EMPLOYEE HANDBOOK

2026 - 2027

CONROE
INDEPENDENT
SCHOOL DISTRICT

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Accessibility

Conroe ISD is committed to providing access to all individuals, including those with disabilities, seeking information on our website. If you use assistive technology (such as a screen reader, eye tracking device, voice recognition software, etc.) and are experiencing difficulty accessing information on this document, please contact the Executive Director of Communications at:

3205 W. Davis
Conroe, Texas 77304
(936) 709-7752

Employee Handbook Receipt

Name _____

EIN _____ **Campus/Department** _____

I hereby acknowledge receipt of a copy or electronic version of the Conroe ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The Conroe ISD Employee Handbook can be accessed online at www.conroeisd.net under the "Employees" link. However, employees may request a personal copy.

The information in this handbook is subject to change. I understand that changes in District policies may supersede, modify, or render obsolete the information summarized in this document. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I agree to comply with the District's policies and procedures, including those related to harassment of employees and students and reporting known or suspected student neglect and abuse. If requested to do so, I will cooperate with any District investigation of a possible violation of District policies or procedures by providing complete and truthful information in an oral and/or written statement. I understand that failure to do so may subject me to discipline or termination from employment.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Human Resources Department if I have questions or concerns or need further explanation.

_____ _____

Signature *Date*

Please electronically sign and date this receipt as part of the Vector Solutions training.

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all District policies and procedures are included. Those that are included have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Human Resources Department.

This handbook is neither a contract nor a substitute for the official District policy manual, nor is it intended to alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of District policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. Policy manuals can be accessed through the CISD homepage at www.conroeisd.net or in the CISD Legal Office in the Dr. Deane L. Sadler Administration/Technology Building during normal working hours.

District Information

Conroe ISD Vision Statement

Policy AE

A Vision for CISD

Conroe ISD is a learning community united in its commitment to ensuring all students graduate with confidence and competence. The schools and communities work together to provide performance standards that can be applied to the real world. This is achieved through the implementation of quality in instruction, operations, and leadership.

District Goals

Policies AF, AB

Goal 1.0 Student Achievement
CISD shall ensure all students are prepared for post-graduation success by mastering rigorous academic standards, developing critical thinking skills, closing achievement gaps, and preventing dropouts through a research-based, age-appropriate, TEKS-aligned curriculum that fosters student growth.

Goal 2.0 Recruitment, Development, and Retention of Staff
Conroe ISD shall recruit, develop, retain, and support a highly qualified staff to become dynamic and satisfied leaders who deliver meaningful instruction, manage teams and resources effectively, and maintain a positive organizational culture.

Goal 3.0 Safe & Collaborative Culture
Conroe ISD shall provide a safe, positive, and disciplined environment conducive to student learning by fostering mutual respect and collaboration between all students, staff, and parents and by creating specific behavioral expectations and management systems.

Goal 4.0 Fiscal Stewardship
Conroe ISD shall exercise fiscal responsibility to maintain financial strength and a balanced budget while prioritizing a classroom-centered approach that adequately and appropriately supports education programs, salaries, benefits, and facility operations.

Goal 5.0 Communication & Community Relations
Conroe ISD shall build partnerships and foster a culture of trust with parents, community stakeholders, and within feeder zones by providing meaningful and timely two-way communication, transparency, and opportunities for more involvement.

Goal 6.0 Operations
Conroe ISD shall ensure efficient, safe, and effective management of all facilities, resources, and services to support a high-quality educational environment

Board of Trustees

Policies BAA, 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 and has overall responsibility for the curriculum, school taxes, annual budget, employment of the Superintendent and other professional staff, and facilities. The Board has complete and final control over school matters within limits established by state and federal laws and regulations. The Board of Trustees is elected by the citizens of the District to represent the community's commitment to a strong educational program for the District's children. Board members are elected biannually and serve four-year terms. Board members serve without compensation, must be qualified voters, and must reside in the District.

The Board usually meets on the third Tuesday of each month at 6:00 p.m. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the District website and at the Dr. Deane L. Sadler Administration/Technology Building at least three business days before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies or when there is an urgent public necessity, a meeting may be held with a one-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the Board to go into a closed session from which the public and others are excluded. Closed sessions may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including 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, Conroe ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, 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 acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job 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's Title

IX coordinator, to 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:

Name: Dr. Jamie Bone
Position: Director of Human Resources
Address: 3205 W Davis, Conroe, TX 77304
Telephone: (936) 709-7752
Email: TitleIX@conroeisd.net

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 for concerns regarding discrimination on the basis of a disability:

Name: Dr. Kendra Wiggins
Department: Special Education
Address: 3205 W Davis, Conroe, TX 77304
Telephone: (936) 709-7670

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

Job Vacancy Announcements

Policy DC

To the extent possible, announcements of job vacancies by position and location are posted a minimum of ten (10) days on the CISD homepage at www.conroeisd.net. For a vacant position for which a certificate or license is required under Texas Education Code § 21.003, other than a position that affects the safety and security of students as determined by the Board, the District will provide current District employees notice of the position by posting it on the District website not later than the fifth school day before the date the District fills the position and will provide current District employees a reasonable opportunity to apply. If, during the school year, the District must fill a vacant teacher position in fewer than five school days, the District will post notice as soon as possible after the vacancy occurs. In that circumstance, the District is not required to keep the notice posted for five school days or provide the opportunity described above before filling the position.

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, according to TRS rules and state law. However, beginning July 1, 2025, the District shall collect any surcharge and other fees it is required to pay to TRS or any other retirement program on behalf of any employee who is currently receiving benefits from TRS or another retirement program. Because the District does not incur such expenses in the employment of any other staff member, the employee's pay will be reduced to offset this expense. The deduction from the employee's pay will not be in the amount that will cause the employee to fall below the state minimum salary schedule, if the minimum salary schedule applies to the employee's position, or below any applicable minimum wage rate for hourly employees. Should the employee owe an amount greater than what can be deducted from the employee's paycheck, the District will require the employee to submit payment to the District by personal check. If after receiving notice that the employee owes reimbursement to the District, the employee fails to pay, the employee may be terminated or suspended without pay until all outstanding balances are paid. It is the employee's responsibility to understand when and how surcharges will be applied. 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 series

State law requires the District to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Full-time employees are those employees who are regularly scheduled to work 18.75 hours or more per week. Employees may view their employment contracts in their Employee Portal.

Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow 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 employed in positions requiring SBEC certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in District employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed as a teacher in public education for at least five of the eight years preceding employment with the District may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e., three one-year contracts) with an optional fourth school year if the Board determines it is doubtful whether a term contract should be given.

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. Employment policies can be accessed online or copies will be provided upon request. All employees will receive an electronic copy of their contract.

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as non-instructional administrators) are employed on a non-certified contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code, or on no contract at all, depending on the position.

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

substitute assignments in Absence Management online or by phone is considered a resignation until the substitute accepts another substitute assignment.

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. It is imperative that teachers hold a valid teaching certificate at all times and that instructional aides have a current educational aide certificate. Employees will be notified via Conroe ISD email when their certificate is set to expire, but each employee remains responsible for ensuring timely renewal. Upon notification, employees must renew immediately. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials in a timely manner. Documentation should be submitted to HRrequests@conroeisd.net. Questions about certificate renewal should be directed to www.tea.state.tx.us or 512-936-8400. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify the Executive Director of Human Resources 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 does not hold a valid certificate or fails to fulfill the requirements necessary to extend a temporary or emergency certificate or permit, or if the employee's certification or permit expires or is canceled, relinquished, or revoked. 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.

Recertification of Employment Authorization

Policy DC

At the time of hire, 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 ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Human Resources if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

Non-investigatory 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. Employees 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 work sites 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 have violated District policy.

Employees Required to Have a 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 in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

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

All employees required to have a CDL or who otherwise are subject to alcohol and drug testing will receive a copy of the District's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Human Resources Department.

Health Safety Certification and Training

Policies DBA, DMA, CKD

Section 22.902 and Section 33.086 of the Texas Education Code require certain school district employees who are involved in physical activities for students to be certified in cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), First Aid, and concussion and extracurricular athletic activity safety. Conroe ISD has identified additional employees that are required to hold CPR/AED/First Aid certification, including athletic trainers, athletic coaches, PE teachers, marching band instructors, band directors (junior high and high school), color guard instructors, cheerleading sponsors, dance/drill team instructors, JROTC instructors, debate coaches, theater arts instructors, school nurses, clinic assistants, choir directors (junior high and high school), orchestra directors (junior high and high school), CTE instructors (who work with power tools), agricultural science instructors, art teachers (high school), health teachers, health science teachers, cosmetology teachers, auto tech/auto collision teachers, robotics sponsors (high school), and child development lab teachers and aides.

American Red Cross Adult CPR/AED/First Aid certification is offered free of charge to Conroe ISD employees who are required to hold these certifications. Adult CPR/AED/First Aid certification can also be obtained from outside entities that provide certification from American Red Cross, American Heart Association, American Safety & Health Institute (ASHI), National Safety Council (NSC), and MEDIC First Aid. No other outside entity certifications are accepted. The cost of outside Adult CPR/AED/First Aid certification is the responsibility of the employee. Employees subject to this requirement must submit their certification to a Department Head, Program Director, or designee during the onset of activities for the students at the beginning of each school year. Questions regarding

CPR/AED/First Aid certification requirements should be directed to the CISD Health Services Department.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved online training regarding seizure disorder awareness, recognition, and related first aid.

Each district peace officer or school security personnel who provides security services at the campus, and other district personnel who may be reasonably expected to use a bleeding control station, are required to complete a TEA approved training on the use of a bleeding control station in the event of an injury to another person.

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 best interest of the District. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Inter-Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes. Intra-campus reassignments may be authorized by the Campus Principal. 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).

An employee with the required qualifications for a position within the District may apply for that position using the District's internal job posting site. An employee applying for an internal job will only be considered when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the Human Resources Department via the internal job posting site and must be approved by both the sending and receiving supervisor.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators, as determined by their status under the Fair Labor Standards Act, 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 all employees and all school holidays. Notice of work schedules including start and end dates and scheduled holidays is distributed each school year.

Classroom teachers have planning periods for instructional preparation including conferences. Planning periods are set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes.

Paraprofessional and Auxiliary Employees. Paraprofessional and auxiliary employees are employed at-will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. Employees are required to use UKG (in-District electronic timekeeping system) to record time worked. See Overtime Compensation for additional information.

ADA Accommodation

Policies DAA, DBB, DLA

The District will provide reasonable accommodations to qualified employees with a disability when the accommodation is needed to 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 accommodations by contacting Human Resources (HR) 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 on the District's Human Resources website.

Upon reviewing the reasonable accommodation request, HR 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 documents, HR 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 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 the employees who express breast milk for a period of one year following the birth of the employee's child. The District will provide a place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt 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 come into compliance before making any claim of liability against the District. An employee with concerns should contact Tiffany Mattfeld, Director of Human Resources, Benefits, at 936-709-7859.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to, arising out of, or affected by pregnancy, childbirth, or related medical conditions, unless the accommodation would impose an undue hardship. An employee seeking a PWFA accommodation should contact Tiffany Mattfeld, Director of Human Resources, Benefits, at 936-709-7859 to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies 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 licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days during the same school year to an uncertified substitute, inappropriately certified teacher, or an uncertified teacher The notice must be provided not later than the 30th instructional day after the assignment and, when the District reasonably believes the parent or guardian lacks English language proficiency, must be provided in English and the parent's or guardian's primary language. A copy of the notice will be retained. 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 who do not hold any certificate or permit, including substitutes. Information relating to teacher certification will be made available to the public upon request. Questions regarding certification should be directed to the Human Resources Department.

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 financial benefits for performing personal services for other school districts, open enrollment charter schools, and educational 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, and not interfere with the employee's duties to Conroe ISD.

District employees may not tutor or provide any educationally related service for pay to students currently assigned to them. A teacher may teach private lessons or tutor for pay but may not teach or tutor students currently enrolled in the teacher's classes/programs. A teacher must disclose in writing to his or her supervisor any private tutoring of District students for pay. District employees may not utilize their employment with the District in "advertising" their tutoring or other educationally related services. District employees wishing to inform students/parents of their educationally related service must comply with District policies and procedures relating to the dissemination of materials in the schools. District employees who have been provided specialized training paid for by the District may not charge District patrons for providing that service.

Performance Evaluation

Policy DN, DPB series

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees participate in the evaluation process with their assigned supervisor at least annually. Evaluations are completed on forms approved by the District. Reports, correspondence, and memoranda also can be used to document performance information. All employees have electronic access to their 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, Conroe ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the District. 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 Communications Department.

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, addressed in the campus improvement plan, and 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

Policies 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 a certificate of completion to the District that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

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

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

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

The District uses the UKG electronic timekeeping system to automate the timekeeping process. This system is used in place of handwritten timesheets. Absence records (e.g. vacation, sick days) are also recorded in UKG .

It is recognized that in certain situations (e.g. clock malfunction) that it may be necessary to correct or enter missing data. These changes will be carefully documented on the Missed Punch/Exception Form so that it is possible to determine how a time detail record was computed.

To ensure consistency of treatment for employees, the data recorded in the UKG system is the "official" record of the workday. Any disputes over actual hours worked or attendance are resolved by referring to the official UKG records.

Since UKG timekeeping records are considered an employee's official time record, falsification of time, tampering with timekeeping records, tampering with timekeeping equipment/hardware/software, or punching in for another employee is considered a serious offense and may require disciplinary action up to and including termination. Employees may access their work schedule, salary, and payroll checks in the Employee Portal.

Classroom teachers, full-time librarians, full-time nurses, and full-time counselors are paid no less than the minimum state salary schedule. Contract employees who perform extra-curricular or supplemental duties are paid a stipend in addition to their salary according to the District's extra-duty pay schedule. Classroom teachers are awarded stipends for doctorate degrees if the degree is in the subject area taught and from an accredited university.

Transcripts and Service Records

Employees have 60 calendar days from the date of hire to furnish the Human Resources Department with official college transcript(s) for professional positions or a copy of the high school diploma for other positions where required. In addition, employees have 60 calendar days from the date of hire to furnish official service record(s) from school district(s) where the employee has worked previously (if applicable). If transcripts and/or service records are provided to the Human Resources Department within the current school year, changes will be made to an employee's salary/wages for the current school year. If official transcripts and/or service records are provided to the Human Resources Department in a subsequent school year, changes will be made to an employee's salary/wages in the school year in which the official transcripts and/or service records are received. Adjustments in salary/wages will not be applied retroactively to a previous school year.

Paychecks

All employees are paid on the 1st and 15th of each month. If a pay date falls on a weekend or holiday, the employee is paid on the previous workday. All District employees are required to authorize the District to initiate credit entries directly to their financial institution account(s) for making payroll deposits. The authorization will also permit the District to make debit entries and adjustments for credit entries made in error to employee-designated accounts.

Every effort is made to ensure that the employee's pay, leave, and other information on each paycheck are correct; however, employees are responsible for reviewing their payroll statement each pay day for accuracy, including but not limited to compensation, leave, federal withholding status, and deductions. All employees can access their pay information, which includes itemized statements of wages, using the Employee Portal. Paychecks or direct deposit vouchers are not released to any person other than the District employee named on the check without the employee's written authorization. Employees are responsible for regularly reviewing the accuracy of their pay statement.

Employees who leave the District are paid their final check in accordance with the District pay schedule, unless doing so will result in overpayment. The final pay statement will be mailed to the address listed on the employment separation form, which should be completed in advance to allow time for processing.

Automatic Payroll Deposit

All District employees are required to authorize the District to initiate credit entries directly to their financial institution account(s) for making payroll deposit. The authorization will also permit the District to make debit entries and adjustments for credit entries made in error to employee-designated accounts. This structure helps the District pay its employees faster and more accurately. Employees should make direct deposit changes through the Employee Access Center on the District's SSO portal. You may contact the Payroll Department for more information about the automatic payroll deposit service.

Employee pay information is available online by logging in to the Employee Access Center.

Employees are responsible for notifying the Payroll Department, in writing, at least 10 business days before a scheduled pay day of any changes in the employee's banking status. If the change constitutes the closing of a currently designated account, an alternate account must be specified. If funds cannot be deposited in an account and

are returned by the bank for any reason, a replacement check will not be issued until the funds are credited back to the District's bank account. Additionally, a $20.00 replacement fee may be applied. The employee must pick up the replacement check from the Finance Office and provide a new, valid direct deposit form.

