Crane Independent School District

2026-2027 Employee Handbook

If you have difficulty accessing the information in this document because of a disability, please email: lmarinelarena@craneisd.com.

Texans for Excellence in Education

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Crane Independent School District General Information

This employee handbook is designed to provide information on District policies, procedures, benefits, and programs. It does not cover all district policies and procedures; specific policies and education codes are included as references only. The Board policy manual, available on the district's website, contains further details on these and other District policies. If you have suggestions for improving this handbook, please direct them to the District Superintendent. This handbook is not a contract and does not replace the official district policy manual. It does not intend to change the at-will status of non-contract employees. Instead, it serves as a guide and brief explanation of district policies and procedures related to employment. Note that policies and procedures may change during the school year, and such changes will override any conflicting provisions in this handbook.

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, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the District Superintendent.

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 non contract 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. District policies can be accessed Online at www.craneisd.com .

Board of Trustees

Education Code 11.051(a)
A district is governed by a board of trustees who, as a corporate body, shall oversee the management of the district and ensure that the superintendent implements and monitors plans, procedures, programs, and systems to achieve appropriate, clearly defined, and desired results in the major areas of district operations.

The board's regular meetings are generally held on the third Monday of each month at 6:00 p.m. However, the Board President may change the date, time, or location of a regular meeting with proper notice when necessary and for the convenience of the trustees.

Current Board Members:

1. Place 1 - Hunter Seabourn
2. Place 2 - JJ Torres
3. Place 3 - Cynthia Beardslee-Garrett
4. Place 4 - Azuzena Morales
5. Place 5 - Ray Zuniga
6. Place At Large - Tyler Esparza
7. Place At Large - Anna Valenzuela-Gonzales

2026 – 2027 Board Meeting Dates:

Crane ISD Board Meeting Schedule

2026-2027

Regular Meetings
7.14.26
8.11.26
9.9.26
10.12.26
11.9.26
12.7.26
1.18.27
2.18.27
3.17.27
4.14.27
5.12.27
6.9.27

All meetings begin at 6:00 p.m. unless otherwise noted.

June 8, 2026

Mission, Vision, and Goals

Education Code 4.001, .002
Board Policy AE

The mission of the Texas public education system is to ensure that all Texas children have access to a quality education that enables them to achieve their full potential and fully participate now and in the future in the social, economic, and educational opportunities in our state and nation. That mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of Texas and for the preservation of the liberties and rights of Texas citizens. It is further grounded on the conviction that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child.

The objectives of public education are:

Objective 1: Parents will be full partners with educators in their children's education.
Objective 2: Students will be encouraged and challenged to meet their full educational potential.
Objective 3: Through enhanced dropout prevention efforts, all students will remain in school until they obtain a diploma.
Objective 4: All students will receive a well-balanced and appropriate curriculum. This curriculum will prepare students to succeed in a variety of postsecondary activities, including employment and enrollment in institutions of higher education.
Objective 5: Educators shall cultivate in students an informed American patriotism and lead students in closely studying the founding documents of the United States and Texas.
The purpose of this objective is to:

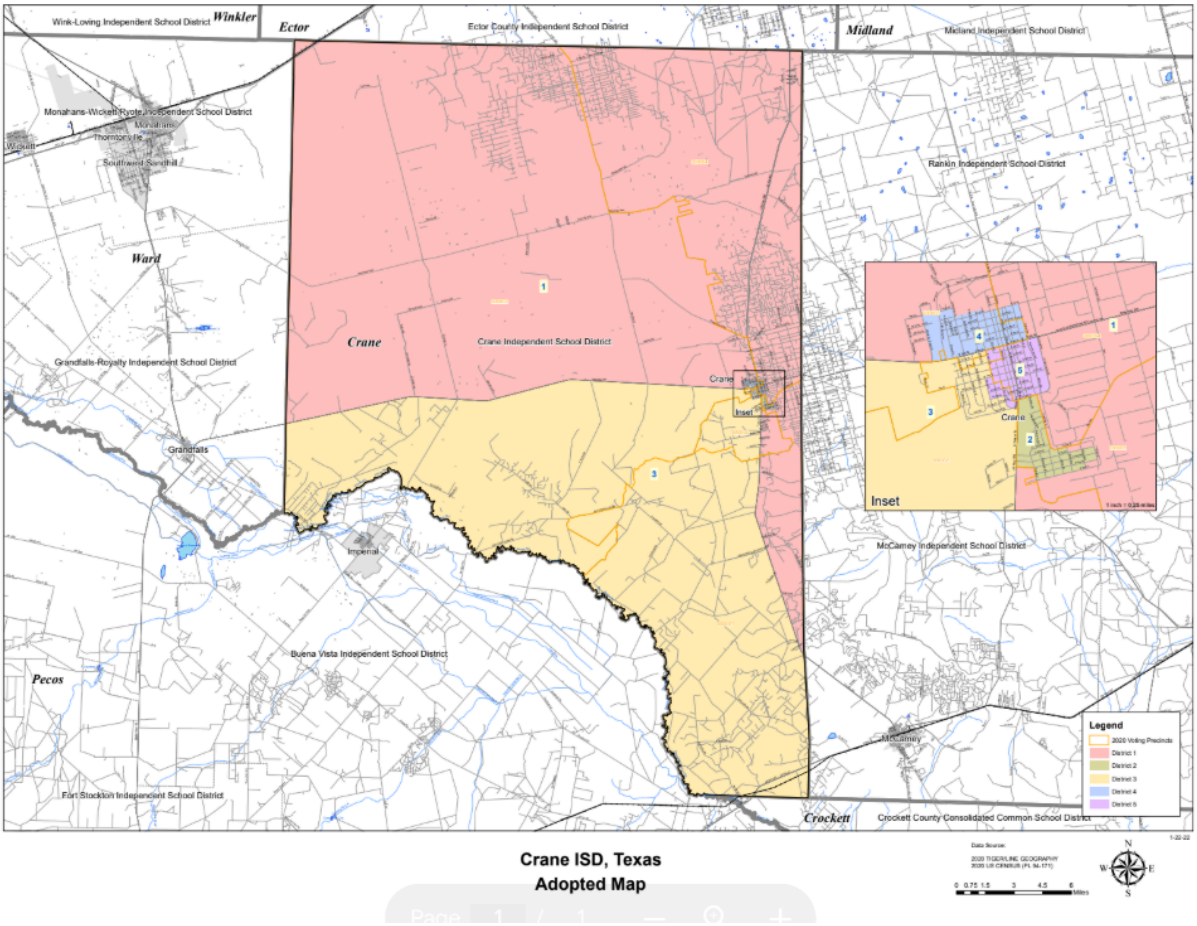
1. Increase students' knowledge of the deepest and noblest purposes of the United States and Texas;
2. Enhance students' intellectual independence so that students may become thoughtful, informed citizens who have an appreciation for the fundamental democratic principles of our state and national heritage, and
3. Guide students toward understanding and productively functioning in a free enterprise society.

Objective 6: Qualified and highly effective personnel will be recruited, developed, and retained.
Objective 7: Texas students will demonstrate exemplary performance compared to national and international standards.
Objective 8: School campuses will maintain a safe and disciplined environment conducive to student learning.

Objective 9: Educators will keep abreast of the development of creative and innovative techniques in instruction and administration, using those techniques as appropriate to improve student learning.
Objective 10: Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development, and administration.
Objective 11: The State Board of Education, TEA, and the commissioner shall assist school districts and charter schools in providing career and technology education to students.

