11 – 04/24	April 24th	2 weeks	May 7th
04/25 – 5/08	May 8th	2 weeks	May 21st
05/09 – 05/22	May 22nd	2 weeks	June 7th
05/23 – 06/12	June 12th	3 weeks	June 24th

Payroll Deductions

Policy CFEA

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS)
- FICA alternative plan for all substitutes
- Federal income tax
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and/or court-ordered dependent insurance coverage and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions: employees may elect to include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees may also request payroll deduction for payment of membership dues to professional organizations **and the Caddo Mills ISD Education Foundation,** and certain charitable contributions approved by the board. Salary deductions are automatically made for unauthorized or unpaid leave.

Overpayments

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

If any 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 the employee and the district must be in place to deduct the overpayment.

OVERTIME COMPENSATION

Policy DEAB, DEC

The district compensates nonexempt employees for overtime in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same workweek. Employees must work more than 40 total hours in a week to earn overtime compensation. For the purpose of calculating overtime, a workweek begins at 12:01AM Sunday and ends at midnight Saturday.

Nonexempt employees paid on a salary basis are paid for the hours set by the regular work schedule. Hours worked beyond the normal 40-hour schedule will be paid at the regular rate of pay.

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

- Employees may not accumulate beyond 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with the supervisor's approval as workload permits or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly timesheets will be maintained for all nonexempt employees for the purpose of wage and salary administration.

TRAVEL EXPENSE REIMBURSEMENT

Policy DEE

Before an employee incurs any travel expenses, the employee's supervisor and superintendent must approve the use of a school vehicle if one **is NOT available.** For approved travel, employees will be reimbursed for mileage and other travel expenses according to the district's current rate schedule and the Internal Revenue Service. Expenses are reimbursable. Reimbursement must be submitted within 10 days of the event. Employees must submit receipts to be reimbursed for allowable expenses other than mileage. **Tips will only be reimbursed at 20%.**

HEALTH, DENTAL, AND LIFE INSURANCE

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public-school employee health insurance program. The board of trustees determines the district's contribution to employee insurance premiums annually. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are regularly scheduled to work at least for 10 or more regularly scheduled hours per week.

The health insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee costs, and eligibility requirements are provided to all employees online. Employees should contact the business office for more information.

SUPPLEMENTAL INSURANCE BENEFITS

Policy CRD

Employees can enroll family members in supplemental insurance programs at their own expense. Premiums for these programs can be paid by payroll deduction. Employees should contact the business office 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., accidental death and dismemberment, cancer and heart disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit annually during the specified time period.

WORKERS' COMPENSATION INSURANCE

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from TASB Risk Services effective the first day of employment. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to your supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

UNEMPLOYMENT COMPENSATION INSURANCE

Policy CRF

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

TEACHER RETIREMENT

All personnel employed on a regular basis for at least four and one-half months are members of the Texas Teacher Retirement System (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify payroll as soon as possible. Information on the application procedures for TRS benefits is available in the business office. Additional inquiries should be addressed to:

Teacher Retirement System of Texas
1000 Red River Street
Austin, TX 78701-2698

or call 800-223-8778 or 512-397-6400.
TRS information is also available on the web (www.texas.gov)

LEAVES & ABSENCES

Policies CRD, DBB, DEC, DECA, DECB, DED, DG

The district offers employees paid and unpaid leaves of absence for personal needs. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the business office for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Leave is available for the employee's use. However, state personal and local leave is earned. If an employee leaves the district before the end of the year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Teachers who leave campus for more than one hour of missed instructional time will be required to take at least ½ day of personal leave. Teachers may leave during their duty-free 30-minute lunchtime, but they must sign out before leaving and in when they return.

Paid leave must be used in ½ day increments. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local
- State Accumulated
- State Days

Employees must follow district, department, or campus procedures to report or request any leave of absence and to complete the appropriate certification form. Any unapproved absences or absences beyond the employee's accumulated available paid leave shall result in a deduction from the employee's pay.

If an hourly employee does not report or request leave of absence(s) in accordance with district procedures, the incident is considered a “no call/no show”. An employee who is absent for 3 consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

To avoid taking leave, an employee must work at least half of their normal scheduled day.

IMMEDIATE FAMILY

For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*
- Parent, stepparent, parent-in-law, or another individual who stands *in loco parentis* to the employee
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee’s household at the time of illness or death

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son or daughter, and next of kin. The definition of these are found in Policy DECA (LEGAL)

MEDICAL CERTIFICATION

Any employee who is absent for more than three days because of a personal or family illness must submit a medical certification from a qualified healthcare provider confirming the specific dates of the illness, the reason for the illness, and, in the case of personal illness, the employee’s fitness to return to work.

The district may require medical certification due to an employee’s questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee’s serious health condition, a serious health condition of the employee’s spouse, parent, or child, or for military caregiver leave.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and healthcare providers not include genetic information in any medical certification. ‘Genetic information,’ as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

CONTINUATION OF HEALTH INSURANCE

Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the FMLA will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of the insurance premiums for employees on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for district insurance after six months of unpaid leave other than FML. If an employee’s unpaid leave exceeds six months, employment will be terminated, and the district will provide the employee with notice of COBRA rights.

PERSONAL LEAVE

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of one day for 36 days worked and 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. All absences are docked strictly according to the payroll calendar cut-off dates.