Address/Name Change

It is the employee's responsibility to notify the Human Resources Department of address or name changes. Employees should make address changes through the Employee Access Center on the District's SSO portal. The name change form can be found on the District's Human Resources website.

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS)*;
- Federal income tax;
- Medicare tax (applicable only to employees hired after March 31, 1986);
- Child support and spousal maintenance, if applicable;
- Delinquent federal education loan payments, if applicable.

**Substitute, part-time, and temporary employees in a position that is not eligible for TRS membership must participate in the District's 457(b) FICA Alternative Plan, unless the employee has retired through TRS.*

Other payroll deductions employees may elect include deductions for the employee's share of premiums for medical, dental, life, vision, and other supplemental insurance, as well as retirement savings plan contributions. Employees may also request payroll deduction for payment of membership dues to professional organizations, donations to the CISD Education Foundation, and deposits to a Smart Financial Credit Union savings account. Salary deductions are automatically made for unauthorized or unpaid leave.

During an approved unpaid leave of absence, including Family and Medical Leave, unless the employee has made payments during the leave, the District may advance to the employee an amount equal to the premium payments required to maintain the employee's health and supplemental insurance in force. The amount so advanced will be treated as an advance of future wages payable, and the advance will be deducted from any paychecks the employee might receive following the employee's return from the leave of absence. The full amount advanced will be deducted from the first paycheck(s) following the date of the employee's return from leave. Any payroll deduction will be made only to the extent permitted by law and will not reduce the employee's pay below an applicable minimum-wage requirement. If the employee separates from employment prior to repaying the advance in full, any unpaid balance remaining from the advance at the time of the employee's separation from employment will be deducted in full from the employee's final paycheck.

Overpayments. Employees are not entitled to any funds the District overpays. An agreement between an employee and the District must be in place in order to deduct any overpayment from one or more paychecks if an overpayment occurs.

Overtime Compensation

Policies DEAB, DEC

The District compensates overtime for non-exempt employees in accordance with federal wage and hour laws. Only non-exempt employees (paraprofessional and auxiliary employees) are entitled to overtime compensation. Non-exempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A non-exempt 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 in a workweek and is not measured by the day or by the employee's regular work schedule. Non-exempt employees do not earn overtime pay unless they work more than 40 hours in a workweek.

For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at their time-and-a-half rate or direct pay. Weekly time records will be maintained on all non-exempt employees for the purpose of wage and salary administration.

Travel Expense Reimbursement

Policy DEE

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

Health Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The District's contribution to employee insurance premiums is determined annually by the Board of Trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS member
- Employees who are not contributing TRS members and are employed for 10 or more regularly scheduled hours per week

The insurance plan year is from September 1 through August 31. New employees must complete online enrollment within 31 calendar days after their hire date. Current employees can make changes in their insurance coverage only during annual enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet.

Employees should contact the CISD Benefits Office for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for dental, vision, accidental death and dismemberment, cancer, critical illness, disability, legal, hospital indemnity, and life. Premiums for these programs are paid by payroll deduction, not to exceed 100 percent of an employee's wages. Employees should contact the CISD Benefits 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 pre-tax basis by payroll deduction, not to exceed 100 percent of an employee's wages (i.e., medical, dental, and vision). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit within 31 calendar days after their hire date. All employees must accept or reject this benefit on an annual basis during the specified time period.

Change of Election Guidelines

1. **Mid-Year Benefit Changes.** If an employee pays for benefits through pre-tax payroll deductions, the benefit elections generally cannot be changed during the plan year (September 1-August 31). However, an employee may be able to enroll, cancel coverage, or make changes if they experience a qualifying life event and the change is allowed by the benefit plan and insurance carrier. Examples of qualifying life events include:
   - Marriage, divorce, or death of a spouse
   - Birth, adoption, placement for adoption, or death of a dependent
   - A change in employment status affecting benefit eligibility
   - A dependent gaining or losing eligibility for coverage
   - HIPAA special enrollment rights
   - A court order affecting coverage
   - Gaining or losing Medicare or Medicaid entitlement
   - FMLA leave
   - A COBRA qualifying event
   - Loss of eligibility due to a reduction in work hours
   - Enrollment in a Qualified Health Plan through the Health Insurance Marketplace
   - A change in coverage under another employer's benefit plan, including annual enrollment
   - Loss of group health coverage sponsored by a governmental or educational institution.

   Important: *Benefit changes must comply with applicable plan provisions, carrier requirements, and eligibility rules. A qualifying life event does not guarantee that every requested change will be available.*
2. **The Change Must Match the Event.** The requested benefit change must be related to the qualifying life event.
3. **Deadlines.** Employees must contact the CISD Benefits Office and provide all required documentation within:
   - 31 calendar days after the qualifying life event (beginning the day after the event); or
   - 60 days for Medicaid or CHIP eligibility changes.

   Requests received after the deadline cannot be processed until the next annual enrollment period unless another qualifying life event occurs.
4. **Required Documentation.** For a spouse's or dependent's gain or loss of employment, documentation from the employer must include (1) Employment start or end date; and (2) Insurance coverage start or end date, including the type of coverage. Documentation must come directly from the employer. Letters must be signed by an authorized representative, and emails must be sent directly by the employer to benefitsoffice@conroeisd.net.
5. **Post-Tax Benefits.** Benefits paid through post-tax payroll deductions may generally be canceled at any time, subject to plan and carrier requirements.
6. **When Changes Take Effect.** Benefit changes cannot be processed until all required forms and documentation are received within the deadlines listed above and the request is approved.
   - **Adding Coverage:** Coverage is effective the first day of the month following the qualifying life event, unless a different effective date is required by law or the plan. For example, newborn coverage is effective on the date of birth.
   - **Dropping Coverage:** Coverage ends on the last day of the month in which all required forms and documentation are received. Coverage cannot be canceled retroactively.
7. **Need to Make a Change?** Contact the CISD Benefits Office at BenefitsOffice@conroeisd.net or 936-709-7808.

Workers' Compensation Insurance

Policy CRE

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a compensable work-related illness or are injured on the job. The District has workers' compensation coverage from the Political Subdivision Workers' Compensation Alliance (the Alliance), which includes a list of health care providers who are trained in treating work-related injuries and getting employees back to work safely. 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 the employee's direct 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. See Workers' Compensation Benefits for information on use of paid leave for such absences.

If you are injured at work, tell your supervisor immediately. If non-emergency medical care is needed, you must choose a treating doctor from the provider directory available online at pswca.org. For emergencies, you may go to the nearest emergency room. However, you must follow up with a treating doctor from the provider directory. You may contact the Human Resources Department with any questions about how to obtain treatment for a work-related injury. You may also contact your claim adjuster at the TASB Risk Management Fund (the Fund), the District's workers' compensation coverage provider, at 1-800-482-7276.

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 Texas Workforce Commission.

Teacher Retirement

Policy DEG

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (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.

To earn a year of TRS membership credit, an employee must work in a TRS-eligible position or receive paid leave from a TRS-eligible position for at least 90 days during the school year. If an employee will not meet the 90-day requirement and has worked in excess of five days in a workweek, it is the employee's responsibility to ensure the additional day(s) have been reported. Members should carefully review years of service reported when TRS provides them 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.

Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 1-800-223- 8778 or 512-542-6400. TRS information is also available on the web.

Other Benefit Programs

Deferred Compensation and Annuities

Policy CRG

The District makes available to all employees, including full-time, part-time, and substitutes, voluntary 403(b) and 457(b) plans. The 403(b) plans allow employees to save a portion of their income for retirement without paying tax on the contributions until they are withdrawn from the plan. The 457(b) is another option to help employees save for retirement and can lower current taxes or earn tax-free income. Maximum deferral amounts are set by the IRS for each calendar year, and deferrals may not exceed 100 percent of an employee's wages. Establishment of these accounts and changes in contribution amounts may be made at any time.

Additional information about the provisions and options for these plans is available in a separate *Employee Benefits* booklet, online.

Note: Conroe ISD does not hire or contract with any financial agent other than First Financial Administrators, Inc. and TCG Administrators. No financial agent "representing" Conroe ISD will ever call you at home or send you an email. Because investment strategies are a personal decision that each employee should investigate on his/her own, Conroe ISD makes no recommendation or approval of individual 403(b) plans, sales representatives, agents, or financial advisors.

Leaves and Absences

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

The District offers employees paid and unpaid leaves of absence in times of personal need. 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 five (5) or more consecutive workdays for a personal or family illness should contact the CISD Leave Office for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the District.

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

- Leave entered as local;
- If no local days are available, off-duty or vacation days will be used;
- If no off-duty or vacation days are available, state personal leave will be used;
- If no state personal leave is available, state sick leave will be used;
- If no state sick leave is available, the employee's pay will be docked.

Employees are required to report all absences through the automated substitute system in the Human Resources Department **prior to their absence**. Employees should enter their own absences and select the type of leave day that should be used. In the event that an employee is unable to report an absence through the substitute system as required, the employee must make arrangements with campus/department administrators to have the absence immediately entered into the substitute system. Leave is posted using information recorded in this system and will not be changed at a later date if incorrect information was submitted, except under special circumstances. Therefore, it is imperative that the absence is carefully selected and employees review the order of usage as outlined above. The initial submission of the leave type determines how leave is applied based on the balance in the employee's leave banks. If an employee takes leave in excess of the amount earned, the employee's pay will be deducted for the time missed based on their pay rate. With the exception of classroom teachers on approved FMLA leave for pregnancy or the birth or adoption of a child, an employee who has available state and/or local leave may not elect to be docked in lieu of using paid leave. Classroom teachers on approved FMLA leave for pregnancy or the birth or adoption of a child may elect not to use their available personal paid leave at the time they submit their leave application; if an election is not made, all available personal paid leave will be used during the approved leave. Employees should use the Employee Access Center or the Leave Bank Balances application on the Employee Portal to review leave balances.

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. To apply for leave, employees should submit an application in the Leave of Absence app in the District's SSO. Leave certification forms will be mailed once an application is received and may also be downloaded and printed from the CISD website under the Human Resources Department section. Completed certification forms should be submitted to the CISD Leave Office. When the leave of absence is foreseeable, the application must be submitted at least 30 days, and no earlier than 45 days, before leave is to begin. If you learn of the need for a leave of absence less than 30 days in advance, then the application must be submitted as soon as possible - the day you learn of the need for leave or the next workday. Any unapproved absences or absences beyond accumulated or available paid leave shall result in deduction from the employee's pay.

If an hourly employee does not report or request a leave of absence according to District procedures, the incident is considered a "no call/no show." An employee who is absent for three consecutive workdays without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

Immediate Family. For purposes of leave other than Family and Medical Leave, immediate family is defined as the following:

- Spouse
- Son or daughter, meaning a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability"
- Parent, meaning a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to

the employee when the employee was a son or daughter as defined above; this term does not include parents "in law"
- Sibling and stepsibling

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 five (5) or more consecutive workdays because of a personal or family illness must submit medical certification from a qualified health care 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. A qualified health care provider is a doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices.

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 health care providers do not provide any 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 family member receiving assistive reproductive services.

Continuation of Health Insurance. Employees on an approved leave of absence other than Family and Medical Leave (FMLA) may continue their health 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 health insurance premiums for employees who are on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the District after six months of unpaid leave other than FMLA leave. If an employee's unpaid leave extends for more than six months, the District will provide the employee with notice of COBRA rights. For additional information about insurance deductions while on leave, refer to the Payroll Deductions section of this handbook.

Personal Leave

State Leave. Employees may earn up to five (5) days of paid state leave per year, depending on work start date and percentage worked. Employees hired to work less than 100 percent of the workday but at least 50 percent shall be granted state leave in proportion to the percentage of time they are employed. State leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers.

Local Leave. Employees may earn up to five (5) days of paid local leave per year, depending on work start date and percentage worked. Employees hired to work less than 100 percent of the workday but at least 50 percent are granted local leave in proportion to the percentage of time they are employed. Each year, employees may either carry over earned, unused local leave to the following school year or receive payment for it on the August 15 paycheck. Payment will not exceed five (5) days, and any remaining balance of days will be carried over to the following school year. Professional employees who choose to receive payment will receive the standard certified substitute teacher pay rate for each accrued, unused local day. Paraprofessional and auxiliary employees who choose to receive payment will receive the standard paraprofessional substitute pay rate for each accrued, unused local day. Employees can submit/view/change their choice for handling unused local leave by logging in to the Local Days Election app through the CISD SSO Portal. Any earned, unused local leave will be carried over for employees who do not submit an election. Local leave may also be used by employees who are called to active military service.

Personal leave is available for use at the beginning of the school year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment. Personal leave is designated as either "nondiscretionary" or "discretionary."

Nondiscretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for nondiscretionary leave allow very little, if any, advance planning. Nondiscretionary leave may be used in the same manner as state sick leave (see below).

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary leave must submit a written request to his or her principal or supervisor in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

Discretionary leave may not be taken any time when the principal or supervisor determines that the employee's absence impacts the educational program or District operations, such as the day before or after a school holiday, any day scheduled for staff/professional development, or days scheduled for state mandated assessments.

Leave Proration

State and local leave is earned based on the number of days an employee works. If an employee separates from employment with the District before his or her last duty day of the year, or begins employment after the first duty day, state and local 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 and local leave the employee used beyond his or her pro rata entitlement for the school year. **Off-duty days are not paid leave. Therefore, any off-duty days taken before the end of the work year are not considered when calculating wages earned.**

State Sick Leave

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

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; or
- Active military service.

Sick Leave Pool

Policy DEC (LOCAL)

An employee who has exhausted all personal paid leave, including state, local, and any applicable vacation days, as well as any applicable compensatory time, and who is on approved leave for a serious health condition or to care for an immediate family member with a serious health condition, may request the establishment of a sick leave pool. A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

Eligibility is limited to employees whose leave has been approved by the District Leave Office and who have no remaining paid leave available. Employees who elect not to use available paid leave for an otherwise qualifying absence are not eligible to request a sick leave pool.

Request Process

- Requests must be submitted electronically through the Donate Days app in the District's SSO.
- Medical certification supporting the serious health condition must be on file with the Leave Office.
- The Human Resources Department, in coordination with the Leave Office, will review and determine eligibility.
- The employee and their principal or supervisor will be notified of approval or denial.
- Approval of a sick leave pool does not guarantee that donated days will be available.

Donations

- Employees with approved sick leave pools will have their names listed in the District's weekly newsletter unless they request otherwise. Their name may also be shared at the campus or department level. Only eligibility status will be communicated; no medical information will be disclosed.
- Only active District employees may donate local or state personal leave.
- Donations must be made in full-day increments through the Donate Days app.
- Days must be donated prior to the donor's last day worked.

Use of Donated Days

- Donated days may only be used for absences related to the approved serious health condition during the approved leave period.
- Donated days will not be applied to absences already finalized for payroll processing.
- The District reserves the right to discontinue use of donated days if eligibility criteria are no longer met.

Limits

- The maximum number of donated days an employee may receive is 30 days per leave year (July 1-June 30).
- The number of donated days applied is based on medical certification and District review.
- Donated days do not carry over from one leave year to the next.

Closure and Return of Days

- A sick leave pool will close when the employee no longer requires leave for the approved reason, when they have reached the maximum number of days they may receive, or when all donated days have been used.
- Any unused donated days will be returned to the original donor as long as they are still employed by the District.

Appeals

All decisions regarding the establishment or administration of the sick leave pool may be appealed in accordance with Board Policy DGBA(LOCAL).

Non-FMLA Leave

A full-time employee who has been employed with the District for less than 12 months, or who has been employed with the District for at least 12 months but has less than 1,250 hours of service during the 12 months immediately preceding the commencement of leave, and who has not exhausted FMLA leave may take up to six (6) weeks of unpaid leave in a 12-month period for absences related to:

- The birth of a child and to care for the newborn child;
- The adoption or foster care placement of a child;
- Caring for an immediate family member with a serious health condition, meaning an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider;
- The employee's own serious health condition, meaning an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider, that makes the employee unable to perform essential job functions.

Non-FMLA leave runs concurrently with accrued paid leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. Non-FMLA leave can be taken intermittently for the same condition, so long as the employee provides the District with supporting documentation from the treating physician.

Employees on an approved leave of absence other than Family and Medical Leave may continue their health 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 health insurance premiums for employees who are on unpaid leave.

For additional information about insurance deductions while on leave, refer to the Payroll Deductions section of this handbook.

Family and Medical Leave (FML)—General Provisions

The following text is from the federal notice, *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 servicemember.