The academic goals of public education are to serve as a foundation for a well-balanced and appropriate education. The students in the public education system will demonstrate exemplary performance in:
Goal 1: The reading and writing of the English language.
Goal 2: The understanding of mathematics.
Goal 3: The understanding of science.
Goal 4: The understanding of social studies.

District Map



Campuses

Accountability & District Testing	558-1020
Athletic Director	558-1031
Band Director	558-1036
Business Manager	558-1020
Cafeteria Director	558-1062
Curriculum & Instruction	558-1022

Fledgling Center	558-1060
Elementary	558-1050
High School	558-1030
Maintenance/Transportation	558-1064
Middle School	558-1040
Payroll/ Business Specialist	558-1020
Special Programs Director	558-1032
Superintendent	558-1022
Technology Services	558-1074

District-Level Staff

Employees may occasionally have questions or concerns. If these cannot be addressed by supervisors or at the campus or department level, employees are encouraged to contact the relevant department listed below.

Roy Garcia, Superintendent

Linda Contreras, Chief of Curriculum and Instruction / Accountability

Leigh Ann McCain, Chief Financial Officer

Mark Patrick, Chief Technology Officer

Sophia Ortiz, Library Director

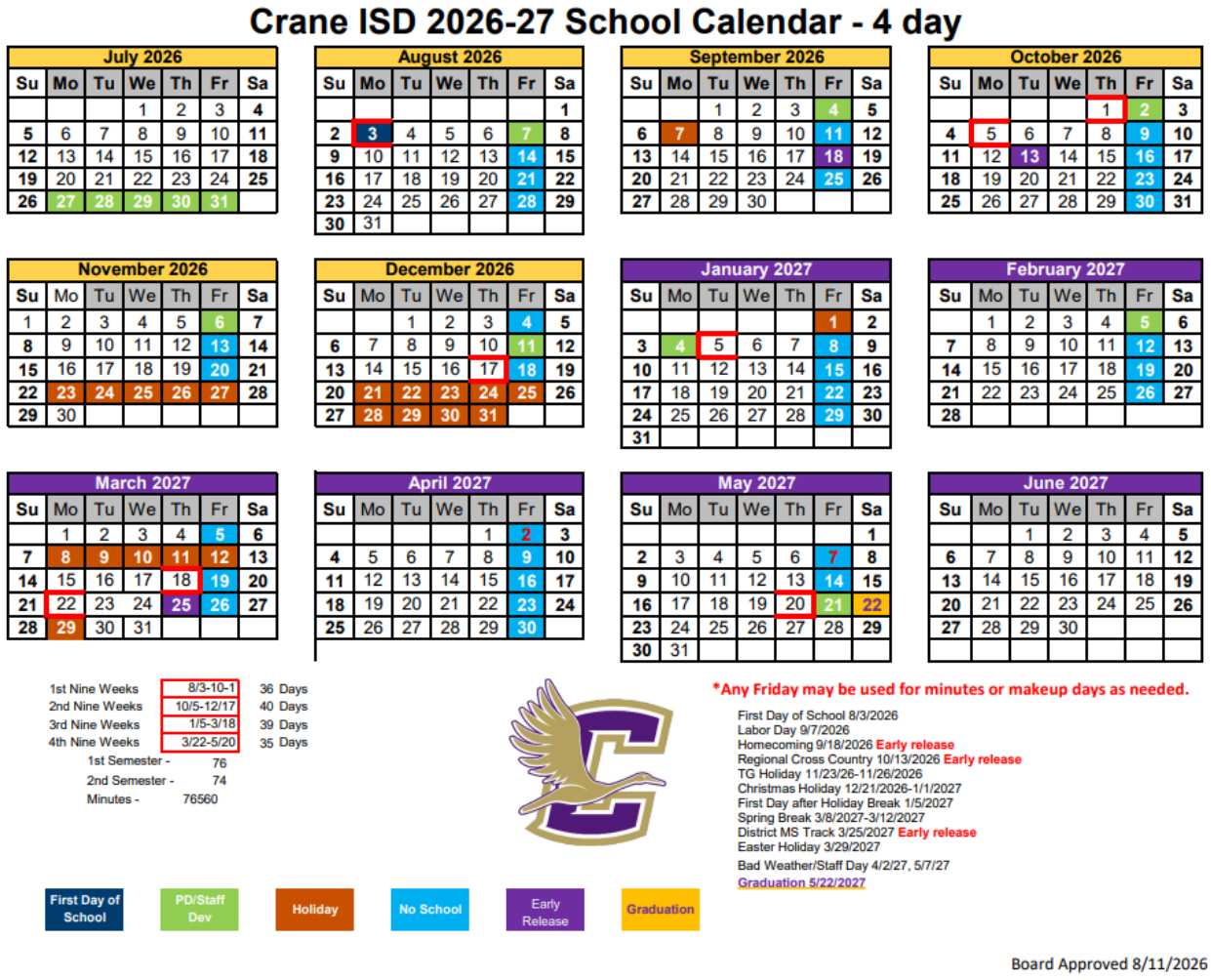
Leslie Wilson, Director of Special Programs

Cannon McWilliams, Athletic Director

Hector Murguia, Director of Maintenance/Transportation

Renee Means, Director of School Nutrition

School Calendar



Information related to Employment

All Crane Independent School District employment-related policies can be found at www.craneisd.com/board.

ADA Accommodations

Policies DAA, DBB, DIA

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

Upon receiving 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 and to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documentation, HR 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.

The District designates the following individuals to coordinate compliance with applicable laws:

- **Title IX Coordinator (Sex-Based Discrimination/Harassment):**
  Roy Garcia, Superintendent
  432-558-1022
  rgarcia@craneisd.com
- **ADA/Section 504 Coordinator (Disability-Related Concerns):**
  Linda Contreras & Leslie Wilson
  432-558-1022
  lcontreras@craneisd.com & lewilson@craneisd.com

Employment Practices

Board Policy DC

The District encourages qualified employees to pursue internal advancement opportunities for which they meet certification, experience, and qualification requirements. A list of available positions will be updated regularly and can be found www.craneisd.com/jobs.

Local Employment Practices

The District may adopt local practices related to hiring, transfers, reassignments, and internal postings. Employees should refer to District procedures or Human Resources for specific processes and timelines.

Employment status: Contract and At-Will

Texas public school employees may be employed under various legal employment arrangements depending upon the position held, certification requirements, and applicable provisions of the Texas Education Code.

Professional employees in positions requiring State Board for Educator Certification (SBEC) certification, as well as certain other positions, are employed under contracts governed by Chapter 21 of the Texas Education Code. The terms and conditions of employment for contract employees are outlined in the employee's contract and applicable policies.

All other employees are employed on an at-will basis, unless otherwise specified. Employees serving in at-will positions may separate employment at any time, and the District may similarly end the employment relationship consistent with applicable law and District policy.

Nothing in this handbook creates a contract of employment or alters the at-will status of noncontract employees.

Certification and License Requirements

Employees are individually responsible for monitoring expiration dates, renewal requirements, and continuing education obligations associated with their credentials.

Board Policy DBA, DF

Employees in positions requiring SBEC certification or a professional license must ensure their credentials do not lapse. Failure to maintain a current SBEC certification may void the Board-approved Chapter 21 contract. Employees must also inform the Human Resources office promptly about any change in the status of their credentials. Texas law requires that parents be notified if their child is assigned for more than 30 consecutive days to a teacher who does not hold an appropriate teaching certificate. Questions related to teaching certification can be directed to the Human Resources office.