NONDISCRETIONARY

Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered non-discretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary leave may be in the same manner as state sick leave.

DISCRETIONARY

Leave taken at an employee's discretion, which can be scheduled in advance, is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to their principal or supervisor at least 5 days before the anticipated absence. Discretionary personal leave will be granted on a first-come, first-served basis. The principal or supervisor will consider the effect of the employee's absence on the educational program or department operations and the availability of substitutes. Leave will be subject to the following limitations:

- A maximum of 3 campus employees in each job category will be permitted to take discretionary personal leave at the same time.
- Discretionary leave may not last more than 3 consecutive work days.
- Discretionary leave may not be taken on the following key days:
  - The day before a school holiday
  - The day after a school holiday
  - days scheduled for end-of-semester or end-of-year exams, days scheduled for STAAR/EOC tests
  - professional or staff development days

LEAVE PRORATION

If an employee separates from employment with the district before their last duty day of the year or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond their pro rata entitlement for the school year.

STATE SICK LEAVE

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas.

If an employee uses more sick leave than they have earned, the cost of unearned sick leave will be deducted from the employee's paycheck.
State sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

LOCAL LEAVE

Each employee shall earn paid local leave days per school year in accordance with the administrative regulations below:

- 10-month employees – 2 days
- 11-month employees – 3 days
- 12-month employees – 4 days

Local leave shall accumulate to a maximum of 20 days. Local leave shall be used according to the terms and conditions of state personal leave.

EXTENDED LEAVE

DEC Local

After all available paid leave days and any applicable compensatory time have been exhausted, an employee shall be granted extended leave in a school year, a maximum of 21 leave days of extended sick leave to be used for the employee's personal illness or injury, including pregnancy-related illness or injury, or for absences related to the illness or injury of a member of the employee's immediate family.

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

For professional employees, the district shall deduct the average daily rate of pay of a substitute for each day of extended sick leave taken, whether or not a substitute is employed. For employees other than professionals, the district shall deduct an amount equal to one-half of the individual employee's daily rate of pay for each day of extended sick leave taken.

VACATION

Policy DED(Local)

An employee who ends their employment relationship with the district shall be entitled to vacation pay for all unused earned vacation days.

An employee who retires or resigns without providing the district with at least two weeks' written notice, or an employee who is terminated, shall not be reimbursed for unused vacation.

FAMILY AND MEDICAL LEAVE (FML)-GENERAL PROVISIONS

The following text is from the federal notice titled "Your Employee Rights Under the Family and Medical Leave Act." Specific information that the district has adopted to implement the FMLA follows this general notice.

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption, or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child, or parent with a serious mental or physical health condition and
- Certain qualifying reasons related to the foreign deployment of your spouse, child, or parent who is a military service member.

An eligible employee who is the spouse, child, parent, or next of kin of a covered servicemember with a serious injury or illness ***may* take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember. You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time or on a reduced schedule by working fewer** hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is ***not* paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if *all* of the following apply:

- You work for a covered employer,
- You have worked for your employer for at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave and
- Your employer has at least 50 employees within 75 miles of your work location

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary public or private secondary school or
- You work for a public agency, such as a local, state, or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave?

Generally, **to request FMLA leave, you *must***:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do *not* have to share a medical diagnosis,** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You ***must* also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer *may* request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law, but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

What does my employer need to do?

If you are eligible for FMLA leave, your employer ***must***:

- Allow you to take job-protected time off work for a qualifying reason,

- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave and
- Allow you to return to the same job or a virtually identical job with the same pay, benefits, and other working conditions, including shift and location, at the end of your leave.

Your **employer *cannot* interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.
After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer *must* confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, **your employer *must* notify you in writing**:

- About your FMLA rights and responsibilities and
- How much of your requested leave, if any, will be FMLA-protected leave?

Where can I find more information?
Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.
If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME

Local Procedures For Implementing Family and Medical Leave Provisions

For purposes of an employee's entitlement to FMLA leave, the 12-month period shall begin on the first duty day of the school year.

Use Of Paid Leave

FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined Leave for Spouses

If the district employs both spouses, the district shall limit FMLA leave for the birth, adoption, or placement of a child or to care for a parent with a serious health condition to a combined total of 12 weeks. The district shall limit military caregiver leave to a combined total of 26 weeks.

Intermittent Leave

The district shall not permit the use of intermittent or reduced schedule leave for the care of a newborn child or for the adoption or placement of a child with the employee.

Fitness for Duty

In accordance with administrative regulations, when an employee takes FMLA due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide the employee with a list of essential job functions (e.g., job description) to accompany the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition, to care for a child following birth, adoption, or foster care placement, or for qualifying exigency leave.

Reinstatement

An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees who wish to return to work at or near the end of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employee's group health insurance and reinstate the employee at the end of the leave, in accordance with the procedures outlined in the policy (see DECA (LEGAL).

Failure to Return

If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district for its share of insurance premiums paid during any portion of FML for which the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

District Contact

Employees who require FML or have questions should contact the business office for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Policy DBB(LOCAL)

Certified Employees

Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of the need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

Policy DBB(LOCAL) provides the process to place an employee on temporary disability leave at the employee's request and when an employee must be placed involuntarily on temporary disability leave because the employee's condition interferes with the performance of regular duties.