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 less 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 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 or 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

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from July 1 through June 30. Employees may be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member;
- Second or third medical opinions and periodic recertification of the need for leave;
- Periodic reports during the leave regarding the employee's status and intent to return to work;
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work; or
- Certification of the need for family military leave.

Use of Paid Leave. FML runs concurrently with accrued state and local 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. Teachers have the option of not using paid leave during an FML absence for pregnancy or birth or adoption of a child.

Combined Leave for Spouses. Spouses who are employed by the District are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent Leave. When medically necessary, or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The District does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition 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 a list of essential job functions (e.g., job description) to the employee with 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 desiring to return to work at or near the conclusion of a semester may be required to continue on FML 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 according to the procedures outlined in 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's share of insurance premiums paid during any portion of FML when 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 that require FML or have questions should contact the CISD Leave Office for details on eligibility, requirements, and limitations.

Temporary Disability Leave

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 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 temporary disability leave is approved, it is unpaid and the length of leave is no longer than 180 calendar days per condition. An employee may be eligible for a second temporary disability leave for the same condition if the request is made at least 18 months after the employee's return to work from the prior temporary disability leave for that condition. Employees on an unpaid leave of absence may continue their insurance at their own expense.

If an employee is placed on temporary disability leave involuntarily, he or she has 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 CISD Leave Office 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 approval of the campus principal. 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.

Expiration of Leave

Prior to the expiration of all available approved leave, the District will provide the employee written notice of the date the employee's leave will expire and the date by which the employee must provide written notice to the District that he or she is ready, willing, and able to return to work.

The employee must provide medical clearance that he or she is physically able to perform the essential functions of his or her position, with reasonable accommodations if necessary.

A contract employee who does not document his or her availability and fitness to return to work by the expiration of all approved leave or return to work the next workday after all approved leave has expired shall resign or shall be subject to termination of employment by the District. All other employees who do not document their availability and fitness to return to work by the expiration of all approved leave or return to work by the next workday after all approved leave has expired shall be terminated from his or her position with the District effective with the expiration of the approved leave.

An employee must return to work for at least 30 consecutive workdays in order to be considered as having returned to work.

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 (7) calendar days. Weekly income benefits are paid at 70 percent of the employee's average weekly wage or up to the maximum state average weekly wage.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all selected paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or pre-injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or pre-injury wage.

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 his or her job. An incident involving an assault is a work-related injury and should be immediately reported to a supervisor as explained in the Workers' Compensation Insurance section of this handbook. 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 he or she sustained. At the request of an employee, 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 must use accrued state and local leave benefits for death in the family. Leave in excess of five (5) workdays for each occurrence must be approved by the campus principal or supervisor as necessary.

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 or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. 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 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, regardless of whether or not the matter is related to school business, and will not be required to use paid leave.

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 approving a day of absence will be made unless the accommodation poses an undue hardship to 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, reserve 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 (July 1 through June 30) 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 a time of 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 if they are qualified to perform the essential functions of the job. Employees returning to work following military leave should contact the Human Resources Department. In most cases, the length of federal military service cannot exceed five (5) years.

Service Records. Employees returning from military leave who wish to receive service credit for military service performed during the leave period must provide appropriate military documentation, such as a DD Form 214 or other official military records verifying dates of service, to the Human Resources Department within 60 calendar days of reemployment. Service record updates and any resulting salary/wage adjustments are subject to the provisions in the Transcripts and Service Records section of this handbook.

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 Human Resources Department for details on eligibility, requirements, and limitations.

Mental Health Leave

An employee who experiences a traumatic event in the scope of employment shall be granted a maximum of three days of mental health leave per traumatic event. Examples of traumatic events that may qualify for mental health leave include an employee who, as a direct result of performing the employee's job duties, is involved in the response to, or investigation of, a school related event resulting in the fatality of a student, staff member, or patron; a severe casualty or fatality such as a homicide, suicide, or aggravated assault resulting in life threatening injuries, or a District police officer in performance of the officer's duties discharges the officer's weapon resulting in a fatality or serious bodily injury of a person.

An employee directly involved in a traumatic event may request the use of mental health leave by submitting a completed leave application to the CISD Leave Office within seven (7) calendar days of the traumatic event. Medical certification by a healthcare provider as defined by the Family and Medical Leave Act must be submitted with the request. Forms for leaves of absence may be downloaded and printed from the CISD website under the Human Resources Department section.

Quarantine Leave for Peace Officers

A District peace officer who is ordered by the Montgomery County Public Health Authority or the Superintendent to quarantine due to known exposure to a qualifying communicable disease while on duty is entitled to paid leave for the period specified in the order. Qualifying communicable diseases are those contracted while in the scope of employment with the District and defined as "notifiable conditions" by the Texas Department of State Health Services in Title 25 of the Texas Administrative Code §97.3. An officer requesting leave is required to provide written certification from the Montgomery County Public Health Authority or Superintendent to validate the need for leave. Certification must be provided to the CISD Leave Office.

If the officer is away from home on District business that has been approved in advance by the Chief of Police, then the officer may be eligible for reimbursement for reasonable expenses for food, travel, and lodging while the officer is required by the Montgomery County Public Health Authority or Superintendent to quarantine away from the officer's home. Requests for reimbursement must be made in accordance with the District's Finance Manual.

Leave for Police Officers for Illness or Injury

A full-time district employed licensed police officer who regularly serves in a law enforcement capacity in a district police department is entitled to a paid leave of absence (LOA) for an illness or injury related to the person's line of duty. If necessary, the leave shall continue for at least one year.

If unable to return to work at the end of the paid leave and any extension, a police officer may use accumulated sick, vacation, and other accrued leave before being placed on unpaid temporary leave. At the end of temporary leave, the police officer will be reinstated at the same rank and with the same seniority the person had before going on temporary leave.

School Business Leave

School business leave with full pay may be granted to employees by the Superintendent or designee for short periods of time for the purpose of attending professional meetings or other school-related responsibilities. School business leave is granted only for school-related purposes. Such leaves are limited by the budgetary allotment and in most cases must be planned during the spring prior to budget preparation. There are two categories of school leave:

- Leave where individuals pay all or part of their own expenses;
- Leave where individuals attend meetings at District expense as an official representative of the school system.

Payment for Accumulated Leave Upon Separation

An employee who separates from employment with the District will receive payment for accumulated local leave under the following conditions:

1. The employee's separation from employment is voluntary, i.e., the employee is retiring or resigning and is not being discharged or nonrenewed.
2. The employee submits an employment separation form in advance of the final paycheck being issued, as determined by the District pay schedule.

Professional staff eligible for payment will receive the current standard certified substitute teacher rate for each day of accumulated local leave, to a maximum of $5,000. Paraprofessional and auxiliary staff eligible for payment will receive the substitute paraprofessional rate for each day of accumulated local leave, to a maximum of $5,000. If the employee is reemployed with the District, days for which the employee received payment will not be available to that employee. If an employee dies while employed by the District, the employee's estate shall receive the payment in accordance with this provision.

Payment for Accumulated Leave Upon Retirement

Administrative and professional personnel employed prior to July 1, 1988, who retire under the eligibility provisions of the Teacher Retirement System of Texas (TRS) will receive payment according

to the employee's last daily rate of pay, to a maximum of 60 accumulated days of state sick leave accumulated prior to May 31, 1995, and state personal leave, as evidenced by service records. Payment will be made as compensation and paid at the time of the final contract salary check immediately prior to retirement. The District may require proof of actual retirement. If an administrative or professional employee, who was employed prior to July 1, 1988, dies while employed by the District, his or her estate will be paid any accumulated state sick and personal leave, to a maximum of 60 days as evidenced by service records. This provision applies only to leave earned while employed in the District, and the District will record any state days paid upon retirement on the employee's service record.

Paraprofessional and auxiliary personnel employed prior to July 1, 1988, who retire under the eligibility provisions of the Teacher Retirement System of Texas (TRS) will receive payment according to the employee's last daily rate of pay, to a maximum of 30 accumulated days of local sick leave, state sick leave earned prior to May 31, 1995, and state personal leave, as evidenced by service records. Payment will be made as compensation and paid at the time of the final paycheck immediately prior to retirement. The District may require proof of actual retirement. If a paraprofessional or auxiliary employee, who was employed prior to July 1, 1988, dies while employed by the District, his or her estate will be paid for any accumulated local sick leave, state sick leave, and state personal leave, to a maximum of 30 days as evidenced by service records. This provision shall apply only to leave earned while employed in the District, and the District will record any state days paid upon retirement on the employee's service record.

Off-duty/Vacation Days

Employees who work a 217- or 226-day work schedule are entitled to off-duty days each year. Off-duty days are not paid leave; they are non-workdays. The total number of off-duty days may vary from year to year depending on the school calendar. Off-duty days may be taken at any time during the calendar year, but prior approval is required by the employee's supervisor. Non-exempt employees must use off-duty days by June 30 each year. Exempt employees must use off-duty days by August 31 each year.

Employees who start work after the work schedule has begun for the school year may or may not be eligible for off-duty days. For example, if a 226-day employee is hired after the start of the work schedule, and only 192 possible workdays remain in the current year's work schedule, no off-duty days will be available to the employee for the remainder of the year's work schedule.

Auxiliary employees who work a 260/261-day work schedule are entitled to up to 10 paid vacation days each year. Use of vacation days must be approved in advance by the employee's supervisor. Vacation days do not carry over from one school year to the next. Any unused vacation days will no longer be available for use after the August 15 paycheck.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at Board meetings, in newsletters, and through special events and activities. Service pins are given to employees in five-year increments after five years of employment with the District. To receive credit, the employee must be classified as full-time and work at least 90 days during the school calendar year.

District Communications

Throughout the school year, the Communications Department publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements.

Complaints and Grievances

Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisor, principal, or other appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the Board of Trustees. For ease of reference, the District's policy concerning the process of bringing concerns and complaints is reprinted as follows:

Other Grievance Process. Employee grievances shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with DGBA after the relevant grievance process:

1. Grievances alleging discrimination, including violations of Title IX (gender), Title VII (race, color, religion, sex, gender, sexual orientation, national origin), ADEA (age), Section 504 (disability), or ADEA (age), shall be submitted in accordance with DIA.
2. Grievances alleging certain forms of harassment, including harassment by a supervisor and violations of Title VII, shall be submitted in accordance with DIA.
3. Grievances concerning retaliation relating to discrimination and harassment shall be submitted in accordance with DIA.
4. Grievances concerning instructional materials shall be submitted in accordance with the EF series.
5. Grievances concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with CKE.
6. Hearings concerning the proposed nonrenewal of a term contract issued under Chapter 21 of the Education Code shall be submitted in accordance with DFBB.
7. Hearings concerning the proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Education Code during the contract term shall be submitted in accordance with DFAA, DFBA, or DFCA.

Notice To Employees. The District shall inform employees of this policy through appropriate District publications.

Informal Process. The Board encourages employees to discuss their concerns with their supervisor, principal, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal

resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Direct Communication with Board Members. Employees shall not be prohibited from communicating with a member of the Board regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

Formal Process. An employee may initiate the formal process described below by timely filing a written grievance form. Even after initiating the formal grievance process, employees are encouraged to seek informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal grievance at any time. The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

Freedom from Retaliation. Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or grievance.

Whistleblower Grievances. Whistleblower grievances shall be filed within the time specified by law and may be made to the Superintendent or designee beginning at Level Two. Timelines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 calendar days of the initiation of the grievance. [See DG]

Grievances Against Supervisors. Grievances alleging a violation of law by a supervisor may be made to the Superintendent or designee. Grievance forms alleging a violation of law by the Superintendent may be submitted directly to the Board or designee.

Filing. Grievance forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling Conferences. The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If the employee fails to appear at the scheduled conference, the District may hold the conference and issue a decision in the employee's absence.

Response. At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the employee's email address of record, or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days. "Days" shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative. "Representative" shall mean any person who, or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process. The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

Consolidating Grievances. Grievances arising out of an event or a series of related events shall be addressed in one grievance. Employees shall not file separate or serial grievances arising from any event or series of events that have been or could have been addressed in a previous grievance. When two or more grievances are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the grievances.

Untimely Filings. All time limits shall be strictly followed unless modified by mutual written consent. If a grievance form or appeal notice is not timely filed, the grievance may be dismissed, on written notice to the employee, at any point during the grievance process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the grievance was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred. Each party shall pay its own costs incurred in the course of the grievance.

Grievance and Appeal Forms. Grievances and appeals under this policy shall be submitted in writing on a form provided by the District. Copies of any documents that support the grievance should be attached to the grievance form. If the employee does not have copies of these documents, they may be presented at the Level One conference. A grievance or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

Audio Recording. As provided by law, an employee shall be permitted to make an audio recording of a conference or hearing under this policy at which the substance of the employee's grievance is discussed. The employee shall notify all attendees present that an audio recording is taking place.

Recusal. A District employee or Board member involved in reviewing a grievance must recuse himself or herself from the review process if that employee or Board member is the subject of the grievance. If a Board member files a grievance, he or she shall be prohibited from voting on matters related to that grievance. If the designated administrator at any level of the review process is required to recuse himself or herself, the grievance shall be subject to a higher level of review.

Grievance Record. At each level of the grievance review process, a record shall be created and retained by the District. This record shall include:

1. Documents submitted by the person who filed the grievance or determined relevant by school district personnel; and

2. A written record of the decision, including an explanation of the basis for the decision and an indication of each document that supports the decision.

The person who filed the grievance may supplement the record with additional documents or add additional claims.

Remand. At any time, a grievance may be remanded to a lower level of review to develop a record, including when a grievance is pending before the Board of Trustees.

Decisions Made On The Merits. At each level in the grievance review process, the District shall issue a decision on the merits of the concern raised in the grievance, notwithstanding procedural errors or the type of relief requested.

Level One

Grievance forms must be filed:

1. Within 60 calendar days of the date the employee first knew or had reason to know of the facts giving rise to the grievance, or the later of:
   a. 90 calendar days of the date the employee first knew or had reason to know of the facts giving rise to the grievance if the employee engaged in informal attempts to resolve the grievance, or
   b. 30 calendar days from the date on which the District provided information to the grievant regarding how to file the grievance; and
2. With the principal's or principal's designee's office at the school campus at which the employee works or at which the facts giving rise to the grievance occurred, or, for a grievance that arises from a subject matter unrelated to a campus, with an administrator at the District's central office.

In most circumstances, employees on a school campus shall file Level One grievances with the campus principal; other District employees shall file Level One grievances with their immediate supervisor. If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee or the grievance arises from subject matter unrelated to a specific campus, the grievance may begin at Level Two following the procedure, including deadlines, for filing the grievance form at Level One.

If the grievance is not filed with the appropriate administrator as stated above, the receiving administrator must note the date and time the grievance form was received and immediately forward the grievance form to the appropriate administrator as stated above.

The principal, designee, or other appropriate administrator shall investigate as necessary and schedule a conference with the employee within ten calendar days after the grievance was initially filed. The principal, designee, or other appropriate administrator may set reasonable time limits for the conference.

The principal, designee, or other appropriate administrator shall provide the employee a written response within 20 calendar days following the conference. The written response shall set forth the basis of the decision, any relief or redress to be provided and information regarding filing an appeal, including the timeline for filing such an appeal under this policy and under Texas Education Code § 7.057, as applicable. In reaching a decision, the principal, designee, or other appropriate administrator may consider information provided at the Level One conference and any other relevant documents or information the hearing officer believes will help resolve the grievance.

Level Two

If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request to appeal the Level One decision. The designated Level Two administrator shall be the Superintendent or the Superintendent's designee at the District's central office. The appeal notice must be filed in writing, on a form provided by the District, within 20 calendar days of the date of the written Level One response, or, if no response was received, within 20 days of the Level One response deadline.

After receiving notice of the appeal, the principal, designee, or other appropriate administrator who considered the grievance at Level One shall prepare and forward a record of the Level One grievance to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

1. The original grievance form and any attachments.
2. All other documents submitted by the employee at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Superintendent or designee shall hold a conference within ten calendar days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the employee may provide information concerning any documents or information relied upon by the administration for the Level One decision. The Superintendent or designee may set reasonable time limits for the conference.

The Superintendent or designee shall provide the employee a written response within twenty calendar days following the conference. The written response shall set forth the basis of the decision, any relief or redress to be provided and information regarding filing an appeal, including the timeline for filing such an appeal under this policy and under Texas Education Code §7.057, as applicable. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the grievance.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

Level Three

If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within 20 calendar days of the date of the written Level Two response or, if no response was received, within 20 calendar days of the Level Two response deadline.