Local Certification Procedures

The District may establish procedures for monitoring certification status, submitting documentation, and addressing certification deficiencies. Failure to maintain required certification or licensure may result in reassignment, contract action, or termination, in accordance with law and policy.

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 to a teacher who does not hold an appropriate teaching certificate. 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. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can contact the District Superintendent or designee.

Performance 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, Crane 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 District Administration office.

Mental Health Training

Policy DMA

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

Statement of Nondiscrimination

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Crane ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who 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: Roy Garcia, Superintendent, 511 W. 8th Street, Crane, Texas 79731, rgarcia@craneisd.com, (432)558-1022. 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: Leslie Wilson, Director of Special Programs, 511 W. 8th Street, Crane, Texas 79731, lwilson@craneisd.com (432)558-1032.

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

Employment Practices

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis to the district's website.

Employment after Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website (www.trs.texas.gov).

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 the District Superintendent if you have any questions regarding reverification of employment authorization. Failure to verify employment authorization may result in termination.

Employment Types

Contract and Non Contract 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. 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 or continuing 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. All employees will receive a copy of their contract. Employment policies can be accessed Online or copies will be provided upon request.

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

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

Certification and License Requirements

Policies DBA, DF

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

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

Searches

Board 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. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas including district-owned technology resources, lockers, and private vehicles parked on district premises or 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 violate 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 District Superintendent.

Federally Required DOT Testing Program

In accordance with DOT rules, the District shall establish an alcohol and controlled substances testing program to help prevent accidents and injuries resulting from the misuse of alcohol and controlled substances by the drivers of commercial motor vehicles, including school buses. The primary purpose of the testing program is to prevent impaired employees from performing safety-sensitive functions.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the Superintendent's Secretary by September 15th.

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

CPR and AED

Training for Traumatic Injury Response
Seizure Management
Texas Education Code Sec. §22.902
Texas Education Code Sec. §38.030
Texas Education Code §38.032

Each school nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheerleading coach, and any other school employee specified by the commissioner and each student who serves as an athletic trainer must participate in the instruction in the use of an automated external defibrillator. A person described by this subsection must receive and maintain certification in the use of an automated external defibrillator from the American Heart Association, the American Red Cross, or a similar nationally recognized association. Employees subject to this requirement must submit their certification or documentation to the Superintendent's Secretary by September 15th.

Each school district must create a protocol for employees to follow in case of a traumatic injury. This protocol must include state-approved training in the use of a bleeding control station for the following personnel: school district peace officers, school security personnel providing campus security, school resource officers providing campus law enforcement, and any other district or school personnel who might need to use a bleeding control station. The traumatic injury response protocol must also require each school district to annually offer instruction on the use of a bleeding control station to students enrolled at the campus in Grade 7 or higher. The instruction must be provided by a school resource officer or other appropriate district or school personnel who has received the state-approved training.

School nurses employed by a school district and school district employees whose duties include regular contact with students are required to complete the online course of instruction related to seizure management.

Reassignment of Personnel

Board 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. Campus reassignments

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

An employee with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. A teacher requesting a transfer to another campus before the school year begins must submit his or her request by the published deadline. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All transfer requests will be coordinated by the CISD Human Resources Department and must be approved by the receiving supervisor.

Job Assignments

Policies DEAB, DK, DL

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

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of compensatory time, the District shall require the employee to use the compensatory time, or at the District's option, the District shall pay the employee for the compensatory time.

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

Paraprofessional and Auxiliary Employees. Support 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. See Overtime Compensation for additional information.

Employees with Outside Employment

Board Policy DBD

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.

Evaluation of Employee Performance

Policy DN series

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

Staff Development

Texas Education Code Sec. 21.451
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.

Expression of Breast Milk

Section 7 of the Fair Labor Standards Act (29 U.S.C. 207)

The District will provide a reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such an employee needs to express the milk and a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which an employee may use to express breast milk.

Policies DEAB, DG

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a 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 will be provided.

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 the CISD Human Resources Department.

Pregnant Workers Fairness Act (PWFA)

Effective June 27, 2023, the Pregnant Workers Fairness Act (PWFA) is a federal law that requires covered employers, including public school districts, to provide reasonable accommodations to a qualified employee's known limitations related to pregnancy, childbirth, or related medical conditions, unless doing so would impose an undue hardship on the operation of the employer's business. Contact the CISD Business Office for more information.

Information Related to Compensation and Benefits

The District establishes local compensation practices, including stipends, supplemental pay, incentive programs, and pay structures, in accordance with Board policy and administrative guidelines. Employees should refer to District compensation plans or Human Resources for specific details.

All Crane Independent School District employment-related policies can be found at www.craneisd.com/board.

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 nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation*)

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

Employees should contact the Payroll/Business Specialist, at (432)558-1020 for more information about the district's pay schedules or their own pay.

Salary Information

All professional, hourly employees, and salaried employees are paid monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization. Employees are responsible for regularly reviewing the accuracy of their pay statement and should contact the Payroll/Business Specialist, at (432)558-1020 if they have any questions.

The schedule of pay dates for the 2026-2027 school year follows:

August 10, 2026	February 10, 2027
September 10, 2026	March 10, 2027
October 9, 2026	April 9, 2027
November 10, 2026	May 10, 2027
December 10, 2026	June 10, 2027
January 8, 2027	July 9, 2027

Automatic Payroll Deposit

Employees can have their paychecks electronically deposited into a designated account. A notification period of ten (10) days is necessary to activate this service. Contact Payroll/ Business Specialist, at (432)558-1020 for more information about the automatic payroll deposit service.

Payroll Deductions

The District is required to deduct the following automatically:

1. Teacher Retirement System of Texas (TRS)
2. Federal Income Tax
3. Medicare Tax
4. Child Support and Spousal Maintenance, if applicable
5. Delinquent Federal Education Loan Payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition programs. Employees also may request payroll deduction for payment

of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

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

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

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

Overtime Compensation

Fair Labor Standards Act

The FLSA generally requires employers to pay all covered nonexempt employees overtime pay of at least one and one-half times their regular pay rates for hours worked more than 40 hours in a work week.

Policies DEAB, DEC

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

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:00 a.m., Sunday and ends at 11:59 p.m., Saturday.

Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at a time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

Reimbursement for Travel Expenses

Policy DEE

Registration Fees. Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. Furnish completed Professional & Student Travel form to the business office. If there is no registration fee, ask your supervisor to email their approval to the business office. No P.O. requests for lodging and meals can be processed until the supervisor has approved the trip.

Lodging of Employees. Every effort should be made to secure the state allowable rate. Further information can be found at GSA Travel Rates. Note on your P.O. requisition in the comment section if you obtained the state rate, convention rate, or that state rate was not available. In large cities, remember to check on parking fees and add them to your P.O. request. Call the hotel directly using the local number provided on the website and ask them for the state rate. Employee is responsible for hotel cancellation fees.

Two people of the same gender shall be assigned to each room. List names of employees traveling on P.O. request. Exceptions must be approved by the superintendent. In order to hold the room, most hotels require a credit card. Request "**Need card in hand**" so that you can take the card with you. School credit cards are available for that purpose at the business office. **Do NOT call any third-party vendor such as Travelocity, Expedia or Hotels.com in an attempt to reserve a room(s).** These third-party vendors do not hold rooms, they only sell rooms and it is almost impossible to get your money back. Also, ask the hotel for local tax only to be figured for you, then note that on your P.O. request. We are exempt from state sales tax and will send proof with you along with the credit card. Any taxes or fees that are not addressed prior to travel or are charged due to the employee's failure to provide the appropriate tax-exempt documentation shall be the responsibility of the employee. Extra charges to an employee's room will be the responsibility of the employee. Exception: telephone calls in an emergency situation or for school business.