If an employee is involuntarily placed on temporary disability leave, they have the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the immediate supervisor and superintendent should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties.

Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the campus principal's approval. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Workers' Compensation Benefits

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use available partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or illness wages. While receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of their job. An incident involving an assault is a work-related injury and should be immediately reported to the superintendent.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person not responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries they sustained. At an employee's request, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued

personal leave and must be coordinated with workers' compensation benefits. Upon investigation, the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Bereavement Leave

An employee may be absent for up to five working days in the case of the death of an immediate family member. Bereavement leave shall be subject to the approval of the principal or the employee's supervisor. If an employee has no available leave, they may take up to five days of unpaid leave.

Jury Duty

Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty, including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance in connection with service in any court in the United States. Employees who report for jury duty may keep any compensation provided by the court. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district with a copy of the summons to document the need for leave. An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Compliance With A Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. They will not be required to use paid leave. Employees may be required to submit documentation of their need for leave for court appearances.

Truancy Court Appearances

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations, such as changes to work schedules or approval of a day of absence, will be made unless they pose an undue hardship on the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Military Leave

Paid Leave For Military Service

Any employee who is a member of the Texas National Guard, Texas State Guard, reserves component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty ordered **by proper authority.** An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during active military service.

Reemployment After Military Leave

Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed, provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the superintendent. In most cases, the length of federal military service cannot exceed five years.

Continuation of Health Insurance

Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the business office for details on eligibility, requirements, and limitations.

Leave For Peace Officers

Mental Health Leave

A district peace officer who experiences a traumatic event in the scope of employment shall be granted a maximum of one day of mental health leave per traumatic event. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance

QUARANTINE LEAVE

A district peace officer shall be granted quarantine leave when ordered by the local health authority or the peace officer's supervisor to quarantine or isolate due to possible or known exposure to a communicable disease while on duty. Such leave shall be provided in accordance with administrative regulations and shall not be deducted from the employee's pay or leave balance.

LINE OF DUTY ILLNESS OR INJURY LEAVE OF ABSENCE

Following a leave of absence with full pay as required by law, the district shall not extend the leave of absence for a police officer's line-of-duty illness or injury. In accordance with the law, the police officer may use accumulated leave.

EMPLOYEE RELATIONS & COMMUNICATIONS

EMPLOYEE RECOGNITION AND APPRECIATION

Throughout the year, efforts are made to recognize employees who go above and beyond to contribute to the district's success. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include end-of-the-year service recognition.

DISTRICT COMMUNICATIONS

Throughout the school year, the central office publishes newsletters, brochures, flyers, calendars, news releases, and other communication materials, utilizing the school's web page. These publications provide employees and the community with information about school activities and achievements. They include the following:

- Minutes of Advisory meetings
- Board Highlights
- Marquees
- Articles in the Greenville Herald Banner
- School Calendar
- Website: http://www.caddomillsisd.org

COMPLAINTS & GRIEVANCES

Policy DGBA

In an effort to hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process when bringing formal complaints and grievances. Employees are encouraged to discuss problems or complaints with their supervisors or an appropriate administrator at any time.

The formal grievance process provides all employees with an opportunity to be heard by the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring grievances to the board of trustees. For ease of reference, the district's policy concerning the process of bringing complaints and grievances is included in the policy DGBA(LOCAL) in our policy online at www.caddomillsisd.org

EMPLOYEE CONDUCT & WELFARE

STANDARDS OF CONDUCT

Policies DH, DHA

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

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action up to and including termination.
- Express concerns, complaints, or criticism through appropriate channels.

- Know and comply with department and district procedures and policies.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation, may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC by the superintendent. See Reports to the Texas Education Agency for additional information.

THE EDUCATORS' CODE OF ETHICS, ADOPTED BY THE STATE BOARD FOR EDUCATOR CERTIFICATION, WHICH ALL DISTRICT EMPLOYEES MUST ADHERE TO, IS REPRINTED BELOW:

TEXAS EDUCATORS' CODE OF ETHICS

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. In maintaining the profession's dignity, the Texas educator shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. In exemplifying ethical relations with colleagues, the Texas educator 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 the realization of his or her potential as an effective citizen. In fulfilling responsibilities in the community, the Texas educator shall cooperate with parents and others to improve the community's public schools. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

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, or 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 knowingly 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.
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 responsibility on the basis of professional qualifications.
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 or knowingly 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 and/or abuse of 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.
STANDARD 1.14. The educator shall comply with the prohibitions on diversity, equity, and inclusion duties in Texas Education Code TEC, §11.005.
STANDARD 1.15 The educator shall comply with the prohibitions on assistance with social transitioning in TEC, §11.401.
STANDARD 1.16 The educator shall comply with the restrictions on instruction regarding sexual orientation and gender identity in TEC, §28.0043.

STANDARD 1.17 The educator shall comply with the requirements to provide full information to a parent concerning a student in TEC, §28.008.
STANDARD 1.18 The educator shall not promote, advocate, or encourage, in a manner that is reasonably accessible or visible to students, illegal conduct:

- **I.** Described by TEC, §22A.201(a); or
- **II.** Directly related to student behavior or school property.

2 - ETHICAL CONDUCT TOWARD PROFESSIONAL COLLEAGUES

STANDARD 2.1 The educator shall not reveal confidential information concerning colleagues unless disclosure serves 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 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.
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.