The Board may delegate the authority to hear and decide a grievance to a committee of at least three members composed only of members of the Board. For purposes of an appeal to the Commissioner of Education under Texas Education Code § 7.057, a decision by this committee constitutes a decision of the Board.

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the grievance

will be on the agenda for presentation to the Board. The Board or its committee must hold a meeting to discuss the grievance not later than the 60th day after the date on which the previous decision on the grievance was made.

The Superintendent or designee shall provide the Board the record of the Level Two appeal.

The employee may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the administration in reaching the Level Two decision.

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the Board of Trustees intends to rely on evidence not included in the Level Two record, the Superintendent or designee shall provide the employee a description notice of the nature of the evidence or other information the Board intends to rely on at least five days before the hearing.

The employee may request that the hearing or meeting at which the meeting will be discussed be open or closed, unless otherwise required by law. If the employee does not make this request, the Board shall determine whether the grievance will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the employee and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the grievance and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the grievance. The Board shall make and give notice of its decision orally or in writing not later than the 30th day after the date on which the Board or its committee considers the grievance.

Report to TEA. The District shall annually submit to TEA a report on grievances filed in the District during the preceding year. For each grievance included on the report, the District shall include the resolution of the grievance and any corrective action taken.

Availability Of Policy. The following shall be made available in a prominent location on the District's website and included in the Employee Handbook:

- This policy;
- The grievance and appeal forms referenced in this policy;
- The method by which a grievance may be filed electronically.

Appeal To Commissioner. Except as may be provided to the contrary by state or federal law or other District policies, Level Three decisions by the Board may be appealed to the Commissioner of Education.

Employee Conduct and Welfare

Standards of Conduct

Policy 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;
- Know and comply with department and District policies and procedures;
- Express concerns, complaints, or criticism through appropriate channels;
- Observe all safety rules and regulations, and report injuries or unsafe conditions to a supervisor immediately; and
- 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, procedures, 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. *The Educators' Code of Ethics*, adopted by the State Board for Educator Certification, to which all District employees must adhere, is reprinted below:

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

Professional Standards

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

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

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

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

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

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

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

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

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

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

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

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

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

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

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 §26.008.

Standard 1.18 The educator shall not promote, advocate, or encourage in a manner that is reasonably accessible or visible to students, illegal conduct:

1. Described by TEC §22A.201(a); or
2. Directly related to student behavior or school property.

2. Ethical Conduct toward Professional Colleagues

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

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

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

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

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 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 or minor.

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

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

1. Physical proximity or physical contact beyond the professional role or that the student has indicated is unwelcome, unless such contact is professionally required;
2. 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;
3. Transporting the student without permission from the student's legal guardian or in violation of school board policy, unless for an emergency;
4. Taking or possessing a photo or video of the student beyond the professional role or in violation of school board policy; and
5. 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 context and on the totality of the circumstances in assessing whether the communication is inappropriate include, but are not limited to:

1. the nature, purpose, timing, and amount of the communication;
2. the subject matter of the communication;
3. whether the communication was made openly, or the educator attempted to conceal the communication;
4. whether the communication could be reasonably interpreted as soliciting sexual or a romantic relationship;
5. whether the communication was sexually explicit;
6. 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
7. Whether the communication could be reasonably interpreted as threatening the welfare and/or safety of the student.

(19 TAC 247.2)

District Investigations

Policy DH

When the District investigates a complaint of misconduct, including but not limited to complaints of student abuse or any type of sexual harassment, it expects and requires the cooperation of all employees including the complainant, witnesses, and the accused. During an investigation, the District may interview employees privately and take oral and/or written statements from them. When a complaint is filed against a teacher or other employee, the District will provide the notice and opportunity for a written response required by law. Information concerning the complaint or investigation will be disclosed only as permitted or required by law and policy. Any employee who fails to cooperate with such an investigation or to provide complete and truthful information may be subject to disciplinary action up to and including termination from employment.

Fraud and Ethics Violations

In order to improve CISD and to demonstrate a commitment to high ethical standards, the District has selected EthicsPoint, a third-party confidential hotline provider, to provide employees with a simple, risk-free way to anonymously and confidentially report activities that may involve criminal, unethical, or otherwise inappropriate behavior in violation of public law and/or Conroe ISD policies. Employees can file a report online at www.ethicspoint.com, through a link under "Employees" on the CISD website, or by dialing toll-free 1-866-294-9305. If you choose to remain anonymous, the hotline provider will not request identifying information, and their phone and computer systems will not collect identifying information. The District guarantees that reports submitted via the hotline will be handled promptly and discreetly. No retaliatory action will be taken against anyone for reporting or inquiring in good faith, or for seeking guidance on how to deal with potential or suspected wrongdoing.

Discrimination, Harassment, and Retaliation

Policies 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 or retaliated against or harassed are encouraged to report promptly 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 is 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 reprinted below:

Statement of Nondiscrimination. The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

Discrimination. Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

Harassment. Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, sex, gender, national origin, age, disability, or any other basis prohibited by law, when the conduct is so severe, persistent, or pervasive that the conduct:

- Has the purpose or effect of unreasonably interfering with the employee's work performance;
- Creates an intimidating, threatening, hostile, or offensive work environment; or
- Otherwise adversely affects the employee's performance, environment, or employment opportunities.

Examples: *Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other stereotypes; or other types of aggressive conduct such as theft or damage to property.*

Sexual Harassment. Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical, verbal, or nonverbal conduct, or other conduct or communication of a sexual nature when:

- Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
- The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples: *Examples of sexual harassment may include sexual advances, touching intimate body parts, coercing or forcing a sexual act on another, jokes or conversations of a sexual nature, and other sexually motivated conduct, communication, or contact.*

Retaliation. The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

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

Examples: *Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.*

Prohibited Conduct. In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures. An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

Definition of District Officials. For the purposes of this policy, District officials are the Title IX Coordinator, the ADA/Section 504 Coordinator, and the Superintendent.

Title IX Coordinator. Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX Coordinator. The District designates the following people to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

For Employees:

Name: Dr. Jamie Bone
Position: Director of Human Resources
Address: 3205 W Davis, Conroe, TX 77304
Telephone: (936) 709-7752
Email: TitleIX@conroeisd.net

For Students:

Name: Dr. Tamika Taylor
Position: Assistant Superintendent of Counseling, Outreach, & Behavior Support
Address: 3205 W. Davis, Conroe, TX 77304
Telephone: (936) 709-7752
Email: TitleIX@conroeisd.net

ADA/ Section 504 Coordinator. Reports of discrimination based on disability may be directed to the ADA/ Section 504 Coordinator. The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973:

Name: Dr. Kendra Wiggins
Department: Special Education
Address: 3205 W Davis, Conroe, TX 77304
Telephone: (936) 709-7752

Superintendent. The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

Alternative Reporting Procedures. An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/ Section 504 Coordinator, may be directed to the Superintendent. A report

against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting. Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to report promptly may impair the District's ability to investigate and address the prohibited conduct.

Notice of Report. Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

Investigation of the Report. The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form. Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending. If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Concluding the Investigation. Absent extenuating circumstances, the investigation should be completed within 10 District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action. If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct. The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal. A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA (LOCAL), beginning at the appropriate level. The complainant may have a right to file a complaint with appropriate state or federal agencies.

Records Retention. Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]

Access to Policy. This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

Harassment of Students

Policies DF, DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are 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 official. 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/504 coordinator, or Superintendent and take any other steps required by District policy.

All allegations of 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.

Statement of Nondiscrimination. The District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex, gender, national origin, disability, or any other basis prohibited by law. The District prohibits dating violence, as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy.

Discrimination. Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, sex, gender, national origin, disability, or on any other basis prohibited by law, that adversely affects the student.

Prohibited Harassment. Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, sex, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Prohibited harassment includes dating violence as defined by this policy.

Examples: *Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, need for accommodation, threatening or intimidating conduct, offensive jokes, name calling, slurs or rumors, physical aggression or assault, display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes, or other kinds of aggressive conduct such as theft or damage to property.*

Sexual Harassment by an Employee. Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances, requests for sexual favors, sexually motivated physical, verbal, or nonverbal conduct, or other conduct or communication of a sexual nature when:

- A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
- The conduct is so severe, persistent, or pervasive that it:
- Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
- Creates an intimidating, threatening, hostile, or abusive educational environment.

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

Sexual Harassment by Others. Sexual harassment of a student, including harassment committed by another student, unwelcome sexual advances, requests for sexual favors, or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Examples: *Examples of sexual harassment of a student may include sexual advances, touching intimate body parts or coercing physical contact that is sexual in nature, jokes or conversations of a sexual nature, and other sexually motivated conduct, communications, or contact.*

Necessary or permissible physical contact such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

Dating Violence. Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors. For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Retaliation. The District prohibits retaliation against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, is subject to appropriate discipline.

Examples: *Examples of retaliation include threats, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances, such as negative comments that are justified by a student's performance in the classroom.*

Prohibited Conduct. In this policy, the term "prohibited conduct" includes discrimination, harassment, dating violence, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

Reporting Procedures. Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, principal, or other District employee. Alternatively, a student may report prohibited conduct directly to one of the District officials below:

Definition of District Officials. For the purposes of this policy, District officials are the Title IX Coordinator, the Section 504 Coordinator, and the Superintendent.

Title IX Coordinator. Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX Coordinator. The District designates the following employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

For Employees:

Name: Dr. Jamie Bone
Position: Director of Human Resources
Address: 3205 W Davis, Conroe, TX 77304
Telephone: (936) 709-7752
Email: TitleIX@conroeisd.net

For Students:

Name: Dr. Tamika Taylor
Position: Assistant Superintendent of Counseling, Outreach, & Behavior Support
Address: 3205 W. Davis, Conroe, TX 77304
Telephone: (936) 709-7752
Email: TitleIX@conroeisd.net

Section 504 Coordinator. Reports of discrimination based on disability may be directed to the Section 504 Coordinator. The District designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973, as amended:

Name: Dr. Kendra Wiggins
Department: Special Education
Address: 3205 W Davis, Conroe, TX 77304
Telephone: (936) 709-7752

Superintendent. The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

Alternative Reporting Procedures. A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX coordinator or Section 504 coordinator, may be directed to the Superintendent. A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

Timely Reporting. Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

Notice of Report. Any District employee who receives notice that a student has or may have experienced prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

Notice to Parents. The District official or designee shall promptly notify the parents of any student alleged to have experienced prohibited conduct by a District employee or another adult.

Investigation of the Report. The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form. Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending. If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

Concluding the Investigation. Absent extenuating circumstances, the investigation should be completed within 10 District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation. The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action. If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct. The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

Confidentiality. To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal. A student who is dissatisfied with the outcome of the investigation may appeal through FNG (LOCAL), beginning at the appropriate level. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Records Retention. Retention of records shall be in accordance with FB (LOCAL) and CPC (LOCAL).

Access to Policy. Information regarding this policy shall be distributed annually to District employees and included in the Student Handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

Sexual Abuse and Maltreatment of Children

Policy FFG

The District has established a plan for addressing sexual abuse and other maltreatment of children. 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 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 below in *Reporting Suspected Child Abuse*.

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, the Department of Family and Protective Services (DFPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within **24 hours** after the employee first has reasonable cause to believe that the child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety, a municipal police department, a county sheriff's office, or a county constable's office and does 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 the 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 (https://www.txabusehotline.org/Login/Default.aspx or 800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator 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 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.

While an employee who suspects that a student, including a student with disabilities or who is no longer a minor, has been or may be abused or neglected should also report their concerns to the campus principal, it is not required. Notifying a principal or other administrator does not relieve an employee of their obligation to make a report to Child Protective Services. Employees must cooperate with investigators of child abuse and neglect.

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.

Reports to Texas Education Agency

Policies DF, DHB, DHC

The conduct of an employee must be reported to 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 not 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 or school property 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 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 engaged 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 with authority 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.

Alcohol- and Drug-Abuse Prevention

Policy DH

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

Tobacco and Nicotine Use. Employees shall not use tobacco or nicotine products, including electronic cigarettes, vapors, and smokeless tobacco on District premises, in District vehicles, nor in the presence of students at school or school-related activities. [See DH and GKA]

Alcohol and Drugs. Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
- Alcohol or any alcoholic beverage;
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation; or

- Any other intoxicant or mood-changing, mind altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

Exception. An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy. See DI (Exhibit) below.

Drug-Free Workplace Requirements

The District prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, and alcohol in the workplace. 41 U.S.C. 702(a)(1)(A); 28 TAC 169.2 The District shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. 41 U.S.C. 702(a)(1)(B); 28 TAC 169.2 Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. [See policies DH and DHE] 41 U.S.C. 702(a)(1)(A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment. As a further condition of employment, an employee shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. Within 10 days of receiving such notice from the employee or any other source—the District shall notify the granting agency of the conviction. 41 U.S.C. 702(a)(1)(D), (E) Within 30 calendar days of receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703

Mandatory Training

All employees must complete certain trainings that are required by state or federal law or District policy. Completing such training is a requirement of employment.

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 in the actions of its employees. Fraud and financial impropriety shall include but not be limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
3. Misappropriation of funds, securities, supplies, or other District assets, including employee time.
4. Impropriety in the handling of money or reporting of District financial transactions.
5. Profiteering as a result of insider knowledge of District information or activities.
6. Unauthorized disclosure of confidential or proprietary information to outside parties.
7. Unauthorized disclosure of investment activities engaged in or contemplated by the District.
8. 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. [See CB, DBD]
9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.
10. Failure to provide financial records required by federal, state, or local entities.
11. Failure to disclose conflicts of interest as required by law or District policy.
12. Any other dishonest act regarding the finances of the District.
13. 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 the District any situation that creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the District. This includes the following:

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

An employee with a substantial interest in a business entity or interest in real property must disclose the interest to the District prior to the award of a contract or authorization of payment. This is done by filing an affidavit with the Superintendent, Board President, or designee. Employees should contact their supervisor for additional clarification. For more information about conflicts of interest, please see **Appendix A** of this handbook.

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. Gifts with a value of $50.00 or more are presumed to be inappropriate. 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 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. For more information about gifts and favors, please see **Appendix A** of this handbook.

Associations and Political Activities

Policy DGA

The District does not directly or indirectly discourage employees from participating in political matters or require any employee to join any group, club, 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 need to be absent from work to vote during the early voting period or on Election Day must communicate with their immediate supervisor prior to 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 fund raiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety and Security

Policy CK series

The District has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See the Emergencies section for additional information. To prevent or minimize injuries to employees, coworkers, and students, and to protect and conserve District equipment, employees must comply with the following requirements:

- During the school day, doors should be locked at all times, including all building perimeter, interior classroom, and free-standing structures such as field houses and portable building doors;
- Observe all safety rules;
- Keep work areas clean and orderly at all times;
- Immediately report all accidents to their supervisor; and
- Operate only equipment or machines for which they have training and authorization.

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

While driving on District business, employees are required to abide by all state and local traffic laws. Employees driving on District business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees must exercise care and sound judgement in determining whether to use hands-free technology while the vehicle is in motion.

General Safety and Security Procedures

Please see **Appendix B** for the District's General Safety and Security Procedures.

Communicable Disease Mitigation Measures

CISD employees must comply with safety measures established by local, state, or federal authorities.

Safe Operation of District Vehicles

All District vehicles will be operated in the safest manner possible. The following guidelines will apply:

- When driving, employees must be physically and mentally capable of operating any vehicle safely. No employee should operate a District vehicle after having consumed alcoholic beverages or having taken medication that may cause drowsiness;
- Drivers must obey all traffic laws and observe legal speed limits at all times;
- Any traffic citations are the responsibility of the driver and must be reported to the driver's immediate supervisor as soon as possible;
- Employees are responsible for maintaining in good mechanical operating condition any vehicles assigned to them. Necessary repairs may be requested on a department work order;
- Employees must comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices, including cellular telephones;
- Use of cellular telephones while driving is discouraged; and
- Employees will not send or read text messages or emails, dial cell phones, or view any type of electronic device, including GPS type systems and computers, while driving.

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 each principal's office and is available for inspection during normal business hours.

Integrated Pest Management

Policies CLB, DI

The District believes structural and landscape pests, along with pesticides, can pose a risk to people, property, and the environment. It is the directive of the District to incorporate integrated pest management (IPM) procedures for the control of structural and landscape pests and pesticide applications.

Definition of Pests. Pests are populations of living organisms (animals, plants, or microorganisms) that interfere with the use of District buildings and grounds for school purposes. Strategies for managing pest populations will be determined by the pest species and/or whether that pest species or the population of that species poses a threat to people, property, or the environment.