Lodging of Students. The same guidelines as above except: Four students of the same gender shall be assigned to each room. Exceptions must be approved by the superintendent.

Meals for Employees. Maximum allowable meal limits will be determined by the GSA Travel Rates. Any expenditure over the allowable amount will be the responsibility of the individual employee(s). For professional travel employees must request meal money via an approved requisition/purchase order listing you as the vendor prior to the trip. Go to GSA Travel Rates and input the city and state to get the current amount allowed. Partial meals will be allocated according to the meal's breakdown.

Same day Travel. Per diem is generally provided for approved overnight travel only. However, employees are expected to use a District-issued credit card, when available, for approved same-day travel expenses unless an exception is approved in advance by the Business Office or Superintendent. When traveling in the Odessa/Midland area, the District will only pay the GSA lunch rate for the area. When traveling to San Angelo for half-day training, the District will pay GSA breakfast and lunch per diem rate for the area. When traveling to San Angelo for full-day training, the District will pay GSA FULL day per diem rate for the area.

These amounts are for food/non-alcoholic beverages only. Tips of no more than 15% above these amounts are acceptable.

Employees traveling with students will use the same guidelines except at a rate of $40.00 per day; Breakfast $10, Lunch $14 and $16 for Dinner. When traveling at State level it is $60 per day; Breakfast $12, Lunch $18 and $30 for Dinner. The per diem requests should be based on time of departure and return: Breakfast-leave before 6:30 am; Lunch-travel/leave between 11:00 am-1:00 pm; Dinner-return after 7:00 pm. On your P.O. request, state "**Need card in hand**". In the body portion of the P.O. request or indicate the number of students traveling. With ample notice, the business office will give a credit card to you for meal expenses. You will be required to return receipts for this type of expenditure and /or the cash difference. The accounts payable clerk will furnish a form to properly account in this way.

Use of School Vehicles. For approved travel, reimbursement for personal vehicles will only be considered if no school vehicles are available. When a district employee uses a district vehicle, a gasoline credit card shall be used. Reimbursements for personal fuel purchases are strongly discouraged. The district will not be responsible for traffic violations including parking tickets.

Available Insurance to Employees

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is available to all full-time employees. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees in a separate booklet entitled ***Health Benefit Booklet***.

The health insurance plan year is from September 1 through August 31. New employees must complete enrollment forms within the first week of employment. Current employees can make changes in their insurance coverage before September 1, except for a qualifying event. Qualifying events include marriage, birth, adoption, death, divorce, and loss of coverage. Employees should contact Payroll/ Business Specialist, at (432)558-1020 for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs for life, health or vision. Premiums for these programs can be paid by payroll deduction. Employees should contact Payroll/ Business Specialist, at (432)558-1020 for more information.

Cafeteria Plan Benefits (Section 125)

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

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Claims Administrative Services, Inc., effective the first day of employment.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the employee's 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* for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Business Manager or the Payroll/ Business Specialist, at (432)558-1020.

Teacher Retirement

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. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify Payroll/ Business Specialist, at (432)558-1020 as soon as possible. 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 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov).

Other Benefit Programs

Annuities

Policy CRG

For the 2026-2027 school year, Crane ISD offers a matching annuity program for eligible employees who make voluntary contributions to a personal 403(b) (employed prior to July 2021) or a 457 (employed after July 2021) account. Crane ISD will match personal 403(b) or 457 contributions, up to 6% of salary, by making contributions, for the benefit of the employee, into a 401(a)-pension account. The 401(a) account vests to the employee over a four-year period. The 6% match does not limit employees from making additional contributions above 6% to their personal 403(b) account. More information can be found by visiting Crane ISD Annuity Benefits or you can contact the Business Manager at, (432)558-1020, for information concerning the District's annuity program.

LEAVES AND ABSENCES

Policies DEC, DECA, DECB

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 more than five days should contact their supervisor for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Paid leave must be used in one-half (½) day increments. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Leave
- State Sick Accumulated before 1995-1996
- State Personal
- Sick Pool

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. 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 leave of absence(s) according to district procedures, the incident may be considered a "no call/no show". An employee who is absent for five consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

Availability

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

State Leave Proration

If an employee separates from employment with the District before his or her last duty day of the school year or begins employment after the first duty day of the school year, state personal leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.

Immediate Family

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

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

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

Medical Certification. Any employee, who is absent more than 5 days because of a personal or family illness, must submit a 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.

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 an individual's family member, or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Continuation of Health Insurance. Employees, on an approved leave of absence other than family and medical leave, may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the FMLA will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of 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 FML. If an employee's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

State Personal Leave

The Board requires employees to differentiate the way state personal leave is used.
Nondiscretionary. Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995.
Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

Discretionary. Discretionary use of leave is at the individual employee's discretion, subject to the following limitations. In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.

Local Leave

Each professional and paraprofessional employee shall earn five paid local leave days per school year in accordance with administrative regulations.
Each auxiliary employee shall earn two paid local leave days per school year in accordance with administrative regulations.
Local leave shall accumulate without limit.
Local leave shall be used according to the terms and conditions of state personal leave.

An employee may also use local leave for absences related to the birth or placement of a child when leave is taken within the first year after the child's birth, adoption, or foster placement.

Each employee earns local leave as follows:

10	month	5	days
10.5	month	5.5	days
11	month	6	days
11.5	month	6.5	days
12	month	7	days

Vacation

Policy DED

Information in regards to Vacation days can be found at the following link Vacation DED

Sick Leave Bank

Policy DEC(LOCAL)

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in one-half or whole day increments, except when coordinated with family, and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits. If, while employed during the current school year, an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck.

State sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family- No charge for up to 5 days
- Active military service- No charge for up to 15 days

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 measured forward from the date an individual employee's first FML begins.

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

Combined Leave for Spouses. 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 family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees 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 Payroll/ Business Specialist, at (432)558-1020 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 disability leave is approved, the length of leave is no longer than 180 calendar days.

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, their supervisor and business 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.

Workers' Compensation

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance. An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable. No paid leave offset: The District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits.

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

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use 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 paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -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 -injury wage.

Assault Leave

Texas Education Code Section 22.003(b)

At the request of an employee, the school district must immediately assign an employee to assault leave and, on investigation of the claim, may change the assault leave status and charge the leave against the employee's accrued personal leave or against an employee's pay if insufficient accrued personal leave is available. Days of leave taken under this subsection may not be deducted from accrued personal leave. The period provided by this subsection may not extend more than two years beyond the date of the assault. Notwithstanding any other law, assault leave policy benefits due to an employee shall be coordinated with temporary income benefits due from workers' compensation so that the employee's total compensation from temporary income benefits and assault leave policy benefits equals 100 percent of the employee's weekly rate of pay.

An employee of a school district is physically assaulted if the person engaging in the conduct causes injury to the employee:
1. Could be prosecuted for assault; or
2. Could not be prosecuted for assault only because the person's age or mental capacity makes the person a nonresponsible person for purposes of criminal liability.

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 the District Superintendent.

An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person nonresponsible 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

In the event of the death of an immediate family member of an employee, up to five workdays of bereavement leave shall be granted with no loss of pay or other paid leave.
The term "immediate family" shall include:

- Spouse.