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.
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.
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. Factors that may be considered in context and on the totality of the circumstances in assessing whether appropriate boundaries were maintained include, but are not limited to:

- **I.** Physical proximity or physical contact beyond the professional role or that the student has indicated is unwelcome, unless such contact is professionally required;
- **II.** Contacting or meeting the student beyond the professional role or making efforts to gain access to or time alone with a student with no discernible professional purpose;
- **III.** Transporting the student without permission from the student's legal guardian or in violation of school board policy, unless for an emergency;
- **IV.** Taking or possessing a photo or video of the student beyond the professional role or in violation of school board policy; and
- **V.** Showing favoritism or isolation through gifts, rewards, or privileges.

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;
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; and
VII. Whether the communication could be reasonably interpreted as threatening the welfare and/or safety of the student.

Discrimination, Harassment, and Retaliation

Policy DH, DIA

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

Individuals who believe they have been discriminated against, retaliated against, or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information are listed in the Equal Employment Opportunity section of this handbook.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is linked here: DIA LOCAL

Harassment of Students

Policy DF DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees is a form of discrimination and is prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district officials. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment of a student, shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or the superintendent and take any other steps required by district policy.

All allegations or prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting Suspected Child Abuse, below, and Bullying, page 35, for additional information.

Procedures for reporting and investigating harassment of students is DHB(Legal), DF(LEGAL), and FFH(Local) on the policy online at www.caddomillsisd.org

Reporting Suspected Child Abuse

Policy DG, DHB, 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 26.001, 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 first has reasonable cause to believe that the child has been abused or neglected. Law enforcement agencies include the Texas Department of Public Safety, a municipal police department, a county sheriff's office, or a county constable's office, and do not include the district police.

If the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of a child (including a teacher), the report of alleged abuse or neglect must be made to DFPS even if a report is made to law enforcement.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to DFPS can be made using the Texas Abuse Hotline www/txabusehotline.org or 800.252.5400

or to the Texas Abuse Hotline at 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, a 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 taking an adverse employment action against a certified or licensed professional 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 as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown that the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas 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 concerns to the principal before reporting them to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. 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.

SEXUAL ABUSE AND MALTREATMENT OF CHILDREN

Policy FFG

The district has established a plan for addressing child sexual abuse, which may be accessed at the counselor's office on each campus. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Abuse in the Texas Family Code is defined as to include any sexual conduct harmful to a child's mental, emotional, or physical welfare including conduct that constitutes the offense of continuous sexual abuse of a young child or disabled individual, indecency with a child, improper relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse.*

REPORTS TO THE TEXAS EDUCATION AGENCY

Policy DF, DHB, DHC

CERTIFIED EMPLOYEES

The resignation or termination of a certified employee must be reported to the Division of Investigations at TEA **within 48 hours** if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- Engaged in inappropriate communication with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

For a certified employee, the conduct below must also be reported no later than the seventh business day after termination or resignation, or notice from the principal:

- The possession, transfer, sale, or distribution of a controlled substance

- The illegal transfer, appropriation, or expenditure of district property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engages in conduct violating the assessment security procedures established under TEC 39.0301. "Reported criminal history" means any formal criminal justice system charges and dispositions, including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Reporting Crime

Policy DG

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer authorized to investigate the crime.

Scope And Sequence

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policies CQ, CQD

The district's technology resources, including its networks, computer systems, e-mail 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

Electronic mail transmissions and other uses of technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action and legal action. Employees with questions about computer use and data management should contact the campus principal.

Personal Use Of Electronic Communications

Policy CQ, DHA

Electronic communications include all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), 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.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting in their capacity 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 perform their job duties effectively, 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 that are appropriate to the content.

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit the use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos during breaks, meal times, and before and after scheduled work hours unless there is an emergency or the use is authorized by a supervisor to conduct district business.
- The employee shall not use the district and campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Educator's Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
    - Confidentiality of student records. (See Policy FL)
    - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. (See Policy DHA(LEGAL)
    - Confidentiality of district records, including educator evaluations and private email addresses. (See Policy GBA)
    - Copyright law (See Policy CY)
    - Prohibition against harming others by knowingly making false statements about a colleague or the school system. (See Policy DHA(LEGAL)

ELECTRONIC COMMUNICATIONS BETWEEN EMPLOYEES, STUDENTS, AND PARENTS

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited. Employees are not required to provide students with their personal phone numbers or email addresses.

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgment by the parent that:

- The employee has provided the parent with a copy of this protocol.
- The employee and the student have a social relationship outside of school;
- The parent understands that the employee's communications with the student are exempt from district regulations and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

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

- **ELECTRONIC COMMUNICATION** means any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.

- **COMMUNICATE** means to convey information and includes one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to district regulations on personal electronic communications. See Personal Use of Electronic Media above. Unsolicited contact from a student through electronic means is not communication.
- **CERTIFIED OR LICENSED EMPLOYEE** means a person employed in a position requiring SBEC certification or a professional license and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, school psychologists, and athletic trainers.