Pest Management. Pests will be managed to:

- Reduce any potential health hazard and to protect against a threat to public safety;
- To enhance the quality of life for students, staff, and others;
- To prevent loss or damage to District property; and
- To prevent the spread of pests to the community.

Integrated Pest Management (IPM) Procedures. IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, chemical, or biological means, or any combination of these. IPM practitioners depend on current, comprehensive information of the pest and its environment and the best pest control method available to present the least possible hazard to people, property, and the environment.

The choice of using a pesticide will be made after a review of all other available options and a determination that these options are not acceptable. Staffing and costs will not be adequate reasons for use of chemical control. Non-chemical methods will be implemented whenever possible to control the pests. IPM principles will be employed to manage pest populations. The full range of alternatives, including no action, will be considered.

When it is determined that a pesticide must be used to meet the management goals, the least hazardous material will be used.

All applications of pesticides will be applied in accordance with the Federal Insecticides, Fungicide, and Rodenticide Act (7 USC 136 et seq.) and District policies and procedures, Environmental Protection Agency regulations in Chapter 40 Code of Federal Regulations, Occupational Safety and Health Administration regulations, and state and local regulations.

All records of pesticide use and treatment will be maintained in accordance with the Texas Department of Agriculture Structural Pest Control Service. All other records required by regulatory agencies will be maintained as required by the appropriate agency. All pest surveillance date information will be maintained to verify the need for treatment.

The District will notify the school, staff, and students of pesticide treatment. The District will provide parents, who wish to be informed in advance of pesticide application, with notification and supply them with information as needed. All notification will be done in accordance with Texas Department of Agriculture Structural Pest Control Service regulations.

Currently in Texas, pesticides are classified in order of least toxic to most toxic: green, yellow, or red. It is the District's position that pesticide purchases will be limited to the amount authorized for use during one year or less (the District will regularly purchase only chemicals that are on the green or yellow list). All chemicals on the red list will be purchased when needed and, in the amount, needed. All pesticides will be stored and disposed of in accordance with EPA registered label directions and state regulations. Pesticides must be stored on an appropriate, secure site not accessible to students or unauthorized personnel.

All pesticide applications must be applied by licensed applicators, educated and trained in the principles and practices of IPM. All applications comply with product labels and District policies and procedures.

All District employees are responsible for complying with the District's IPM policy and must assist in its implementation by following these rules:

- All snack foods must be stored in storage containers. Metal or glass jar containers are best;
- No foods, such as cakes, cookies, or pies should be left out in break rooms or classrooms overnight; and
- Do not apply any insecticides on school grounds including, but not limited to: roach and ant sprays, wasp sprays, or roach bait stations, etc.
- Live animals or reptiles shall only be handled or removed by Maintenance Department Integrated Pest Management staff to minimize risk to staff and students
- Pest control devices such as bait stations, glue traps, cages, animal traps, or monitoring devices shall not be removed, moved, or tampered with in any way by anyone except Maintenance Department Integrated Pest Management staff.

Pest Control Treatment. Notices of planned pest control treatment are posted in a District building 48 hours before the treatment begins. Notices are generally posted on main entrances and in administrative offices, workrooms, and cafeterias. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notices will be notified by telephone, written, or electronic means. Employees are prohibited from applying any pesticide without appropriate training and prior approval of the IPM coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the District's IPM program. Pest control information sheets are available from the IPM coordinator in the CISD Maintenance Department.

Bat or Animal Removal Procedure. Bats and other small animals are a part of our natural surrounding and are very beneficial; however, there is the possibility they could be infected with the rabies virus. When a bat/animal is discovered in a school building or on school grounds, specific steps should be taken immediately to ensure the safety of students and staff.

Note: Only trained persons should handle bats/animals.

- Once a bat/animal has been discovered, remove students from the immediate area to ensure there is no possibility of contact.
- Assume the animal is alive and secure the area so the bat/animal cannot enter other parts of the campus.
- People should be kept away from the area and someone must monitor it to ensure no physical contact is made. From a safe distance of several feet, the administrator or assigned staff member should monitor any movement of the bat/animal, so that it can be successfully located by the maintenance staff. If the bat/animal is found on the ground, a box or trashcan may be placed over the bat/animal. (Only attempt this if it can be accomplished without physical contact.)

Bat or Animal Contact – The following shall be conducted should staff or student come in contact with a bat or animal.

- **Notify a campus administrator** who will immediately contact Maintenance (936)709-8751 and campus nurse during normal business hours.
- **Notify CISD Police** (936)709-8911 during afterhours along with Health Services at (936)206-8219
- After ensuring the safety of staff and students, Campus Principal shall contact the appropriate assistant superintendent and inform him/her of the bat/animal incident.
- **Campus nurse should also notify the Director of Health Services** at (936)709-7757.

Bloodborne Pathogens/Exposure Control Plan

In accordance with Health and Safety Code, Chapter 81, Subchapter H, and analogous to OSHA Bloodborne Pathogens Standards, the following exposure control plan exists:

Exposure Determination. The Texas Department of Health and Safety Bloodborne Pathogens Exposure Control Plan (TDHS Plan or Plan) requires employers to perform an exposure determination for employees who have occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment. This exposure determination is required to list all job classifications in which employees have occupational exposure, regardless of frequency. The following job classifications apply:

- Campus nurses and clinic aides
- LVNs
- Life Skills teachers and Life Skills teacher aides
- Custodians
- ECSE teachers and ECSE teacher aides
- Plumbers
- BASS Program Liaisons and BASS aides
- Culinary Arts teachers
- Speech, physical, and occupational therapists
- CPI team
- Child Care teachers and Child Care teacher aides
- Conroe ISD Police Department
- School bus drivers
- Special Ed bus monitors
- All athletic trainers, lifeguards, and high school and junior high coaches.

The job descriptions for the above employees encompass the potential occupational exposure risks to bloodborne pathogens.

Implementation Schedule and Methodology. The TDHS Plan outlines a schedule and method of implementation for the various elements of the Plan.

Compliance Methods. Universal precautions are observed to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials are considered infectious regardless of the perceived status of the source individual. Engineering and work practice controls are used to eliminate or minimize exposure to employees. Where occupational exposure remains after institution of these controls, personal protective equipment is used.

Supervisors and workers examine and maintain engineering and work practice controls within the work center on a regular schedule.

Hand washing facilities are also available to employees who incur exposure to blood or other potentially infectious materials. The department's plan requires that these facilities be readily accessible after incurring exposure. If hand washing facilities are not feasible, the employer is required to provide either an antiseptic cleanser in conjunction with clean cloth/paper towels, antiseptic towelettes, or waterless disinfectant. If these alternatives are used, then the hands are to be washed with soap and water as soon as feasible. After removal of personal protective gloves, employees wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. If employees incur exposure to their skin or mucous membranes, then those areas are washed with soap and water or flushed with water as appropriate as soon as feasible following contact.

Needles. Contaminated needles and other contaminated sharps are not bent, recapped, removed, sheared, or purposely broken. The Plan allows an exception to this if no alternative is feasible, and the action is required by a specific medical procedure. If such action is required, then the recapping or removal of the needle must be done by the use of a device or a one-handed technique.

Contaminated Sharps Discarding and Containment. Contaminated sharps are discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leak-proof on sides and bottom, and biohazard labeled or color-coded.

During use, containers for contaminated sharps are easily accessible to personnel, located as close as is feasible to the immediate area where sharps are being used or can be reasonably anticipated to be found (e.g., laundries), maintained upright throughout use, are not allowed to overfill, and replaced routinely.

Work Area Restrictions. In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter/bench tops where blood or other potentially infectious materials are present. All procedures are conducted in a manner to minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.

Contaminated Equipment. Equipment which may become contaminated with blood or other potentially infectious materials is examined prior to servicing or shipping and decontaminated as necessary, unless the decontamination of the equipment is not feasible. Employers place a biohazard label on all portions of contaminated equipment that remain to inform employees, service representatives, and/or the manufacturer, as appropriate.

Personal Protective Equipment. All personal protective equipment used is provided without cost to employees. Personal protective equipment is chosen based on the anticipated exposure to blood or other potentially infectious materials. All garments which are penetrated by blood are removed immediately or as soon as feasible and placed in the appropriate container. Gloves are worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes.

Latex sensitive employees are provided with suitable alternative personal protective equipment. Disposable gloves are not to be washed or decontaminated for reuse and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

Housekeeping. Employees shall ensure that the worksite is maintained in a clean and sanitary condition. The employer shall determine and implement an appropriate written schedule for cleaning and method of decontamination based upon the location within the facility, the type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the area. All contaminated work surfaces are decontaminated after completion of procedures immediately or as soon as feasible after any spill of blood or other potentially infectious materials and at the end of the work shift. Protective coverings (e.g., plastic wrap, aluminum foil, etc.) used to cover equipment and environmental surfaces are removed and replaced as soon as feasible when they become

contaminated or at the end of the work shift. All bins, pails, cans, and similar receptacles are inspected and decontaminated on a regularly scheduled basis. Any broken glassware which may be contaminated is not picked up directly with the hands.

Regulated Waste Disposal. All contaminated sharps are discarded as soon as feasible in sharps containers located as close to the point of use as feasible in each work area. Regulated waste other than sharps is placed in appropriate containers that are closable, leak resistant, labeled with a biohazard label or color coded, and closed prior to removal. If outside contamination of the regulated waste container occurs, it is placed in a second container that is also closable, leak proof, labeled with a biohazard label or color-coded, and closed prior to removal. All regulated waste is properly disposed of in accordance with federal, state, county, and local requirements.

Laundry Procedures. Although soiled linen may be contaminated with pathogenic microorganisms, the risk of disease transmission is negligible if it is handled, transported, and laundered in a manner that avoids transfer of microorganisms to patients, personnel, and environments. Rather than rigid rules and regulations, hygienic and common-sense storage and processing of clean and soiled linen is recommended. The methods for handling, transporting, and laundering of soiled linen are determined by the agencies' written policy and any applicable regulations.

Hepatitis B. The TDHS Plan requires the District to perform an exposure determination for employees who have occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment. The District must identify all job classifications in which employees have occupational exposure, regardless of frequency, and offer the Hepatitis B vaccine, at no cost to the employee, under the supervision of a licensed healthcare professional. The District has determined that the following job classifications apply:

- Campus nurses and clinic aides
- LVNs
- Life Skills teachers and Life Skills teacher aides
- Custodians
- ECSE teachers and ECSE teacher aides
- Plumbers
- BASS Program Liaisons and BASS aides
- Culinary Arts teachers
- Speech, physical, and occupational therapists
- CPI team
- Child Care teachers and Child Care teacher aides
- Conroe ISD Police Department
- School bus drivers
- Special Ed bus monitors
- All athletic trainers, lifeguards, and high school and junior high coaches.

Please see your supervisor for more information.

Post Exposure Evaluation and Follow Up. When the employee incurs an exposure incident, the employee reports to the Director of Health Services. All employees who incur an exposure incident are offered a confidential medical evaluation and follow up as follows:

- Documentation of the route(s) of exposure and the circumstances related to the incident;
- Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law. After obtaining consent, unless law allows testing without consent, the blood of the source individual should be tested for HIV/HBV infectivity, unless the employer can establish that testing of the source is infeasible or prohibited by state or local law;
- The results of testing of the source individual are made available to the exposed employee with the employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual;
- The employee is offered the option of having his/her blood collected for testing of the employee's HIV/HBV serological status. The blood sample is preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. If the employee decides prior to that time that testing will be conducted, then testing is done as soon as feasible;
- The employee is offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service; and
- The employee is given appropriate counseling concerning infection status, results and interpretations of tests, and precautions to take during the period after the exposure incident. The employee is informed about what potential illnesses can develop and to seek early medical evaluation and subsequent treatment. The department head is designated to assure that the policy outlined here is effectively carried out and maintains records related to this policy.

Interaction with Healthcare Professionals. A written opinion is obtained from the healthcare professional who evaluates employees of this facility or organization after an exposure incident. In order for the healthcare professional to adequately evaluate the employee, the healthcare professional is provided with:

- A copy of the CISD exposure control plan;
- A description of the exposed employee's duties as they relate to the exposure incident;
- Documentation of the route(s) of exposure and circumstances under which the exposure occurred;
- Results of the source individual's blood tests (if available); and
- Medical records relevant to the appropriate treatment of the employee.
- Written opinions are obtained from the healthcare professional in the following instances:
- When the employee is sent to obtain the Hepatitis B vaccine; or
- Whenever the employee is sent to a healthcare professional following an exposure incident.

Healthcare professionals are instructed to limit their written opinions to:

- Whether the Hepatitis B vaccine is indicated;
- Whether the employee has received the vaccine;
- Whether the employee has been informed of the results of the evaluation;
- Whether the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment (all other findings or diagnoses shall remain confidential and shall not be included in the written report); and,
- Whether the healthcare professional's written opinion is provided to the employee within 15 days of completion of the evaluation.

Use of Biohazard Labels. Training for all employees is conducted prior to initial assignment to tasks where occupational exposure may occur. All employees also receive annual refresher training. This training is to be conducted within one year of the employee's previous training. Training for employees is conducted by a person knowledgeable in the subject matter and includes an explanation of the following:

- Chapter 96. Bloodborne Pathogen Control;
- OSHA Bloodborne Pathogen Final Rule;
- Epidemiology and symptomatology of bloodborne diseases;
- Modes of transmission of bloodborne pathogens;
- CISD's exposure control plan (i.e., points of the plan, lines of responsibility, how the plan will be implemented, where to access plan, etc.);
- Procedures which might cause exposure to blood or other potentially infectious materials at this facility;
- Control methods which are used at the facility to control exposure to blood or other potentially infectious materials;
- Personal protective equipment available at this facility (types, use, location, etc.);
- Hepatitis B vaccine program at the facility;
- Procedures to follow in an emergency involving blood or other potentially infectious materials;
- Procedures to follow if an exposure incident occurs, to include
- U.S. Public Health Service Post Exposure Prophylaxis Guidelines;
- Post exposure evaluation and follow up; and
- An opportunity to ask questions with the individual conducting the training.

Pre-Employment Drug Testing

Policies DHE (L), DF

Employees whose position requires the transportation of students are required to pass a pre-employment alcohol and controlled substances test, as well as be subject to random drug testing during the school year. This testing provision applies to bus drivers, police officers, and all other employees who are required to operate a District vehicle and hold a commercial driver's license. Employees who test positive in a random alcohol or controlled substances test are subject to appropriate discipline from suspension without pay during the period of removal from safety sensitive functions, up to and including termination of employment.

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, CKA

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 school property. Additionally, employees shall not smoke or use tobacco, including electronic cigarettes, vapors, and smokeless tobacco, at school-related or school-sanctioned activities on or off school property, in District vehicles, nor in the presence of students at school or school-related activities. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of District-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

"E-cigarettes" means an electronic cigarette or any other device that stimulates 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 pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisor approval.

Employee Arrests and Convictions

Policy DH, DHB, DHC

An employee must notify the employee's principal or department head in writing within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication.

Employees who have engaged in conduct that is defined as a felony offense in Title 5, Penal Code or that is considered a crime of moral turpitude, regardless of the level of the offense, that results in an arrest, indictment, conviction, no contest plea, or other adjudication are subject to disciplinary action, including termination from employment. 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 the Texas Education Agency (TEA).

The superintendent is required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegation of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to Policies DHB(LEGAL) and DHC (LEGAL) for timelines and conduct that will result in reporting.

Criminal History Background Checks

Policy DBAA

All employees are 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. The District obtains criminal history record information on persons it intends to employ. Employees are required to disclose a prior record when requested to do so at the time of employment. Failure to do so could result in termination of employment. A review committee assesses the records of employees found to have criminal records that may bar them from continued employment in the District.

Identification Badges

Employees are issued an identification badge at no cost to the employee. Each employee must wear the ID badge at all times while on District property when conducting District business. The

badge must be clearly visible, except in cases where the type of work does not permit the display. Replacement badges are printed at a nominal cost to the employee.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, location-restricted 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 CISD Police Department 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 him or her to the building office or contact the administrator in charge.

Copyrighted Materials

Policy CY

Employees are expected to comply with the provisions of federal copyright law and policy relating to the use, reproduction, distribution, performance, or display of copyrighted materials (i.e., 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.

Employment Policies: Dissemination of Required Information

The District is required to disseminate employment information to all employees. If you would like a hard copy of this information, please contact your supervisor. You may also find these policies in their entirety on the CISD website under the CISD Policy link.