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

For purposes of the Family and Medical Leave Act, the definition of "family" includes only spouse, parent, and child.

Jury Duty and Court Appearances

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

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 and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

Truancy Court Appearances

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

Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose 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 when engaged in authorized training or duty orders 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 provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the District Superintendent. In most cases, the length of federal military service cannot exceed five years.

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact Payroll/ Business Specialist, at (432)558-1020 for details on eligibility, requirements, and limitations.

Payment for Accumulated Leave Upon Separation

See DEC-Compenasation and Benefits: Leaves and Absences

See *DED Local Vacation*

COMPLAINTS AND GRIEVANCES

Board Policy DGBA

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. 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.

An employee may initiate the formal process described in Board Policy by timely filing a written complaint form. Employees are encouraged to seek informal resolution of their concerns even after initiating the formal complaint process. An employee whose concerns are resolved may withdraw a formal complaint 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. Information regarding the grievance process can be viewed in Board Policy DGBA: Employee Complaints/Grievances.

EMPLOYEE CONDUCT AND WELFARE

In addition to the standards outlined in this handbook, the District may establish campus- or department-specific expectations regarding employee conduct, communication, student supervision, and workplace practices. Employees are expected to comply with all such directives.

Board Policy DH

Each District employee shall perform his or her duties following state and federal law, District policy, and ethical standards. The District holds all employees accountable to the Educators' Code of Ethics.

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and community members 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. In accepting a position of public trust, the Texas educator shall measure success by the progress of each student toward realizing 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.

(1) 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 based on 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.

(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 who provides information for a disciplinary investigation or proceeding under this chapter.
Standard 2.8. The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

(3) Ethical Conduct Toward Students.

Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.
Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.
Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.
Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.
Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student 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.
Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

(i) the nature, purpose, timing, and amount of the communication.

(ii) the subject matter of the communication.

(iii) whether the communication was made openly, or the educator attempted to conceal the communication.

(iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship.

(v) whether the communication was sexually explicit; and

(vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines, including intentionally making a false claim, offering a false statement, or refusing to cooperate with a District investigation, may result in disciplinary action, including termination of employment.

Discrimination, Harassment, and Retaliation

Board Policy DH, DIA

The term “employee” includes former employees, applicants for employment, and unpaid interns. The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, sex, national origin, disability, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process violates District policy and is prohibited.
Discrimination against an employee is defined as an action taken against or in favor of an employee based on the employee’s race, color, religion, sex, national origin, disability, age, or any other basis prohibited by law that adversely affects the employee’s employment.

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

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

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.

Any 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.
Roy Garcia, Superintendent, 511 W. 8th Street, Crane, Texas 79731,
rgarcia@craneisd.com, (432)558-1022

To ensure the District's prompt investigation, reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act.

Harassment of Students

District Policy DF, DH, DHB, FFG, FFH, FFI

The District prohibits discrimination, including harassment, against any student. Discrimination is an action taken against or in favor of a student based on the student's race, color, religion, sex, national origin, disability, age, or any other basis prohibited by law that denies access to an education program or activity.

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

1. 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.
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

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 shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.

Reporting Suspected Child Abuse or Neglect

Board Policy DF, FFG, GRA

Any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect has a legal duty under Texas law to report the suspected abuse or neglect immediately, but no later than 24 hours after having reasonable cause to believe the child has been harmed.
As defined in Texas Family Code, child abuse and neglect include both sex and labor trafficking of a child.

The following individuals have an additional legal obligation to report suspected abuse or neglect within 24 hours of learning of the facts giving rise to the suspicion:

1. Any District employee, agent, or contractor who suspects that a child's physical or mental health or welfare has been adversely affected by abuse or neglect;
2. Any professional who has reasonable cause to believe that a child has been or may be abused or neglected or may have been a victim of indecency with a child.
3. Otherwise adversely affects the student's educational opportunities.

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 shall immediately notify the appropriate District official listed in this policy and take any other steps required by this policy.

Reports to Child Protective Services can be made online at https://www.txabusehotline.org/Login/Default.aspx or the Texas Abuse Hotline (800-252-5400). Employees may not delegate to or rely on another person or administrator to make the report. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency.

Liability for Sexual Misconduct and Failure to Report

Effective September 1, 2025, Texas law (H.B. 4623) establishes that public schools and professional school employees may be held legally liable for acts of sexual misconduct

against students or for failing to report suspected child abuse or neglect. A school district may be sued if it is grossly negligent, reckless, or engages in intentional misconduct in hiring or supervising an employee who commits such acts. The law applies to all certified staff, including teachers, administrators, aides, counselors, and bus drivers, as well as Board members and interns. This law also removes official immunity protections in these cases. Employees are reminded of their legal duty to report suspected abuse and to maintain appropriate professional boundaries with students at all times.

Sexual Abuse and Maltreatment of Children

Refer to School Board Policy for additional information.

Reporting Crime
The Texas Whistleblower Act protects public employees who make good faith reports of violations of law by their employer to an appropriate law enforcement authority. An employer may not suspend or terminate the employment of, or take other adverse personnel action against, a public employee who makes a report under the Act.

Scope and Sequence

Refer to the CISD website for additional information.

Dress and Grooming

Board Policy DH
An employee's dress and grooming shall be clean, neat, appropriate for his or her assignment, and following any additional standards established by his or her supervisor and approved by the Superintendent.

Technology Resources

Board Policy CQ
Access to the District's technology resources, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the District's technology resources shall be permitted if the use:

1. Imposes no tangible cost on the District;

2. Does not unduly burden the District's technology resources and
3. Has no adverse effect on an employee's job performance or a student's academic performance.

Electronic mail transmissions and other use of the District's technology resources by students, employees, and members of the public shall not be considered private. Designated District staff shall be authorized to monitor the District's technology resources at any time to ensure appropriate use.

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and/or legal action. Employees with questions about computer use and data management can contact (432) 558-1074.

Personal Use of Electronic Communications

Board Policy CQ, CY, DH

All employees shall be held to the same professional standards in their public use of electronic communication as for any other public conduct. If an employee's use of electronic communication violates state or federal law or District policy or interferes with the employee's ability to perform his or her job duties effectively, the employee is subject to disciplinary action, up to and including termination of employment.

Unless an exception has been made in accordance with the employee handbook or other administrative regulations, an employee shall not use a personal electronic communication platform, application, or account to communicate with currently enrolled students.

Unless authorized above, all other employees are prohibited from using electronic communication directly with students currently enrolled in the District. The employee handbook or other administrative regulations shall further detail:

1. Exceptions for family and social relationships.
2. The circumstances under which an employee may use text messaging to communicate with individual students or student groups.
3. Hours of the day during which electronic communication is discouraged or prohibited.
4. Other matters deemed appropriate by the Superintendent or designee.

In accordance with ethical standards applicable to all District an employee shall be prohibited from using electronic communications in a manner that constitutes prohibited harassment or abuse of a District student; adversely affects the student's learning, mental health, or safety; includes threats of violence against the student; reveals

confidential information about the student; or constitutes an inappropriate communication with a student, as described in the Educators' Code of Ethics.

An employee shall have no expectation of privacy in electronic communications with students. Each employee shall comply with the District's records retention and destruction requirements to the extent those requirements apply to electronic communication.

Refer to School Board Policy for additional details. Crane Independent School District Administrative Regulations can be found at www.craneisd.com/page/administrative-regulations

Public Information on Private Devices

Refer to School Board Policy BBI for additional details.