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;
    - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message, or
    - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district e-mail address.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to extracurricular activity.
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable the administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between 3:30PM and 7:45AM. However, the employee may make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right to privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, including:
    - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. (See Policies CPC and FL)
    - Copyright law (See Policy CY)
    - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student (See Policy DH)
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.
- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues via personal email accounts or text messages is not allowed, as these communications cannot be retained in accordance with the district's record retention policy.
- An employee shall notify his or her supervisor in writing within one business day if a student engages in improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

PUBLIC INFORMATION ON PRIVATE DEVICES

Policy DH, GB

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will make reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

CRIMINAL HISTORY BACKGROUND CHECKS

Policy DBAA

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

EMPLOYEE ARRESTS AND CONVICTIONS

Policy DH, DHB, DHC

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving an attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code.

If an employee is arrested or criminally charged, the superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA. Refer to policies DHB(LEGAL) and DHC(LEGAL for timelines and conduct that will result in reporting.

The superintendent and directors are required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA.

ALCOHOL AND DRUG ABUSE PREVENTION

Policy DH

Caddo Mills ISD 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 is DH(Local), DI(Local), and DI(Exhibit) on policy online www.caddomillsisd.org

TOBACCO AND NICOTINE PRODUCTS AND E-CIGARETTE USE

Policies DH, GKA, FNCD

State law prohibits smoking, using, or possessing e-cigarettes or tobacco products on all district-owned property and at school-related or school-sanctioned activities, on or off campus 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 or 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 prominently in all school buildings.

“E-cigarette" means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device, regardless of whether the liquid solution or material contains nicotine. The term does not include a prescription medical device, prescription medication, or other prescribed substance unrelated to the cessation of smoking. The term "e-cigarette" includes:
1. A device, regardless of whether it is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe, or under another product name or description; and
2. A component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine patches, 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.

Fraud And Financial Impropriety

Policy CAA

All employees should act with integrity and diligence in duties involving the district’s financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to the district
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy.
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities
- Failure to disclose conflicts of interest as required by law or district policy
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards

Conflict Of Interest

Policy CB, DBD

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

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

Gifts And Favors

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee’s discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials, or technological equipment may result in the prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

Copyrighted Materials

Policy CY

Employees are expected to comply with federal copyright law and policy regarding the use, reproduction, distribution, performance, or display of copyrighted materials (e.g., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

Associations And Political Activities

Policy DGA

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of district resources, including work time, for political activities is prohibited.

The district encourages personal participation in the political process, including voting. Employees who must be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor before the absence.

Charitable Contributions

Policy DG

The board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called to solicit charitable contributions. In addition, the Board or any employee may not, directly or indirectly, require or coerce an employee to refrain from contributing to a charitable organization in response to a fundraiser or from attending a meeting called to solicit charitable contributions.

Safety And Security

Policy CK

The district has developed and promoted a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety program includes written guidelines and procedures for responding to emergencies, as well as activities to help reduce the frequency of accidents and injuries.

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

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

Employees are required to abide by all state and local traffic laws while driving on district business. They are also prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns about safety programs or issues can contact the superintendent.

Possession Of Firearms And Weapons

Policy 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 supervisors or call the superintendent immediately.

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 them to the building office or contact the administrator in charge.

ASBESTOS MANAGEMENT PLAN

Policy CSC

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

PEST CONTROL TREATMENT

Policy DI, CLB

Employees are prohibited from applying pesticides or herbicides without appropriate training and prior approval from the integrated pest management (IPM) coordinator. Any application must be made in accordance with the law and the district's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in the administration office. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, in writing, or by electronic means. Pest control information sheets are available from campus principals or facility managers upon request.

DRESS CODE

Employees are required to dress professionally for the position in which they were hired. PreK, Special Ed Life Skills teachers and aides, and the school nurse may wear scrubs in the course of their duties. Physical Education teachers, coaches, and the band director may wear shorts during workout time. AG teachers may wear jeans during lab, field, or construction activities.

Long pants are to be worn in the halls or classroom during the school day, and collared shirts are required for male teachers. Standard T-shirts are not acceptable to any employee. Academic employees will need to remove the caps inside the building.

Exceptions: Teacher Appreciation Week in May, field trips, field day, testing days

The last day of the week will be deemed "spirit day." Spirit Day will be the only day instructional teachers can wear blue jeans. School tee shirts or shirts in gray, green, black, or white will be permitted. Custodial and maintenance personnel are exempt from these requirements.

Principals will have the option to host a discretionary jeans day as needed.

Piercings/Tattoos:

- Facial piercings are not permitted. This includes, but is not limited to, the septum, lip, eyebrow, tongue, and cheek. The one exception is a single nose stud.
- No gauges.
- Clear spacers are acceptable.
- A tattoo must not be visible from the collar up. Tattoos deemed inappropriate, vulgar, lewd, or obscene must always be covered. If a tattoo is deemed questionable, the administration will have final discretion.
- Piercing/Tattoo rules apply at all school events.

Proper undergarments must be worn at all times.

No foam or plastic flip-flops are allowed.

Hair color must be natural.

Men’s facial hair should be neatly trimmed and moderate/short in style.

AGENCY FUNDS
Each school shall have and maintain a student activities account to manage class funds, organization funds, and any other funds that students have collected using the school's name. All monies collected shall be receipted by the principal or a designee and deposited to the appropriate district account and submitted to the business office no later than 3:30 PM the same day.

The principal is responsible for properly administering each organization’s funds in accordance with applicable law and district-approved practices. Student activity funds are included in the annual district audit.