For All Employees:

- Discrimination, harassment, and retaliation (DH, FNC, DIA [LOCAL], FFH [LOCAL], FO, FB [LOCAL])
- Bullying (FFI [LOCAL], FFH [LOCAL])
- Child abuse and neglect (DH [LOCAL], FFG [LEGAL], GRA [LEGAL] and [LOCAL], BQ [LEGAL])
- Drug Free Workplace (DH [LOCAL]) Conroe ISD Employee Handbook

For Teachers and Administrators:

- Student Discipline (FO, FOA, FOB, FOC, FOCA, FOD, FODA, FOE, FOF, FN, FNA, FNAA, FNAB, FNG, FNC, FNCA, FNCB, FNCC, FNCD, FNCE, FNCF, FNCG, FNCI, FND, FNE, FNF, 37.001, 37.002, 37.003, 37.004, 37.005, 37.006, 37.007, 37.008, 37.009, 37.010, 37.011, 37.0011, 37.0012, 37.012, 37.013, 37.0013, 37.014, 37.015, 37.016, 37.017, 37.018, 37.019, 37.020, 37.0021, 37.021, 37.0022, 37.022, 37.0023, 37.023)
- Elementary and Secondary Student Handbooks
  Student Code of Conduct

For Term Contract Employees:

- Employment Policies (DAA, DBAA, DBD, DC, DCA, DCB, DCD, DCE, DEA, DEAA, DEC, DECA, DECB, DFAC, DF, DFAA, DFAB, DFBA, DFBB, DFB, DFD, DFE, DFF, DFFA, DFFB, DG, DGBA, DH, DHB, DHC, DHE, DI DIA, DK, DN, DNA, DNB)

Multiple-Occupancy Private Spaces

Policy CL

District multiple-occupancy private spaces, including multiple-occupancy restrooms, locker rooms, changing rooms, and shower rooms, are designated for and may be used only by persons of the sex designated for the space, as required by law. Statutory exceptions apply, including entry for custodial, maintenance, inspection, emergency, law-enforcement, or assistance purposes; accompanying a child nine years of age or younger or a person who requires assistance; and use of a single-occupancy or family space. Employees must follow posted designations and current District procedures. Concerns must be reported promptly to an administrator or supervisor for handling under District procedures.

Library Materials

Policy EFB

All library materials, including materials kept in classroom libraries, must meet District standards before being made available for student use or display. These standards apply to materials in school libraries, classroom libraries, online catalogs, library applications, and any other library catalog or platform students may access. Library materials may not include pornographic material, including but not limited to material that is harmful to minors; material that portrays sexual or excretory organs or activities in a patently offensive way; profane content or grossly offensive language; sexually explicit material; material that is pervasively vulgar or educationally unsuitable; or material rated as sexually explicit by the vendor. Library materials may not contain indecent or profane content or direct students to internet websites containing pornographic material, including through links or QR codes. Employees may not possess, acquire, or purchase prohibited library materials for use in school or classroom libraries. All library materials must be appropriate for the age, maturity level, and educational needs of students and must align with District standards for library collections. Employees who are unsure whether a classroom library material is permitted should consult their campus administration before providing student access.

Diversity, Equity, and Inclusion Duties

Policy DF

District employees are prohibited from intentionally or knowingly engaging in or assigning to another person diversity, equity, and inclusion duties. "Diversity, equity, and inclusion duties" include, but are not limited to:

- Influencing hiring or employment practices based on race, sex, color, or ethnicity, except as necessary to comply with antidiscrimination laws;
- Promoting differential treatment of, or providing special benefits to, individuals based on race, color, or ethnicity;
- Developing or implementing policies, procedures, trainings, activities, or programs that reference race, color, ethnicity, gender identity, or sexual orientation, except as necessary to comply with law or for student recruitment efforts by historically

Black colleges and universities in collaboration with school districts or open-enrollment charter schools; and
- Compelling, requiring, inducing, or soliciting any person to provide a diversity, equity, and inclusion statement, or giving professional consideration based on the provision of such a statement.

A violation of this prohibition may result in appropriate disciplinary action, including termination.

Assistance with Social Transitioning

Policy DF

District employees are prohibited from assisting a student enrolled in the District with social transitioning, including by providing information about social transitioning or guidelines intended to assist a person with social transitioning.
"Social transitioning" means a person's transition from the person's biological sex at birth to the opposite biological sex through the adoption of a different name, different pronouns, or other expressions of gender that deny, or encourage denial of the person's biological sex at birth. Suspected violations may be reported by parents to the Board of Trustees. If a violation is determined to have occurred, the Board will report the violation to the Commissioner of Education. A parent may seek relief through the District's grievance procedures.

Parental Consent for Student Health Care Services

Policy DF

A District employee may be subject to disciplinary action if the employee allows a student to receive health care services, medication, or a medical procedure without required parental consent. This prohibition does not apply to routine care provided by an individual authorized by the District to provide physical or mental health-related services. Nothing in this section requires an employee to obtain written parental consent before verbally asking a student about the student's general well-being.

Instructional Prohibitions

Policy EMB

District employees and others who interact with students may not promote personal political, ideological, or sectarian beliefs; present controversial public policy or social issues in a biased manner; pressure students to adopt particular viewpoints; or award grades or credit for political activism, lobbying, or social or public policy advocacy. Employees may not teach or promote instruction asserting that one race or sex is superior to another; that individuals are inherently racist, sexist, or oppressive based on race or sex; that moral character or responsibility is determined by race or sex; that individuals bear guilt for historical actions of others; that meritocracy or hard work are racist or sexist; that slavery represents the true founding of the United States; or that American values or institutions are inherently racist. Instruction aligned with The 1619 Project, Critical Race Theory, or systemic discrimination ideologies is prohibited.

Employees may not provide instruction or guidance regarding gender identity, gender fluidity, or sexual orientation, assist students with social transitioning, use or require pronouns inconsistent with a person's biological sex, or use District resources to promote such concepts. Human sexuality instruction may not be provided without advance written parental consent and must align with District standards. Employees may not use, assign, display, possess, purchase, or promote pornographic, sexually explicit, indecent, profane, or pervasively vulgar material, direct students to such content, or teach divisive social and emotional learning concepts that conflict with District policy. Violations may result in disciplinary action, up to and including termination.

Electronic Media, Communications Systems, and Technology Resources

Acceptable Use Guidelines

The District makes a variety of communications and information technologies available to students and employees. These technologies, when properly used, promote educational excellence in the District by facilitating resource sharing, innovation, and communication. Illegal, unethical, or inappropriate use of these technologies can have dramatic consequences, harming the District, its students, and its employees. These Acceptable Use Guidelines are intended to minimize the likelihood of such harm by educating Conroe ISD students and employees and setting standards which serve to protect students and staff. Any attempt to violate the provisions of these guidelines may result in revocation of the user's access to the network/internet, regardless of the success or failure of the attempt. In addition, disciplinary action consistent with the District's employment policies and/or appropriate legal action, which may include restitution, may be taken. District administrators will make the final determination as to what constitutes inappropriate use. The System Administrator or other administrator may deny, revoke, or suspend network/internet resource access as necessary, pending the outcome of an investigation. The expectations of the District are that all network and technology resource users will comply with all policies, procedures, and guidelines outlined below:

Overview

The District expects that teachers blend thoughtful use of the internet and technology resources throughout the curriculum, and the District also provides guidance and instruction to students in its use at all times that students utilize the internet. The District also expects its staff to exercise good judgment while using the District's technology resources, including the internet and associated email, as tools in the day-to-day administration of their employment with the Conroe ISD and in the classroom environment. 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 of the resources is permitted with the exception of District provided cell phones, which are for business use only, if the use:
- Imposes no tangible cost to the District;
- Does not unduly burden the District's technology resources; and
- Has no adverse effect on job performance or 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.

Internet Filter

CISD uses a web filter to manage access to various inappropriate locations. However, even with a filter, there may still be sites accessible via the internet that contain material that is illegal, defamatory, inaccurate, or controversial. Although the District will attempt to limit access to objectionable material by using software, controlling all materials on the internet is impossible. Employees

are expected to monitor student Internet use and to report inappropriate Internet sites not filtered to administration.

Email

Email is a District service provided by public funds. Email is for instructional and administrative use. Sending jokes, chain letters, unsolicited junk mail, and the like is considered an inappropriate use of District equipment. Email transmissions and other use of the electronic communications system by employees is not considered confidential, and all communications are archived as records in accordance with the District's records retention schedule. Email may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include activity logging, virus scanning, and content scanning. District email signatures should not contain quotations or any non-school related information. Each summer, the Technology Department will reset all email signatures to name, title, campus/department, phone number, and email address.

Records retention guidelines apply to email correspondence and must be followed. Email is viewed as a public document and can become part of a legal process. Care should be given to the tone of email. Also, grammar and spelling should be checked before an email is sent. Be mindful of the unique forwarding properties associated with email.

Electronic Storage

The District has provided technology users with access to network storage locations for files (U: drive). The storage area provides a place where school-related items can be stored from year to year.

To maintain the integrity of the District's technology resources, shared network space, District storage space, and to enforce the *Acceptable Use Guidelines*, storage space is monitored by District staff. Inappropriate files such as games, music, inappropriate images, movies, videos, and files that consume storage space will be deleted. External electronic storage devices are subject to monitoring if used or purchased with District resources or attached to District devices.

Network Behavior

Network/internet users are responsible for their actions in accessing available resources. The following standards apply to all users of the network/internet:

- The user in whose name a system account is issued is responsible at all times for its proper use. Users may not use another person's account;
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy;
- Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. If using copyrighted material in Canvas, users must ensure they have digital rights. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations. All Canvas courses must limit access to only authorized users. Public Canvas courses are not allowed. The Technology Department will change all Public courses back to Institution based on a weekly basis; and
- Computers are joined to either a student or employee domain for management and inventory. Computers should not be removed from these domains.

Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that violate the law or District policy, that are specifically named as violations below, that violate the rules of network etiquette, or that hamper the integrity or security of the District's network or any networks connected to the District's network.

Inappropriate Language

Using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in emails distributed through District email is prohibited. Sending messages that could create danger, cause disruption, or contain personal attacks, including prejudicial or discriminatory attacks, are prohibited.

Commercial Use

Use for commercial, income-generating or "for-profit" activities, product advertisement, political lobbying or advertising is prohibited. Use of the District's resources for promoting activities or events for individuals or organizations not directly affiliated with or sanctioned by the District is prohibited.

Vandalism/Mischief

- Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the network/internet, or any networks that are connected to the network/internet. This includes, but is not limited to, the creation or propagation of computer viruses, spyware, and malware. Any interference with the work of other users, with or without malicious intent, is construed as mischief and is strictly prohibited;
- Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission, is prohibited;
- Forgery of email messages is prohibited. Reading, deleting, copying, or modifying the email of other users without their permission is prohibited, unless permitted by District policy or authorized by the Superintendent or his designee;
- Deliberate attempts to exceed, evade, or change resource quotas are prohibited. The deliberate causing of network congestion through mass consumption of system resources is prohibited; and
- Unauthorized disclosure, use, and dissemination of personal information regarding students and employees are prohibited.

Security

If a user identifies or has knowledge of a security problem on the network/internet, such as filtering software not working, the user should immediately notify the campus/department administrator or the System Administrator. The security problem should not be shared with others. Attempting to bypass security and filtering software is prohibited.

Attempts to log on to the network/internet impersonating a system administrator or CISD employee may result in revocation of the user's access to the Network/Internet.

Transmitting/Storing/Accessing Confidential Information

Teachers, staff, and students may not redistribute or forward confidential information (i.e. educational records, directory information, personnel records, etc.) without proper authorization. Confidential information should never be accessed, transmitted, redistributed, or forwarded to outside individuals who are not

expressly authorized to receive the information. Revealing such personal information as home addresses or phone numbers of users or others is prohibited. In order to reduce the loss of confidential information due to theft or misplacement, student/staff confidential information should not be stored on portable devices such as memory sticks, laptops, or on hard drives or home machines. This information should be stored on the U: drive. Extreme caution should be used if data is stored on cloud storage (Google docs, drop box, Office 365, etc.). This storage is not provided by the District and is subject to the Terms of Use of the particular site.

If, in the event of a remote work environment, an employee must create or update documents with confidential student or personnel information on their personal computing device, the employee must delete the data from their storage and clear the recycle bin on the device as soon as the document can be uploaded to a District device.

Modification of Computer

Modifying or changing computer settings and/or internal or external configurations without appropriate permission is prohibited.

Campus, District, or Organizational Websites

Web pages hosted on the CISD website or embedded on other websites and hyperlinks from these pages must be accessible in accordance with Policy CQA. They cannot contain information that is in violation of (or promotes the violation of) any District policy or regulation, nor any local, state, or federal regulation or law.

Web pages that contain time-sensitive information, such as calendars, school events, staff information, etc., must be updated on a scheduled basis. Web pages must be checked periodically to make sure that links are current and operable.

External Links

Extreme caution should be used when adding a link to an external web page. In all cases where an external link (link to a site external to CISD domain) is used, special precautions should be made to ensure the accessibility, appropriateness, and the trustworthiness of the site. It is the responsibility of the person who authorized the links to check them frequently and to verify the site.

Cell Phones and Smart Phones

All cell phones and other smart phone devices issued to employees by the District are intended to be used for District business only. District cell phones may not be used to call directory assistance unless it is an emergency situation. District cell phones may not be taken out of the United States unless permission is granted by the Superintendent or his designee. All data generated, received, or stored on District owned equipment, including text messages, is the property of the District and generally is considered public information that is subject to public inspection and must be retained in accordance with the District's record retention schedule.

Employees may not use personal electronic communication devices (tablets, cellular phones, etc.) that interfere with his/her performance of job responsibilities. Teachers may use cellular phones in the instructional process. Teachers may also use cellular phones for business calls, including parent contacts, only during planning periods and other off-duty times during the instructional day. Text messages relating to an employee's job duties/District business are records of the District, subject to the Texas Public Information Act, and the Family Educational Rights and Privacy Act. Personal calls may not be made or received during class periods.

Please note that pursuant to state law, if an employee maintains public information created or received while acting in his or her official capacity as a District employee on a privately owned device, the employee must preserve the public information in its original form and maintain the information in accordance with the District's records retention schedule.

Electronic Recording

Employees shall not electronically record by audio, video, or other means, any conversations or meetings with other employees unless every person present has been notified and consents to being electronically recorded. Consent must also be obtained from anyone arriving late to the meeting. Employees shall not electronically record telephone conversations with other employees unless all employees participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board Policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel.

Electronic Media & Communications

(See also Board Policies CQ, DH)

The following terms used in this section are defined as follows:

- ***Electronic communications*** means any communication facilitated by the use of an electronic device, including a telephone, cell phone, computer, computer network, personal data assistant, or pager. The term includes e-mail, text messages, instant messages, social media, social networking website, live streaming, 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, Instagram, X, LinkedIn). Electronic communications also include all forms of telecommunication such as landlines, cell phones, and web-based applications.
- ***Professional electronic communication*** is any form of electronic communication, as defined above, that is established by an employee using his/her District email address, credentials, or contact information, and/or that is used to communicate with, instruct, or provide information to parents and/or students, and to conduct District business.
- ***Personal electronic communication*** is any form of electronic communication, as defined above, that is established by an employee with his/her personal email for personal, non-work-related communication.

Electronic Communications Between Employees, Students, and Parents

(See also Board Policy DH)

The District realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students, and parents engaging, collaborating, learning, and sharing in these digital environments is part of 21st century learning.

A certified or licensed employee, an employee whose position requires a certification or license, 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 number or email address.

No employee may post a picture of a student with a privacy flag to any professional, campus or District electronic communication account.

Only audio/video recordings of students that comply with WCAG 2.0 Level AA requirements can be posted to professional electronic communication accounts. Additionally, if the audio/video recording was not made for instructional purposes or a purpose related to a co-curricular or extracurricular activity, the employee must obtain written parent permission from each student participating in the recording before making the recording and/or posting it. Live streaming is prohibited without written permission from each student's parent and administrative approval.