Criminal History Background Checks

Board Policy DBAA

The District shall obtain criminal history record information on final candidates for employment. All district positions have the potential to be in contact with students. The District shall disqualify from employment a person whose criminal history indicates that the person poses a threat to students or employees. Consistent with business necessity, the District shall also disqualify from employment a person whose criminal history is otherwise inconsistent with the job duties of the position for which the person is being considered.

Employee Arrests and Convictions

Board Policy DH, DHB, DHC

An employee shall notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

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

4. Crimes involving moral turpitude, which include:
    - Dishonesty
    - fraud
    - deceit
    - theft
    - misrepresentation
    - Deliberate violence
    - Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
    - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code
    - Felony driving while intoxicated (DWI)
    - Acts constituting abuse or neglect under the Texas Family Code

If an educator is arrested or criminally charged, the Superintendent is required to report the educator's criminal history to the Division of Investigations at TEA.

Alcohol and Drug Abuse Prevention

Board Policy DH

As a condition of employment, an employee shall abide by the terms of the following drug-free workplace provisions. An employee shall notify the Superintendent in writing if the employee is convicted for a violation of a criminal drug statute occurring in the workplace in accordance with arrests, indictments, convictions, and other adjudications below.

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while on District property or at school-related activities during or outside of usual working hours:

1. 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.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

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

It shall not be considered a violation of this policy if the employee:

1. Manufactures, possesses, or dispenses a substance listed above as part of the employee's job responsibilities;
2. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use or
3. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

Tobacco Products and E-cigarette Use

Board Policy DH, FNCD, GKA

An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities.

Fraud and Financial Impropriety

Board Policy CAA

All trustees, employees, vendors, contractors, agents, consultants, volunteers, and any other parties involved in the district's financial transactions shall act with integrity and diligence in performing duties involving the district's fiscal resources.

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 3.2, 4.2.4]
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

Board Policy CB, DBD

Each employee, Board member, or agent of the District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest as defined in the Code of Federal Regulations, title 2, section 200.318, shall disclose to the District, in writing, any conflict that meets the disclosure threshold in Chapter 176 of the Local Government Code.

Employees, Board members, and agents of the District shall not solicit any gratuities, favors, or items from a contractor or a party to a subcontract for a federal grant or award and shall not accept:

1. Any single item with a value at or above $50; or
2. Items from a single contractor or subcontractor that have an aggregate monetary value exceeding $100 in a 12-month period.

Gifts and Favors

Board Policy DBD

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities.

Copyrighted Materials

Board Policy CY

All copyrights, trademarks, and other intellectual property rights shall always remain with the District. Unless the proposed use of a copyrighted work is an exception under the "fair use" guidelines maintained by the Superintendent or designee, the District shall require an employee or student to obtain a license or permission from the copyright holder before copying, modifying, displaying, performing, distributing, or otherwise employing the copyright holder's work for instructional, curricular, or extracurricular purposes. This policy does not apply to any work sufficiently documented in the public domain.

All persons are prohibited from using District technology in violation of any law, including copyright law. Only appropriately licensed programs or software may be used with District technology resources. No person shall use the District's technology resources to

post, publicize, or duplicate information in violation of copyright law. The Board shall direct the Superintendent or designee to employ all reasonable measures to prevent the use of District technology resources violating the law. All persons using District technology resources violating the law shall lose user privileges in addition to other sanctions.

The District grants permission to students, student organizations, parent organizations, and other district-affiliated school-support or booster organizations to use, without charge, District and campus trademarks to promote a group of students, an activity or event, a campus, or the District if the use is in furtherance of school-related business or activity. The Superintendent or designee shall determine what constitutes use in furtherance of school-related business or activity and is authorized to revoke permission if the use is improper or does not conform to administrative regulations.

Associations and Political Activities

Board Policy DGA

An employee's participation in community, political, or employee organization activities shall be entirely voluntary and shall not:

1. Interfere with the employee's performance of assigned duties and responsibilities.
2. Result in any political or social pressure being placed on students, parents, or staff.
3. Involve trading on the employee's position or title with the District.

Charitable Contributions

Education Code 22.011

A school district board of trustees or its employees are prohibited from directly or indirectly requiring or coercing any school district employee to contribute to a charitable organization, participate in a fundraiser, or attend a meeting soliciting charitable contributions.

Additionally, a school district board of trustees or its employees may not directly or indirectly require or coerce any school district employee to refrain from contributing to a charitable organization, participating in a fundraiser, or attending a meeting soliciting charitable contributions.

Safety

For additional information regarding district safety and security, please contact Michael Lloyd, Digital Learning Coordinator, 511 W. 8th Street, Crane, Texas 79731, mlloyd@craneisd.com, (432)558-1022

School Safety and Emergency Preparedness

(Updated to reflect H.B. 33 – Uvalde Strong Act, 88th Legislature, effective September 1, 2025)

Our district is committed to maintaining a safe and secure learning environment for all students and staff. In compliance with Texas law, including the Uvalde Strong Act, the following safety measures and expectations are in place:

Multihazard Emergency Operations Plan (EOP)

- The district maintains a state-mandated multihazard emergency operations plan addressing prevention, preparedness, response, recovery, and mitigation.
- All employees, including substitutes, will receive annual training on emergency response procedures.
- Campuses will conduct mandatory drills throughout the school year to prepare students and staff for various emergencies, including active shooter situations.

Emergency Communication and Equipment

- All classrooms must have access to a phone (including cellular or other electronic communication devices) to immediately contact district emergency services or first responders.
- Each campus must have at least one breaching tool and one ballistic shield available for use in the event of an active shooter incident.

Safety Audits and Security Reviews

- Every three years, the district will conduct comprehensive safety and security audits of each facility.
- Any construction or renovation project will include a formal security review to identify and address potential vulnerabilities.

Support for First Responders

- The district supports the mental health needs of first responders through regional mental health resource plans coordinated by the Texas Division of Emergency Management and other state agencies.

Public Information During Emergencies

- A designated district public information officer (PIO) will be responsible for communicating with the public during a disaster or emergency.
- The PIO must be certified in emergency communications and complete continuing education as required by state law.

Your participation in safety training and emergency drills is vital. Please remain alert and follow all safety protocols as outlined by your campus or department administration and the district's emergency operations plan. If you have questions about your role in an emergency, contact your campus administrator or the district safety coordinator.

Possession of Firearms and Weapons

Board Policy DH, FNCG, CKA

The District prohibits the use, possession, or display of any firearm, location-restricted knife, club, or prohibited weapon on District property at all times.

No violation occurs when:

1. Use or possession of a firearm by a specific employee is authorized by Board action. [See CKC]
2. A District employee who holds a Texas handgun license stores a handgun or other firearm in a locked vehicle in a parking lot, parking garage, or other parking area provided by the District, provided the handgun or other firearm is not in plain view, or
3. The use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

Visitors in the Workplace

Board Policy GKC

Prominent notices shall be posted at each campus, requiring all visitors to first report to the campus main office. This shall apply to parents, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors. Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal classroom environment.

Asbestos Management Plan

https://www.epa.gov/asbestos/asbestos-laws-and-regulations

The Asbestos Hazard Emergency Response Act (AHERA), enacted in 1986, aims to protect students, educators, and school employees from asbestos exposure in educational facilities. AHERA mandates regular inspections, management plans, and proper maintenance to manage asbestos-containing materials (ACM).