Monies collected by student groups shall be disbursed only for purposes authorized by the organization or with the sponsor's approval. The principal or designee shall approve all disbursements. All funds raised by student organizations must be expended for the benefit of the students.

Sponsors should contact the business office regarding procedures for disbursing agency funds.

GENERAL PROCEDURES
ABSENCE FROM DUTY
- Absence from duty submitted in the Frontline Absence Management System (AESOP). Indicate if a substitute is required.
- Absence is electronically approved by the supervisor, and information is imported into the Time Management System.
- The substitute is also submitted electronically and paid from that information.
- Campus secretaries should verify and balance absences to be processed by the payroll department.

On the district website, under employee resources, there is a link to the AESOP website, which is also for time and attendance.

EMERGENCY SCHOOL CLOSING
Policy EB
The district may close schools due to severe weather, epidemics, or other emergencies. When such conditions exist, the superintendent will make the official decision concerning the closing of the district's facilities. When it becomes necessary to open late, to release students early, or to cancel school, district officials will post a notice on the district’s website and notify the following radio and television stations:

Greenville Radio
Station 93.5/KIKT FM or 1400/KGVL AM
WFAA-TV Channel 8
NBC/KXAS-TV Channel 5
FOX/KDFW-TV Channel 4

EMERGENCIES
Policy CKC, CKD
All employees should be familiar with the safety procedures for responding to emergencies, including medical emergencies. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter-in-place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should be aware of the location of these devices and the procedures for their proper use.

FACILITY USE
Policy DGA, GKD
Employees who wish to use district facilities after school hours must follow established procedures. Travis Summers is responsible for scheduling facility use after school hours. Contact the administration office to request to use school facilities and to obtain information on the fees charged.

NAME AND ADDRESS CHANGES
It is important to keep employment records up to date. Employees should contact payroll if their name, marital status, emergency contact, or beneficiary changes or is corrected.

ADDRESS AND PHONE NUMBER CHANGES NEED TO BE UPDATED IN THE EMPLOYEE ACCESS PORTAL.

PERSONNEL RECORDS
Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email is confidential and may not be released without the employee's permission. Employees may choose to have the following personal information withheld:

- Address
- Phone number
- Social Security number
- Emergency contact information
- Information that reveals whether they have family members

The choice not to allow public access to this information, or to change an existing choice, may be made at any time by submitting a written request to the superintendent. New or terminated employees must submit a request 14 days after hire or termination. Otherwise, personal information will be released to the public until a request to withhold it is submitted or another exception to the release of information under the law applies. An employee is responsible for notifying the district if they are subject to any exception for disclosure of personal or confidential information.

PURCHASING PROCEDURES
Policy CH

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

TRANSPORTATION REQUEST PROCEDURES
- Transportation Requests will be submitted through Eduphoria
  - Please submit requests at LEAST 2 weeks in advance.
  - Athletic requests will be submitted on the ATHLETIC TRANSPORTATION REQUEST form.
  - All other campus requests will be submitted on the TRANSPORTATION REQUEST form.
- Bus/Vehicle keys will be picked up from the transportation department.
- The completed student seating chart must be attached to the bus driver's paperwork at the trip's end.

TERMINATION OF EMPLOYMENT
RESIGNATIONS
Policy DFE DHB

CONTRACT EMPLOYEES
Contract employees may resign from their positions without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the superintendent or other persons designated by the board of trustees, which includes campus administrators. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent.

Contract employees may resign at any other time only with the approval of the superintendent or the board of trustees. Resignation without consent may result in disciplinary action by the State Board for Educator Certification.

The principal is required to notify the superintendent of an educator's resignation within seven business days following:

- Certain misconduct, abuse, or unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor
- Solicitation or engaging in sexual conduct with a student or minor

- Inappropriate communications with a student or minor
- Failure to maintain appropriate boundaries with a student or minor
- Possession, transfer, sale, or distribution of a controlled substance
- Illegal transfer, appropriation, or expenditure of district or school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The superintendent is required to report such conduct to SBEC.

NON-CONTRACT EMPLOYEES

Non-contract employees may resign from their positions at any time. A written notice of resignation should be submitted to the immediate supervisor at least two weeks before the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation, but are not required to do so.

The principal or director is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days for any of the following:

- An alleged incident of misconduct, abuse, or the commission of an unlawful act with a student of a minor
- Was involved in or solicited a romantic relationship with a student or minor.
- Engaged in inappropriate communications with a student or minor
- Failed to maintain appropriate boundaries with a student or minor

The superintendent is required to report such conduct to TEA.

DISMISSAL OR NONRENEWAL OF CONTRACT EMPLOYEES

Policy DF Series, DHB, DPA, DPB

Employees on probationary, term, and continuing contracts may be dismissed during the school year in accordance with the procedures outlined in district policies. Employees on probationary or term contracts can be nonrenewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided in a written notice to the employee.

The reporting requirements for termination of a contract employee are the same as those listed above in Resignations/Contract employees.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct. Information on the timelines and procedures can be found in the DF series policies that are provided to employees or available online.

DISMISSAL OF NONCONTRACT EMPLOYEES

Policies DCD, DHC, DPA, DPB

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, sex, national origin, age, disability, military status, genetic information, or any other basis protected by law or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the district process outlined in this handbook when pursuing the grievance.