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

- Personal electronic communication accounts may not be associated with professional electronic communication accounts. Employees are prohibited from knowingly communicating with students through personal electronic communication accounts; Employees must create separate professional electronic media accounts for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional electronic communication account.
- Employees shall limit electronic communications with students to matters within the scope of their 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 the extracurricular activity).
- All electronic communication by staff with parents and students must be professional and of the appropriate nature, purpose, timing, and amount.
- Employees do not have a right to privacy with respect to communications with students and parents.
- Employees shall not post any information to any electronic communication account that is open to the public that could compromise student safety.
- All parents and students participating in a course or activity for which an employee's professional electronic media account is established must have an opportunity to join and have equal access to communications made through the account.
- Employees continue to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics 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 laws (see Policy CY);
    - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student (see Policy DH).
- Upon written request from a parent or student, the employee shall discontinue electronic communication with a student.
- Upon request from administration, an employee will provide the phone number(s), electronic media, or other information regarding the method(s) of electronic communication the employee uses to communicate with one or more currently enrolled students.
- All staff are encouraged to use school email accounts for electronic communications with students and parents. If any other form of electronic communication is used with students and parents, the employee is responsible for maintaining records of the communication in accordance with the District's records retention schedule.
- An employee shall notify his or her supervisor or principal in writing within one business day if a student engages in an improper electronic communication with the employee. The employee must describe the specific form and content of the electronic communication and provide copies of the electronic communication to his or her supervisor or principal.

Transmitting, Storing and Accessing Confidential Information

Campus created lists of staff or students should never contain social security numbers or complete dates of birth. Addresses and telephone numbers should only be used with written permission from the employee. Any employee who encounters such a list should immediately delete the list from storage (U: Drive, S: Drive, desktop computer, laptop, etc.) and clear the recycle bin to prevent any unauthorized release of this highly confidential information.

Personal Use of Electronic Communications

Policies CQ, CY, DHA

Employees in a public school system are responsible for modeling and teaching high standards of decency and civic values. District employees must model the character they are expected to teach, both on and off the worksite. This applies to material which is posted on personal electronic communication accounts, such as TikTok, X, Instagram, Snapchat, or Facebook. As role models for the District's students, employees are responsible for their public conduct, even when they are not acting as District employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee wishes to use an electronic communication site or similar communications for personal purposes, the employee is responsible for the content of the employee's account, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content. Employees who use electronic communication accounts for their private use should not share those sites with students.

If an employee posts messages or pictures which diminish the employee's professionalism or discredits the employee's capacity to maintain the respect of students and parents, the employee's ability to effectively perform his or her job will be impaired. This type of material includes, but is not limited to, text or pictures involving hate speech, nudity, obscenity, vulgarity, conduct illegal for a minor, or sexually explicit content. If an employee's use of electronic communication interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

Employees who use electronic communication for personal purposes shall observe the following:

- Employees may not set up or update personal electronic communication accounts using the District's computers, network, or equipment.
- Employees shall limit use of personal electronic communication devices for sending or receiving calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct District business.
- Employees 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.
- Employees are prohibited from knowingly communicating with students through a personal electronic communication account. Rather, employees must create separate professional electronic communication accounts using their District email address if they intend to utilize electronic communication with students.
- Employees may not post student names, photographs, or videos in which students appear on personal electronic communication accounts.
- Employees may not share or post, in any format, information, videos, or pictures obtained while on duty or on District business on any personal electronic communication account unless an 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 laws and policies.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Educators' Code of Ethics, 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 DHA (LEGAL)]
    - Confidentiality of District records, including educator evaluations and private e-mail addresses; [See Policy GBA]
    - Copyright law [See Policy CY] and
    - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DHA (LEGAL)]

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 take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directives; and
- Remote access to District-owned devices and services.

General Procedures

Emergency School Closing

Policy EB

The District may close schools because of severe weather, epidemics, or other emergency conditions. 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, as well as the District's Facebook and X accounts, and notify the following television and radio stations:

Television:	2 (NBC)	11 (CBS)	13 (ABC)
	26 (FOX)	51 (KNWS)	39 (CW)
Radio:	KTRH (740 AM)	KJOJ (880 AM)	KSBJ (89.3 FM)
	KKHH (95.7 FM)	KILT (100.3 FM)	KVST (99.7 FM)

www.conroeisd.net

Emergencies

Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills are conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with automated external defibrillators and bleeding control stations. Fire extinguishers are located throughout all District buildings. Employees should know the location of these devices and procedures for their use.

Conroe ISD Police Department
2900 N. Loop 336 East • Conroe, TX 77301
936-709-8900 – **General Business Calls**
936-709-8911 – **Request for Immediate Police Response**
911 - **Emergency**

Purchasing Procedures

Policy CH

All requests for purchases must be submitted to the Finance Department using the District's MIS requisition system with the appropriate approval. 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 Finance Department for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resources Department if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from the Human Resources Department or online at the District's website. Alternatively, employees may electronically update their home address, contact telephone number, and emergency contact through Employee Portal. Names cannot be changed without a corrected Social Security card.

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 e-mail address 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, including personal cell phone number,
- Emergency contact information, and
- Information that reveals whether they have family members.

The choice not to allow public access to this information or change an existing choice may be made at any time by submitting a written request to the Human Resources Department. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another legal exception for release of information applies. An employee is responsible for notifying the District if he or she is subject to any exception for disclosure of personal or confidential information.

Facility Use

Policies DGA, GKD

Employees who wish to use District facilities after school hours must follow established procedures. The campus principal is responsible for scheduling the use of facilities after school hours. Contact the campus principal to request use of school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations

Policy DFE, DHB

Contract Employees. Contract employees may resign their position 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 electronically through the Employee Portal. Supervisors who have not been designated by the board to accept resignations shall instruct the employee to submit the resignation to the superintendent, or other person designated by board action. 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 (SBEC).

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

- Certain misconduct, abuse, 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 TEA.

Noncontract Employees. Noncontract employees may resign their position at any time. A written notice of resignation should be submitted electronically through the Employee Portal at least two weeks prior to the effective date. Employees are encouraged to include the reason for leaving on the e-separation form 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:

- Alleged incident of misconduct of abuse or otherwise committed an unlawful act with a student or 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.

Information on the continuation of benefits, release of information, and procedures for requesting references will be provided in the acknowledgement letter the employee receives when his/her electronic separation form is accepted.

Employee electronic accounts will be disabled immediately after the last day worked and will be deleted completely 15 days after the last day worked.

Dismissal or Nonrenewal of Contract Employees

Policy DF Series, DHB, DPA, DPB

Employees on probationary contracts can be terminated both during the school year and at the end of the school year according to the procedures outlined in District policies. Employees on term contracts can be non-renewed at the end of the contract term, and terminated during the contract term. The Board is required to give the employee notice of its decision to terminate the employee's contract. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force will receive notice as required by law. The timelines and procedures to be followed when a suspension, termination, or nonrenewal occurs will be provided when written notice is given to an 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 in Conroe ISD's TEE Policy Connect manual at policyconnect.org/org/conroe-isd.

Dismissal of Noncontract Employees

Policies DCD, DHC, DPA, DPB

Noncontract 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, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Noncontract employees who are dismissed have the right to grieve the termination. Dismissed employees 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 or received deferred adjudication for a felony offense or convicted of or placed on deferred adjudication community supervision for the following:

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

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

To the extent possible, exit interviews should be scheduled for all employees leaving the District. All District keys, computers, laptops, cell phones, access cards, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Depending on the circumstances of an employee's separation from employment, the employee may be designated as ineligible for rehire.

Student Issues

Equal Educational Opportunities

Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Conroe ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, gender 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.

Questions or concerns about discrimination against students based on sex, including sexual harassment, should be directed to the District Title IX Coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to the District ADA/Section 504 Coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent.

Student Records

Policy FL

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

- **Parents:** Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights;
- **The student:** The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time; and
- **School officials with legitimate educational interests.** To have a legitimate educational interest, an employee must be working with the student, considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities, compiling statistical data, reviewing an education record to fulfill the official's professional responsibility; or investigating or evaluating programs.

The Student Handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to 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 adopted orderly processes for handling complaints on different issues. Any campus office or the District's Legal Department can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teacher 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 provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students

Policy FFAC, FFAF

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the administration of medication for respiratory distress, medication for anaphylaxis (e.g., EpiPen®), opioid antagonists, and medication for diabetes management, if the medication is administered in accordance with District policy and procedures. Any other medication a student must take during the school day must be brought to school by the parent or guardian in its original, properly labeled container, along with a written consent from the parent or guardian. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Health-Related Services

Parents/guardians are annually provided a written consent for health-related services offered in the school setting for which they may opt out and withhold consent. Parent/guardian consent for routine services is presumed unless a parent/guardian chooses to opt-out of a particular routine health service offered by the school district. The services listed include first aid and injury evaluation beyond general caretaking, monitoring of chronic health conditions, and state required vision, hearing, and scoliosis screenings. School health-related services are most often provided by the school nurse; however, other school staff may also provide first-aid and other health-related services. School staff who encounter a student requesting health-related services should consult with the school nurse for status of consent before providing health-related services. Any information regarding a student's health condition or any health concerns should be communicated to the campus nurse.

Dietary Supplements

Policies DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

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 have an altering effect on 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; and
- 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

Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the District. Please refer to the Student Code of Conduct, located on the District website, for specific guidelines regarding appropriate disciplinary measures. Employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance

Policy FEB

Teachers and staff should be familiar with the District's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. 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 §37.0832. 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 and can be found on the District's homepage.

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.

Appendix A
Conflicts of Interest

Real or perceived conflicts of interest undermine the public's trust of government and can damage the reputation of a governmental entity, like a school district. The Conroe Independent School District takes seriously its fiduciary, legal, and ethical responsibilities, to its students, parents, employees, and tax payers. In Conroe ISD all employees are expected to respect and obey the law, demonstrate personal integrity, and exemplify honesty. Avoiding real or perceived conflicts of interest or disclosing them when they exist assures that employees comply with the law and meet the District's expectations for integrity and honesty. The purpose of this document is to help you understand the District's expectations as well as state and federal laws relating to conflicts of interest.

What constitutes a conflict of interest will depend on the circumstances and definitions found in both state and federal law. But generally, a conflict of interest is when a person is in a position to derive personal benefit from actions or decisions made in their official capacity. Conflicts of interest have the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and the public's interest.

Under state and federal law and District policy, CISD employees are prohibited from engaging in certain acts that are considered conflicts of interest. Employees are also required to notify the District of certain business and family relationships that could be real or perceived conflicts of interest.

While some circumstances could require an employee to disclose to his or her immediate supervisor, in writing, a real or potential conflict of interest, other situations may require that a sworn statement be filed with the District's business office for posting on the District's website. These rules could apply to employees as well as to members of their families.

Certain employees must disclose in writing when they receive income, gifts, and/or have family relationships with District vendors or potential vendors. If federal funds are used to pay a District vendor, certain employees and their families are prohibited from accepting any income, gifts or other benefits from that vendor or potential vendor and are also prohibited from participating in the selection of the vendor.

Written disclosures must be made as soon as an employee becomes aware of a potential conflict of interest. Generally, employees have seven business days from the time the employee first becomes aware of the conflict of interest to submit the required written disclosure. Failing to disclose a conflict of interest could result in criminal charges being brought against an employee, as well as disciplinary consequences or termination from employment.

All District employees, regardless of their position, are required to make written disclosure under the following circumstances:

- All employees ***must disclose in writing*** to their supervisor any personal financial interest, any business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of the employee's assigned duties and responsibilities or with the best interests of the District. An example of a required disclosure would be if a teacher's husband works at a t-shirt company from which the teacher's campus frequently buys t-shirts. The teacher should disclose her husband's employment in writing to her principal and should not participate in the selection of which t-shirt company the campus uses.
- All employees ***must disclose in writing*** to their supervisors any outside employment that in any way creates a potential conflict of interest with the proper discharge of the employee's assigned duties and responsibilities or with the best interests of the District. A coach who is a part owner of a personal training business that students at the coach's school frequent should notify his supervisor in writing that he is part owner of the business and should never recommend his business to any student or student's family.

Gifts or benefits given to District employees because of their position in the District are generally prohibited. Consider the following questions when determining if you can accept a gift or benefit: Who is the gift/ benefit from? What is the gift/ benefit? Why is the gift/benefit being offered to me? Generally, if the gift is from a vendor, a potential vendor, or a subordinate, has more than a nominal value, and is only offered because of the employee's position in the District, it should not be accepted.

The following rules apply to gifts and benefits offered to District employees:

- Employees are prohibited from accepting gifts, favors, services or any other benefit from any District vendors, contractors or subcontractors. Gifts do not include items of nominal value such as pens, pads of paper, and the like. However, accepting items like gift cards, clothing, jewelry, electronic devices, tickets to sporting or other events, trips, or rounds of golf from a vendor are prohibited. This prohibition is particularly important when the employee is participating in the selection of a vendor or a product paid for with federal funds. Vendors can give gifts to recognized tax exempt charitable organizations affiliated with the District such as PTOs, PTAs, Booster organizations, or the District's Education Foundation.[1] An example of an improper gift/benefit would be if a local car dealer, who is a vendor of the District, gave, loaned, leased or sold at below market value, a vehicle to the head football coach. If the vendor/car dealer is typically paid with federal funds, this could also violate federal law. Even if the car dealer was not a District vendor, the head football coach could not accept this gift because it violates District policy. The gift/benefit could also have UIL implications.
- Employees are prohibited from accepting or soliciting any gift, favor, service or other benefit with a value of $50 or more from an employee they supervise, a student or parents of a student, if the gift, favor, service or benefit could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities, impair his or her professional judgment, or give the appearance of special advantage. An example of this would be a parent offering a teacher the use of the family's beach house at no cost or below market value. The teacher could not accept this gift. However, a teacher can accept a gift from the class or team that is worth more than $50 dollars so long as the value does not exceed $50 per student, such as when a class collects monetary donations from the students to buy the teacher or coach a gift. Coaches and sponsors of UIL sports and activities must also comply with UIL rules, which may be more strict than District rules.
- All employees of the District are considered "public servants" and are subject to Title VIII of the Texas Penal Code. Employees can never take items or benefits as consideration for an official act nor can an employee accept honorariums for services the employee would not have been asked to provide but for his/her position with the District. An example of this would be if a vendor promised a District employee a job for the employee's spouse or child if the employee helped the vendor get selected to perform work for the District. Another example would be if an employee in his or her capacity as an employee of the District is asked to give a speech

or presentation. The employee cannot be paid to give the speech or presentation, but the District can accept reimbursement for the costs related to the employee's travel. Even if the employee takes a personal day to give the speech or presentation, if the employee was asked to give the speech or presentation because of his/her position with the District, the employee cannot accept an honorarium.

- Employees are prohibited from recommending, endorsing, or requiring students to purchase any product, material, or service in which the employee has a financial interest. An example of this would be a coach recommending that his players purchase a certain brand of shoe and the shoe vendor giving the coach a monetary or other benefit for making the recommendation.
- Employees are prohibited from using their position with the District to attempt to sell products or services. An example of this would be an employee putting fliers in campus mailboxes for their lawn mowing service or using their access to employee or student contact information for the purpose of selling their product or service or the product or service of a friend, family member, or business associate.
- Employees are prohibited from tutoring their current students for pay.
- District employees who are members of booster or other school related groups cannot solicit donations from District vendors on behalf of a school organization. An example of this would be an employee who is also the parent of a student in CISD is asked to solicit donations from businesses on behalf of the booster club. Because the employee could not solicit from any vendor of the District or potential vendor of the District, the employee must decline to do this for the booster club.
- Employees can accept a meal provided by a vendor if the value of each employee's meal is less than $50, work on behalf of the District is occurring, and the vendor is present. A District vendor providing training to employees on how to use their product, purchasing lunch for the employees attending the training, would not be a conflict of interest.
- Employees who exercise discretion or participate in the selections of and/or awards, purchases, payments, or the administration of any transactions by or with the District cannot solicit, accept, or agree to accept any benefit/gift from a person the employee knows is interested in becoming a District vendor or is a District vendor or the agent of a District vendor. This prohibition applies to the employee's family members as well. An example of this would be an employee serving on a committee to make a recommendation regarding which architectural firm should design a new school. The employee's daughter is offered a job with the architectural firm. The employee's daughter should not accept the job, the employee must disclose in writing to his/her supervisor that his daughter has been offered a job by the firm, and the employee should excuse him or herself from serving on the selection committee.
- If it is not possible to return an unsolicited benefit/gift from a vendor or potential vendor, an employee must disclose the gift in writing to the employee's supervisor and can donate the benefit/gift to a recognized tax-exempt charitable organization affiliated with the District such as the PTO or a booster club. An example of this would be if a campus principal received a gift basket worth more than $50 from a local hospital. Rather than returning the gift basket, the principal can donate the basket to the PTO silent auction.
- Employees involved with the selection of instructional materials commit a criminal offense if they receive a gift, favor, or service that is given to them or their school to influence their selection recommendation and that could not lawfully be purchased with instructional materials funds. This does not include staff development, in-service or teacher training, or ancillary materials that contribute to the learning process such as maps, worksheets, and the like. An example of this would be if any member of the District's instructional materials selection committee received a gift from one of the instructional materials vendors such as jacket, gift card, or electronic equipment. This is prohibited. A vendor can only give the committee members teaching materials.
- Employees who help select, recommend, or contract with a vendor must complete and file with the District's Business Office, Texas Ethics Commission Form CIS, if any of the following situations exist:
  - If the employee or member of his/her family has an employment or business relationship with a vendor and the employee or his/her "family member"[2] receives taxable income from the vendor, other than investment income, that exceeds $2,500 during the preceding 12-month period; or
  - If a vendor has given to an employee or an employee's "family member" one or more gifts with an aggregate value of more than $100 in the preceding 12-month period; or
  - If an employee has a "family relationship"[3] with a vendor or the vendor's employees or agents regardless of any monetary amount. (Note that the vendor must also complete and submit Texas Ethics Commission Form CIQ.)