Pest Control Treatment

Board Policy CLB, DI

The District is committed to following integrated pest management (IPM) guidelines as required by Chapter 1951 of the Occupations Code and Title 4, Chapter 7 of the Administrative Code in all pest control activities that take place on District property. IPM is a pest management strategy that relies on accurate identification and scientific knowledge of target pests, reliable monitoring methods to assess pest presence, preventative measures to limit pest problems, and thresholds to determine when corrective control measures are needed. Under IPM, whenever economical and practical, multiple control tactics shall be used to achieve the best control of pests. These tactics shall possibly include, but are not limited to, the judicious use of pesticides.

GENERAL PROCEDURES

Emergency School Closing

The district may close schools due to severe weather or other emergency conditions. In such cases, the Superintendent will make the official decision regarding the closure of the district's facilities. If it becomes necessary to delay opening, release students early, or cancel school, district officials will post a notice on the district's website and social media accounts and notify the following radio and television stations:

A telephone notification system will notify employees and parents.

Purchasing Procedures

Policy CH

All requests for purchases must be submitted via google form. The requester will need to include all documentation for ordering purposes (screen shots, material list, SKUs, etc.). Google forms will be sent to purchasing personnel and a requisition will be created. Once the

requisition is approved, the Accounts Payable department will then create an official district purchase order (PO) form with the appropriate approval signatures. Delivered material will be checked by purchasing personnel prior to being delivered to the requestor. 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 business manager or accounts payable clerk 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 payroll office if there are any changes or corrections to their name, home address, contact telephone number, marital status, direct deposit information, emergency contact, or beneficiary. The form to process a change in personal information can be obtained from Payroll/ Business Specialist.

Personnel Records

Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email 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
- Information that reveals whether they have family members

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to HR/Business Specialist. 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 exception for release of information under law 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

Board Policy DGA, GKD

Employees who wish to use district facilities after school hours must complete the facility request form 3 days prior to the requested date and follow established procedures. The superintendent's office is responsible for scheduling the use of facilities after school hours. Contact the administrative assistant at (432)558-1022 to obtain information on the fees that will be charged. The maintenance department is responsible for scheduling access to facilities.
Maintenance Work Orders are submitted via email at maintenance@craneisd.com. Work order requests are electronically routed through the building principal or department director for their approval. Please discuss work requests and transportation requests with the appropriate supervisor prior to submission. Maintenance orders are prioritized and then completed as quickly as possible. Special instruction requests for scheduled events should be submitted as far in advance as possible. But no less than one week prior to the event.

Transportation Requests

Transportation requests are submitted online from the Crane ISD Transportation Request Form. Transportation requests are electronically routed to the transportation department. Contact the Maintenance/Transportation Director, or Maintenance Secretary at (432)558-1064 if you have any questions. Transportation requests are processed and posted on the local intranet website on Friday of the week prior to the use date. Persons submitting transportation requests for a season or series of scheduled activities may submit the entire season of events at the beginning of the school term. The request form must be filled out completely. Last minute requests or call in requests must be made by the principal or department supervisor and will be handled on a first come first serve basis.

Vehicle work requests are used to report any needed repairs to school transportation. Vehicle Work Orders are submitted via email at maintenance@craneisd.com. Contact the Maintenance/Transportation Director or Maintenance Secretary at (432)558-1064 if you have any questions concerning this process.

TERMINATION OF EMPLOYMENT

Resignations

Chapter 21 Texas Education Code

A teacher employed under a Chapter 21 contract for the following school year may relinquish the position and leave the employment of the district at the end of a school

year without penalty by filing with the board of trustees or its designee a written resignation not later than the 45th day before the first day of instruction of the following school year. A written resignation mailed by prepaid certified or registered mail to the president of the board of trustees or the board's designee at the post office address of the district is considered filed at the time of mailing.

A teacher employed under a contract may resign at any other time with the consent of the board of trustees or the board's designee. The Superintendent is required to report to the State Board of Educator Certification the alleged misconduct act listed here. [Education Code 21.006]

An employee who is not on a contract may resign from their position at any time. Non-contract employees wishing to resign should submit a resignation letter to their supervisor before the effective date.

The Superintendent will notify the Texas Education Agency and the State Board of Educator Certification (when applicable) within seven business days following an alleged incident of misconduct or abuse of a student or was involved in romantic relations with or solicited or engaged in sexual conduct with a student or minor.

Dismissal or Nonrenewal of Contract Employees

Texas Education Code 21

Sec. 21.103. PROBATIONARY CONTRACT: TERMINATION. (a) The board of trustees of a school district may terminate the employment of a teacher employed under a probationary contract at the end of the contract period if in the board's judgment the best interests of the district will be served by terminating the employment. The board of trustees must give notice of its decision to terminate the employment to the teacher not later than the 10th day before the last day of instruction required under the contract. The notice must be delivered personally by hand delivery to the teacher on the campus at which the teacher is employed, except that if the teacher is not present on the campus on the date that hand delivery is attempted, the notice must be mailed by prepaid certified mail or delivered by express delivery service to the teacher's address of record with the district. Notice that is postmarked on or before the 10th day before the last day of instruction is considered timely given under this subsection. The board's decision is final and may not be appealed.

Sec. 21.206. NOTICE OF CONTRACT RENEWAL OR NONRENEWAL. (a) Not later than the 10th day before the last day of instruction in a school year, the board of trustees shall notify in writing each teacher whose contract is about to expire whether the board proposes to renew or not renew the contract. The notice must be delivered personally by hand delivery to the teacher on the campus at which the teacher is

employed, except that if the teacher is not present on the campus on the date that hand delivery is attempted, the notice must be mailed by prepaid certified mail or delivered by express delivery service to the teacher's address of record with the district. Notice that is postmarked on or before the 10th day before the last day of instruction is considered timely given under this subsection.

Sec. 21.207. HEARING UNDER TERM CONTRACT. (a) If the teacher desires a hearing after receiving notice of the proposed nonrenewal, the teacher shall notify the board of trustees in writing not later than the 15th day after the date the teacher receives hand delivery of the notice of the proposed action, or if the notice is mailed by prepaid certified mail or delivered by express delivery service, not later than the 15th day after the date the notice is delivered to the teacher's address of record with the district. The board shall provide for a hearing to be held not later than the 15th day after the date the board receives the request for a hearing unless the parties agree in writing to a different date. The hearing must be closed unless the teacher requests an open hearing.

The Superintendent will notify the Texas Education Agency and the State Board of Educator Certification (when applicable) within seven business days following an alleged incident of misconduct or abuse of a student or was involved in romantic relations with or solicited or engaged in sexual conduct with a student or minor.

Dismissal of Noncontract Employees

Board Policy DCD, DP

At-will employees may be dismissed at any time for any reason not prohibited by law or for no reason, as determined by the district's needs. Dismissed employees shall receive pay until the end of the last day worked. A dismissed employee may appeal the dismissal following Board Policy.

The Superintendent will notify the Texas Education Agency and the State Board of Educator Certification (when applicable) within seven business days following an alleged incident of misconduct or abuse of a student or was involved in romantic relations with or solicited or engaged in sexual conduct with a student or minor.

Termination of Employment

Board Policy DFE, DBA

The Superintendent shall serve as the Board's designee to suspend a contract employee without pay, provide written notice that the person's contract is void, and terminate employment as soon as practicable when the District:

1. Receives notice that an individual's certificate has been revoked by the State Board for Educator Certification (SBEC) for reasons that require immediate action by the District or
2. Becomes aware that a contract employee has been convicted of or has received deferred adjudication for a felony offense.