The reporting requirements for termination of a noncertified employee are the same as those listed above in Resignations/Noncontract Employees.

DISCHARGE OF CONVICTED EMPLOYEES

Policy DF

The district shall discharge any employee who has been convicted of a felony under Title 5 Penal Code or convicted of or placed on deferred adjudication community supervision for the following:

- An offense requiring registration as a sex offender
- Improper relationship between an educator and a student
- Sale, distribution, or display of harmful material to a minor

- Public indecency
- A felony offense involving school property

If the Title 5 Penal Code offense is more than 30 years before the date the person's employment began, or the person satisfied all terms of the court order entered on conviction, the discharge does not apply.

PROHIBITION ON DIVERSITY, EQUITY, AND INCLUSION
Policies DF, DH
Except as required by state or federal law, district employees are prohibited from engaging in diversity, equity, and inclusion activities, including assigning diversity, equity, and inclusion duties to any person. Any employee who intentionally or knowingly engages in or assigns diversity, equity, and inclusion duties to another person will be subject to appropriate discipline, including termination of employment.

PROHIBITED CLASSROOM INSTRUCTION
Policies DF, DH
District employees are prohibited from engaging in an act prohibited by Education Code 28.0022 (Certain Instructional Requirements and Prohibitions). Any district employee intentionally or knowingly engaging in or assigning to another individual activities related to controversial topics described in Education Code 28.0022 is subject to disciplinary action, including termination of employment.

EXIT INTERVIEWS AND PROCEDURES
Exit interviews may be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on their employment experience. All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

REPORTS CONCERNING COURT-ORDERED WITHHOLDING
The district is required to report the termination of employees who are under a court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court, or, in the case of child support, the Texas Attorney General Child Support Division:
- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

STUDENT ISSUES
EQUAL EDUCATIONAL OPPORTUNITIES
Policy FB, FFH
In an effort to promote nondiscrimination and as required by law, Caddo Mills ISD does not discriminate on the basis of race, color, religion, national origin, age, sex or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

If you have questions or concerns about student discrimination based on any of the reasons listed above, you should direct them to the campus principal.

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: Parents' rights transfer to a student who turns 18 or is enrolled in a post-secondary institution. A district is not prohibited from granting a student access to their records before this time.
- School officials with legitimate educational interests

The student handbook provides detailed information on student records. Parents or students who want to review student records should contact the campus principal for assistance.

PARENT AND STUDENT COMPLAINTS

Policy FNG

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 established orderly processes for handling complaints related to various issues. Any campus office or the superintendent's office can provide parents and students with information on how to file 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 to their satisfaction should be directed to the campus principal. The formal complaint process allows parents and students to be heard by the highest level of management if they are dissatisfied with a principal's response**.**

ADMINISTERING MEDICATION TO STUDENTS

Policy FFAC

Only designated employees may administer prescription and nonprescription medications, as well as herbal or dietary supplements, to students. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen), and medication for diabetes management, provided the medication is administered in accordance with district policy and procedures. A student who must take any other medicine during the school day must bring a written request from their parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

DIETARY SUPPLEMENTS

Policy DH, FFAC

State law prohibits district employees from knowingly selling, marketing, or distributing a dietary supplement containing performance-enhancing compounds to a student with whom the employee has contact in the course of their school district duties. In addition, employees may not knowingly endorse or suggest that any student ingest, intranasally apply, or inhale a performance-enhancing dietary supplement.

PSYCHOTROPIC DRUGS

Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to alter perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student.

STUDENT CONDUCT AND DISCIPLINE

Policy FN, FO

Students are expected to follow the campus rules, classroom rules, and rules listed in the Student Code of Conduct and Student Handbook. Teachers and administrators are responsible for taking disciplinary action in accordance with the district's range of discipline management procedures. Other employees who have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

TECHNOLOGY COMMUNICATIONS

Due to advances in communications technology, any communication, especially email, that rises to the level of a terroristic threat to any school staff member will be taken seriously and pursued through disciplinary and legal avenues.

STUDENT ATTENDANCE

Policy FEB

Teachers and staff should be familiar with the district’s policy and procedures for attendance accounting. These procedures require students to have parental consent before they are allowed to leave campus. When absent from school, a written note stating the reason for the absence must be turned in to the office for the files by 3:30PM on the day

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

BULLYING
Policy FFI
Bullying is defined by TEC 37.032. All employees are required to report student complaints of bullying, including cyberbullying, to the campus principal. The district's policy includes definitions and procedures for reporting and investigating bullying of students in FFI(Local) on the policy online at www.caddomillsisd.org

HAZING
Policy FNCC
Students must have prior approval from the principal or designee for any type of "initiation rites of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing, must report that fact or suspicion to the designated campus administrator.

EMPLOYEE TECHNOLOGY RESPONSIBLE USE AGREEMENT
TECHNOLOGY RESOURCES
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

Electronic mail transmissions and other uses of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the Responsible Use Agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the technology department.