An example demonstrating this requirement would be an Assistant Superintendent's brother getting a job with ABC Construction Company. ABC Construction Company submits a bid to build a new school. The Assistant Superintendent must submit form CIS to the District's Business Office and not participate in the selection of the construction company to build the new school. ABC Construction Company must submit form CIQ to the District's Business Office. Both forms must be posted on the District's website.

Sometimes it can be hard to know if a conflict of interest exists. If you are unsure, talk to your supervisor. He or she should be able to help you determine if a disclosure is required or if any prohibition exists. You may also review CISD Board Policies CAA *Fiscal Management Goals and Objectives–Financial Ethics*, CB *State and Federal Revenue Sources*, CBB *State and Federal Revenue Sources–Federal*, and DBA *Employment Requirements and Restrictions–Credentials and Records* for more information.

Maintaining trust is vital to succeeding in providing a quality education to the children of the Conroe Independent School District. The District appreciates the role you play and is confident that all of its employees will do the right thing and avoid conflicts of interest or report them when the law requires.

[1] *The booster club could pay for a school employee to play on a team in a booster event such as a golf tournament, even if the team is purchased by a District vendor, so long as the booster club, not the vendor, makes the decision to give the spot on the team to a school employee. Likewise, a vendor could buy a table for a CISD Education Foundation event and give extra tickets back to the Foundation to disperse as they deem appropriate. An employee accepting a ticket to a Foundation event from the Foundation or a spot on a team from a parent organization would not be considered in violation of the District's conflict of interest policies.*

[2] *"Family member" is defined as a person related by blood or marriage in the first degree, which generally includes parents, children, spouse, spouse's parents, or spouse's children.*

[3] *"Family relationship" has a broad definition to include parents, children, spouse, spouse's children, spouse's parents, siblings, grandparents, grandchildren, aunts, uncles, nieces, nephews, great grandparents, great grandchildren, and first cousins.*

Appendix B
CISD Safety and Security Procedures

Accent Lighting and Home Appliances

- Personal appliances such as coffee makers, microwaves, refrigerators, and space heaters are not permitted in classrooms. Any of these items should be approved by the campus principal and be kept in common areas (teachers' lounge, break rooms, common work rooms, departmental offices, etc.). These items should be left free of debris and have at least a 6-inch area of clearance. Emphasis should be placed on using commercial rated and/or UL listed appliances. These appliances must be plugged directly into the wall outlet.
- Halogen lamps are not permitted.
- Seasonal and temporary lighting is not permitted.
- Candles, candle warmers, and coffee warmers are not permitted.
- Aerosol air fresheners, plugins, air fresheners that produce heat are not permitted.

Flammables, Paints, and Chemicals Management Procedures

- No outside cleaners, paints, varnishes, polishes, or pest control chemicals should be brought into the school environment except by trained individuals.
    - MSDS information must be provided to campus administration for supplies/items purchased with campus or departments funds.
- Be familiar with the online Safety Data Sheets for chemicals: MSDS Online
- Flammables and corrosives must be properly stored in approved flammables (yellow with red letters) and corrosives cabinets (blue with white or red letters). Cabinets are to be kept closed when not in use.
    - Nothing may be stored on top of these cabinets.
    - Chemical storage information can be found in Section 7 of the specific chemical's Safety Data Sheet.
- Science lab chemicals should be handled, stored, and disposed of according to Flinn Safety Guidelines.
- Paint and other chemical wastes must be stored and disposed of according to TECQ and EPA guidelines.
    - Chemical disposal information can be found in Section 13 of the specific chemical's Safety Data Sheet.

Sharp Instruments/Tools Procedures

- All paper cutters should have finger guards, blade lock, and have functional spring-loading device.
- Classrooms that use sharp tools must have a control procedure for accounting for inventory of these instruments (i.e. box cutters in art, sharp knives in family consumer science, tools in shop areas).
    - CTE has provided guidelines for inventory of sharps that incudes check-in and check-out procedures.
    - The document is available on the Canvas Safety Page.
- Students that use power tools, welders, etc. must be properly trained, provided appropriate PPE (e.g., eye protection, hearing protection, hand/body protection) and demonstrate a mastery of PPE use and other safety rules.

Electrical Safety

- Surge Protectors and extension cords must be grounded and should be utilized properly and not be overloaded. Extension cords may not be used as a replacement for wiring.
- Power strips are not to be used.
- Extension cords are for temporary use only and should not be used for permanent wiring.
- Cords cannot be run through doors, windows, ceiling tiles, or other openings.
    - Use floor cord covers when needed.
- Homemade extension cords and aftermarket plugs may not be used.
- Any electrical devices used outdoors must be protected by GFCI circuit.
- Electrical appliances used within 72" of a water source or wet location must be GFCI protected (e.g. fish tanks, coffee makers, ovens).
- All electrical panel boxes must have a three-foot clearance from any materials.
- Non-grounded household extension cords are not allowed.
- All electrical equipment shall be turned off when not in use.

AV Safety

- AV equipment must be operated properly.
- LCD Projectors must be clear and free of debris that may hinder ventilation.
- Electrical cords must be protected from damage and from becoming tripping hazards.

Classroom Liquid Hand Sanitizer Safety

The effectiveness and benefits of hand sanitizers have been well documented in preventing the spread of germs However, the main ingredient of these products is alcohol, which is extremely flammable. Because of the potential hazard of the ingredients, please take precautions in utilizing these products. School staff should be aware of the fire hazard with the hand sanitizers containing alcohol. The following recommendations for use of hand sanitizers in school should be used:

- The quantity of the solution in classrooms should not exceed 500 ml (cc) (about 16 ounces). Most products can be obtained in 8 or 12 oz. containers and would be within the recommended amount.
- If wall dispensers are used, the placement should be kept away from any source of ignition. This would include electrical outlets and light switches. The placement of portable containers should also be reviewed for safety. In addition, these dispensers should never be placed near food products.
- Hand sanitizers dispensed in the classroom should be supervised at all times. The amount used/dispensed to students should be small to minimize fire hazard. All hand sanitizers should be stored in a secure and safe area.

Animal Safety

- The easiest way to avoid issues such as disease, bites, scratches, or harm to students, staff members, or the animals is to not have animals on campus.
- Animals that are part of a class project such as FFA should be handled and protected in accordance with the club/classroom standards.

- Animals in a science classroom for curriculum purposes should be kept under the guidelines outlined by National Science Teacher Association and the Texas Science Safety Standards.
- The principal should be notified prior to an animal being brought on campus. The principal should ensure the animal is safe to be brought on to the campus and that it is kept in appropriate conditions and has had the appropriate vaccinations, etc.
- Students should not be permitted to handle animals unless it is part of the course curriculum and parents have given permission.

Doors

- During the school day, doors should be locked at all times, including all building perimeter, interior classroom, and free-standing structures such as field houses and portable building doors;
- Building entrance approaches should be monitored by front office staff via camera view computer monitors.
- All exits from the building and classrooms (including exit windows) must be kept clear for egress.

After Hours Building Entry Protocol

- Call CISD Police Dispatch (936-709-8911) when you arrive at the building and before you disarm the alarm.
- Enter the building and disarm the alarm on the closest keypad to your entry point.
- When you leave the building, re-arm the alarm and exit immediately.
- Call CISD Police Dispatch to notify them that you have exited and secured the building.

Fire Safety

- All door exits from rooms must be free of obstructions and free of combustible, non-fireproofed material.
- Nothing should be stored within 24” of the ceiling.
- Fire hazards cannot be created, stored, or maintained in the school; (e.g. wood huts, paper forests, live cut Christmas trees, hay bales.)
- Hallways and classrooms must maintain an 80% paper free environment to maintain the fire-resistant integrity of the area.
- Do not hang any items from the ceiling or ceiling tiles.
- Do not hang flammable materials that hang down over an exit such as a classroom door.
- Storage rooms should be kept neat, orderly, and free of large combustible load. Maintain at least 30” aisle space throughout storage area.
- Know the location of the nearest fire extinguisher and how to use it.
- ***Do not silence the fire alarm*** system until it is certain that no fire threat exists. In the event of an actual fire, only a fire official is permitted to silence an alarm.
- Do not enter the building if an active fire alarm or water flow bell is audible.

General Safety and Security

- All glass in classroom doors must be free of any visual obstruction.
- Maintain exit paths from classrooms the same width as the exit door opening.
- Ensure a current evacuation plan posted near the exit door clearly showing primary and secondary routes of evacuation.
- To reach high areas, DO NOT stand on anything (e.g., chairs, desks, countertops) other than appropriate step stools or ladders. Obtain a stool or ladder from the custodians.
- Do not lift or carry heavy objects by yourself. Get assistance from someone to avoid injuries.
- Desk drawers, cabinet doors and file drawers should not be left open while unattended. Pull only one drawer at a time. Heavier items should be stored in the lower file drawers to prevent the file cabinet from tipping over.
- Chairs, wastebaskets, electrical cords, rugs and other articles should not be left where they will become a tripping hazard.
- All cabinets and shelves should be stable and secured to walls to prevent tipping.
- Keep personal belongings (e.g., purses, wallets, keys) secure on your person or within a locked cabinet or drawer.
- If you are responsible for safety of children on playgrounds, maintain visual contact with all children, ensure that play structures are not overloaded, and are only used as intended.
- Read and become familiar with the CISD Multihazard Emergency Operations Procedure Manual.
- Take your class roster with you if you evacuate your room.
- Report any suspicious person or unsafe condition(s) to the Principal or your Supervisor.

LEVEL ONE GRIEVANCE

DGBA: EMPLOYEE GRIEVANCE
FNG: PARENT/STUDENT GRIEVANCE
GF: MEMBERS OF THE PUBLIC

CONROE INDEPENDENT SCHOOL DISTRICT

To file a formal grievance, please complete this form completely and submit it by hand delivery, fax to 936-709-9787, email to complaints@conroeisd.net or U.S. mail to Conroe ISD, Legal Department, 3205 West Davis, Conroe, TX, 77304, within the designated timelines specified in Policies DGBA (Local), FNG (Local), or GF (Local). The District promotes informal resolution of grievances and encourages employees, students and parents, and members of the public to discuss their concerns with the appropriate teacher, principal, supervisor, or other administrator who has the authority to address the grievance or concern.

Grievant's Name: _____

If applicable: Student's Name: _____ School/Campus: _____

If applicable: Campus or Department: _____ Position: _____

Email Address: _____ Telephone: _____

Mailing Address: _____

Name of person against whom this grievance is being made: _____

What is the date of the decision or incident causing your grievance? _____

If you will be represented in presenting your grievance, please identify your representative below. The District will contact the identified representative to schedule the hearing.

Representative's Name: _____ Telephone: _____

Address: _____

Email address: _____

Please attach to this form all documents you believe support your grievance. Grievance forms that are incomplete in any material way may be dismissed but may be re-filed with the required information if the grievance form is filed within the designated timelines set forth in Board Policy DGBA, FNG, GF.

Grievant's Signature: _____

Date Grievance Submitted: _____

1 of 2

LEVEL ONE GRIEVANCE

Please describe the facts underlying your grievance, including the date it occurred and the specific decision or circumstances that led to the grievance. If possible, include a citation to the statute, policy, or District practice allegedly violated. Please attach all supporting documentation.

Please state any informal attempts to resolve the grievance, if applicable. Include the date(s) the informal resolution attempt was undertaken.

Please state your requested remedy. You may add additional pages.

FOR DISTRICT USE ONLY:

Received By: _____

Date: _____

LEVEL TWO GRIEVANCE *(APPEAL OF LEVEL ONE)*

DGBA: EMPLOYEE GRIEVANCE
FNG: PARENT/STUDENT GRIEVANCE
GF: MEMBERS OF THE PUBLIC

CONROE INDEPENDENT SCHOOL DISTRICT

This appeal form is to be used by a grievant who is not satisfied with the decision received at Level One. To appeal a Level One decision, or the lack of a timely response after a Level One conference, to a Level Two grievance, please complete this form completely and submit it by hand delivery, fax to 936-709-9787, email to complaints@conroeisd.net or U.S. mail to Conroe ISD, Legal Department, 3205 West Davis, Conroe, TX, 77304, within the time established in the applicable Board Policy – DGBA (Local) for employees; FNG (Local) for students/parents; or GF (Local) for members of the public.

Grievant's Name: _____

If applicable: Student's Name: _____ School/Campus: _____

If applicable: Campus or Department: _____ Position: _____

Email Address: _____ Telephone: _____

Mailing Address: _____

Date of Level One Conference: _____ Level One Administrator: _____

Date you received your Level One Response: _____

If you will be represented in presenting your grievance, please identify your representative below. The District will contact the identified representative to schedule the hearing.

Representative's Name: _____ Telephone: _____

Address: _____

Email address: _____

The District shall prepare the Level One grievance record, including, as applicable, the original grievance form and supporting documentation, the District's Level One response, and all materials considered by the Level One administrator in reaching the decision.

Grievant's Signature: _____

Date Level Two Grievance Submitted: _____

LEVEL TWO GRIEVANCE *(APPEAL OF LEVEL ONE)*

Please state your disagreement with the decision received at Level One.

Please state your requested remedy. You may add additional pages.

FOR DISTRICT USE ONLY:

Received By: _____

Date: _____

LEVEL THREE GRIEVANCE *(APPEAL OF LEVEL TWO)*

DGBA: EMPLOYEE GRIEVANCE
FNG: PARENT/STUDENT GRIEVANCE
GF: MEMBERS OF THE PUBLIC

CONROE INDEPENDENT SCHOOL DISTRICT

This appeal form is to be used by a grievant who is not satisfied with the decision received at Level Two. To appeal a Level Two decision, or the lack of a timely response after a Level Two conference, to a Level Three hearing, please complete this form completely and submit it by hand delivery, fax to 936-709-9787, email to complaints@conroeisd.net or U.S. mail to Conroe ISD, Legal Department, 3205 West Davis, Conroe, TX, 77304, within the time established in the applicable Board Policy – DGBA (Local) for employees; FNG (Local) for students/parents; or GF (Local) for members of the public. Level Three hearings are held in front of the Board of Trustees or a committee of at least three members composed only of members of the Board.

Grievant's Name: _____

If applicable: Student's Name: _____ School/Campus: _____

If applicable: Campus or Department: _____ Position: _____

Email Address: _____ Telephone: _____

Mailing Address: _____

Date of Level One Conference: _____ Level One Administrator: _____

Date you received your Level One Response: _____

Date of Level Two Conference: _____ Level Two Administrator: _____

Date you received your Level Two Response: _____

Request for Level Three Hearing to be open or closed *(not required)*: _____

If you will be represented in presenting your grievance, please identify your representative below. The District will contact the identified representative to schedule the hearing.

Representative's Name: _____ Telephone: _____

Address: _____

Email address: _____

The District will prepare the Level Two record, including a copy of the Level One record, the notice of appeal from Level One to Level Two, the written response issued at Level Two and any attachments, a summary of all prior oral testimony, and any other documents relied upon by the administration in reaching the Level Two decision, as applicable.

Grievant's Signature: _____

Date Level Three Grievance Submitted: _____

1 of 2

LEVEL THREE GRIEVANCE *(APPEAL OF LEVEL TWO)*

Please state your disagreement with the decision received at Level Two.

Please state your requested remedy. You may add additional pages.

FOR DISTRICT USE ONLY:

Schedule Hearing Before: _____

(a date no later than the 60th day after the date on which the previous decision on the grievance was made)