Exit Interviews and Procedures

All employees leaving the district are required to contact the Crane Independent School District Human Resources Office to schedule an exit interview. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience. All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Reports to Texas Education Agency

Texas Education Code 21.006

The Superintendent must report to the TEA if an educator's employment at the school district was terminated and there is evidence that the educator:

1. Abused or otherwise committed an unlawful act with a student or minor.
2. Was involved in a romantic relationship with or solicited or engaged in sexual contact with a student or minor.
3. Possessed, transferred, sold, or distributed a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.
4. Illegally transferred, appropriated, or expended funds or other property of the school district, district of innovation, charter school, other charter entity, service center, or shared services arrangement.
5. Attempted by fraudulent or unauthorized means to obtain or alter a professional certificate or license for the purpose of promotion or additional compensation, or
6. Committed a criminal offense or any part of a criminal offense on school property or at a school-sponsored event.
7. The educator resigned, and there is evidence that the educator engaged in misconduct described by Subdivision (2) or
8. The educator engaged in conduct that violated the assessment instrument security procedures established under Section 39.030.

A noncertified employee will be reported to the Texas Education Agency for the above-listed items.

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

STUDENT ISSUES

Equal Educational Opportunities

Board Policy FB, FFH

The District designates and authorizes the Title IX coordinator for students to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended. Title IX Coordinator: Roy Garcia, Superintendent, 511 W. 8th Street, Crane, Texas 79731, rgarcia@craneisd.com, (432)558-1022.

The District designates and authorizes the ADA/Section 504 coordinator for students to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), as amended.
ADA/Section 504 Coordinator: Leslie Wilson, Director of Special Programs or Linda Contreras, 511 W. 8th Street, Crane, Texas 79731, lewilson@craneisd.com lcontreras@craneisd.com (432)558-1032.

The District shall provide necessary services and support to ensure students' equal access to educational opportunities. Certain instructional or other accommodations, including on state-mandated assessments, may be made when necessary, when allowable, and when these accommodations do not modify the rigor or content expectations of a subject, course, or assessment.

If the District has reason to believe that a student has a disability that may require additional services and supports for the student to receive an appropriate education as this term is defined by law, Section 504 and/or the Individuals with Disabilities Education Act (IDEA) shall govern the evaluation, services, and supports provided by the District.

The District shall form Section 504 committees as necessary. The Section 504 coordinator and members of each Section 504 committee shall receive training in the procedures and requirements for identifying and providing educational and related services and supports to students with disabilities that result in a substantial limitation of a major life activity.

Each Section 504 committee shall be composed of a group of persons knowledgeable about the student, the meaning of the evaluation data, placement options, and the legal requirements regarding the least restrictive environment and comparable facilities for students with disabilities. Records specific to identification, evaluation, and placement

as these pertain to Section 504 shall be retained by the District in accordance with law and the District's local records control schedules.

Questions and Concerns related to discrimination based on any reason should be directed to ADA/Section 504 Coordinator: Leslie Wilson, Director of Special Programs or Linda Contreras, 511 W. 8th Street, Crane, Texas 79731, lewilson@craneisd.com or lcontreras@craneisd.com (432)558-1032.

Parental Rights, effective 9/1/25:

Senate Bill 12 (2025) affirms the fundamental rights of parents to direct their child's education, health care, and moral upbringing. Unless otherwise provided by law, district employees must not withhold information from parents regarding their child. District employees are prohibited from assisting students 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 a denial of the person's biological sex at birth.

Library Materials and Parental Rights, effective 9/1/25:

Senate Bill 13 establishes new requirements for Texas public schools related to library materials and parental rights. The law prohibits schools from acquiring or keeping materials deemed harmful, sexually explicit, pervasively vulgar, profane, or educationally unsuitable, and requires compliance with the Children's Internet Protection Act (CIPA). All library materials, whether in school libraries, classroom collections, or digital platforms, must meet these standards. Parents are affirmed as the primary decision-makers regarding their child's access to library materials and are provided with tools to view catalogs, track checkouts, and restrict their child's access to certain books outside of the library.

Student Records

Board Policy FL

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District. The campus principal is the custodian of all records for currently enrolled students. The director of student services is the custodian of records for students who have withdrawn or graduated. The student handbook made available to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

The District shall make a student's records available to the student's parents, as permitted by law. The records custodian or designee shall use reasonable procedures to verify the requester's identity before disclosing student records containing personally identifiable information.

Records may be reviewed in person during regular school hours without charge upon written request to the records custodian. For in-person viewing, the records custodian or designee shall be available to explain the record and answer questions. The confidential nature of the student's records shall be maintained at all times, and records to be viewed shall be restricted to use only in the Superintendent's, principal's, or school counselor's office or other restricted area designated by the records custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Copies of records are available at a per-copy cost, payable in advance. They must be requested in writing. Parents may be denied copies of records if they fail to follow proper procedures or pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of a parent, one copy of the record shall be provided at no charge.

A parent may continue to have access to his or her child's records under specific circumstances after the student has attained 18 years of age or is attending an institution of postsecondary education.

Parent and Student Complaints

Board Policy FNG

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus 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. A student or parent may initiate the formal process described below by timely filing a written complaint form. Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint 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. Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

A parent or student filing a complaint should contact the campus administrator.

Administering Medication to Students

Campus and district nurses, or designees, will administer medication to students as needed or prescribed. All student medication should be provided to the campus or district nurse.

Student Code of Conduct and Student Handbook

The student code of conduct is available on the CISD website.

Student Attendance

The student attendance handbook is available on the CISD website.

Bullying

Board Policy FFI

The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited. Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, principal, or other District employee to obtain assistance and intervention.

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

Crane Independent School District Employee Handbook Acknowledgment

Employee Name: _____

Campus/Department: _____

Accessibility Notice

The District is committed to ensuring all employees have equal access to its resources. Employees who require this handbook in an alternative format (e.g., large print, audio, or accessible digital format) should contact the Human Resources Department. The District will work to provide materials in a format that meets the employee's needs. For assistance, contact the Crane ISD Human Resources office.

Acknowledgment and Responsibilities

By signing below, I acknowledge that I have received access to the Crane Independent School District Employee Handbook and understand my responsibility to review, understand, and comply with the expectations, guidelines, policies, and procedures applicable to my employment.

I further understand and acknowledge that I am expected to:

- Conduct myself in a professional, ethical, and lawful manner while performing District duties
- Comply with all applicable District policies, administrative procedures, and workplace expectations
- Promptly report suspected child abuse, educator misconduct, safety concerns, unlawful conduct, or other violations of District policy or law
- Cooperate honestly, completely, and professionally during District reviews, inquiries, or investigations
- Maintain current and accurate personal contact information with the District

I understand that this handbook serves as a general employment resource and that Board policy, administrative procedures, and applicable law may supersede portions of the handbook when necessary.

I further understand that failure to comply with District expectations, policies, procedures, or legal obligations may result in disciplinary action, up to and including termination of employment, consistent with applicable law and Board policy.

Handbook Status and Changes

I understand that this handbook is a summary of District practices and does not contain all Board policies. The official Board policy manual is available at: www.craneisd.com/board

I further understand that the District may revise this handbook at any time, and I agree to comply with any updates or changes.

Confirmation

I confirm that I have received access to the Employee Handbook, have reviewed its contents, and agree to adhere to the standards, policies, and procedures outlined therein. I understand that I may request a printed copy by contacting the Superintendent's Secretary.

Employee Signature: _____

Date: _____