RESPONSIBLE USE
SAFETY OF SELF AND OTHERS
- All district-owned devices that connect to the Internet will be filtered through the district's network system in accordance with local, state, and federal guidelines.
- Users will report to their supervisor or administrator any message they receive that is inappropriate or makes them feel uncomfortable.
- Users will not reveal personal information about themselves or others, such as phone numbers, addresses, passwords, or usernames.
- Users will follow appropriate etiquette for both the CMISD network and the Internet, including but not limited to the following:
  - Will not use the system to harm the reputation, harass, or threaten others.
  - Will use appropriate language for the educational environment and for the educational activity in which they are currently involved (no swearing, vulgarity, ethnic or racial slurs, or any other inflammatory or threatening language).
  - Will not transmit (send or receive) obscene pictures or messages.

ACCESS AND USES
- Users will use the Internet/network for work-related uses, but very limited personal use is permitted as long as this use does not interfere with the employee's job responsibilities or impose costs on the district.
- Users will create professional (classroom, department, club) websites using the district's web hosting services.
- Users will refrain from using the district's group email settings to send emails unless it is to their campus/department groups or is necessary to fulfill an individual's job responsibilities.
- Users will only use district email for school business. Due to the archiving process, personal emails will not appear in district email accounts.
- Users will refrain from sending messages under a false identity.

- Users will refrain from accessing other users' email files and/or documents without permission.
- Users will refrain from using the district's email, network, or Internet access for financial gain or for political or commercial activity.

COPYRIGHT, TRADEMARK, AND INTELLECTUAL PROPERTY

- System users refrain from downloading and/or installing unauthorized software or digital media.
- System users will strictly adhere to copyright laws, including Fair Use Guidelines (http://www.copyright.gov/fls/fl102.html).
- The employee is responsible for ensuring that a license or written permission is obtained granting the authority to use copyrighted material for instructional, curricular, or extracurricular purposes unless the use of the material is an exception under "fair use" guidelines or is in the public domain or has a Creative Commons license.

ILLEGAL ACTIVITIES

- Users will not use the system for illegal purposes or any other activity prohibited by the district policy.
- Users will not download and/or install illegal or illegally obtained software or personally owned software, including but not limited to freeware, shareware, etc., on CMISD equipment.

TECHNOLOGY RESOURCE SECURITY

- Users refrain from harming, vandalizing, or destroying technology resources.
- Users will not attempt to delete or modify system data or software.
- Users will not intentionally infect a computer or network with a virus.
- Users will not engage in activities that disrupt the performance of the network.
- Users will not disclose passwords except to authorized CMISD personnel.
- Users will always report any known CMISD Responsible Use Agreement policy violations to a supervisor/administrator.
- Users will not gain unauthorized access to system passwords in an attempt to access or obtain district resources and information.
- Users will not attempt to circumvent CMISD network security, including, but not limited to, hacking, freeware, and unauthorized shareware.
- Users will not leave technology equipment turned on for extended periods of time while not in use.
- In accordance with CIPA, teachers will not allow students to access the Internet (student personal data plan) using personal devices.

RESPONSIBLE USE AND DIGITAL CITIZENSHIP

RESPECT YOURSELF

Staff will select appropriate online names, be polite, and use appropriate language/content in all online posts.

PROTECT YOURSELF

Staff will not publish personal details, contact details, or a schedule of activities. Staff will understand that they are responsible for all activity initiated by and/or performed under these accounts. They understand that it is their responsibility to secure their account credentials appropriately.

RESPECT OTHERS

Staff will not use technology to bully or tease other people. They will not take photos or make audio or video recordings of students or employees without their prior permission. They understand that posing as someone else is forbidden and will not impersonate another user online. They will not access, download, or modify accounts, files, or data belonging to others. They will be careful and aware when printing to avoid wasting resources and printing unnecessary items.

PROTECT OTHERS

Staff will help maintain a safe computing environment by notifying appropriate campus officials of inappropriate behavior, vulnerabilities, risks, and breaches involving campus technology.

RESPECT INTELLECTUAL PROPERTY

Staff will suitably cite any and all use of websites, books, media, etc. They will respect all copyrights.

PROTECT INTELLECTUAL PROPERTY

Staff will request permission to use software and media produced by others.

GENERAL POLICIES

- CMISD user accounts are owned by the CMISD; consequently, they are subject to the Open Records Act. All digital files associated with user accounts may be retrieved by CMISD staff at any time without prior notice or permission from any user. CMISD reserves the right to monitor all accounts and any content stored in, created, received, or sent through the CMISD systems to maintain system integrity and ensure responsible use.
- Student pictures, names, work, etc., may be published unless parents/guardians notify the campus principal in writing that they do not wish for student information to be published. As for awards, teams, etc., groups of student

names may be published without any identifying pictures of the individuals. In accordance with the Family Educational Rights and Privacy Act (FERPA), no student's e-mail address, personal web address, street address, or telephone number will be published.

- A content filtering solution prevents access to certain sites that may contain inappropriate material, including pornography, weapons, illegal drugs, gambling, and any other topics deemed to be of non-educational value by the CMISD. CMISD is not responsible for the content accessed by users who connect via their own data plan (cell phones, air cards, etc.).

GOVERNMENT LAWS

Technology is to be utilized in conformity with the laws of the United States and the State of Texas. Violations include, but are not limited to, the following:

CRIMINAL ACTS – These include, but are not limited to:

- unauthorized tampering
- cyberstalking
- vandalism
- harassing email
- child pornography
- cyberbullying

LIBEL LAWS - You may not publicly defame people through published material.

COPYRIGHT VIOLATIONS - Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright) and/or engaging in plagiarism.