

# **CANTON INDEPENDENT SCHOOL DISTRICT**



## **PERSONNEL HANDBOOK**

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### **2018-19**

Canton ISD...Reaching for Excellence, Leading to Great Accomplishment

#### **MISSION STATEMENT**

In partnership with community and parents, Canton ISD will empower students to become lifelong learners committed to academic excellence, integrity, responsible citizenship and service to others.

# Employee Handbook Receipt 2018-19

Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

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

Employees have the option of receiving the handbook in electronic format or hard copy.

To view the handbook online, please visit the Canton ISD website at [www.cantonisd.net](http://www.cantonisd.net). Click on the Department tab and in the drop down box you will select Staff Resources. The Personnel Handbook will be located under Staff Resources.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook.

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and return to the campus secretary.

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**All Canton ISD campuses and buildings are weapon-free, smoke-free and drug-free facilities.**

**Notice Concerning Pesticides**

Canton ISD prohibits the possession, storing, or application of any kind of pesticide on school premises or as part of the District’s activities by unauthorized personnel. A pesticide is defined as a substance or mixture or substances intended for destroying, repelling, or mitigating any pest. (This includes items like glue boards, fly traps, and cans of household insecticides).

The district periodically applies pesticides. Employees and students will be notified of the application schedule by the posting of signs in all areas to be treated 48 hours prior to the planned treatment. For more information concerning these applications, contact the Maintenance Director (903-567-5328).

**Asbestos Management**

**Federal regulations concerning the inspection, re-inspection, periodic surveillance, response activities and management planning for our school district.** CANTON ISD complies with federal and state regulation concerning asbestos. Should you desire to review the asbestos management plan for your school, a copy of the plan is available in the principal’s office as well as the school’s central administration office. If you have any questions, about the plan or this federally mandated program, please contact Mr. Thomas Stewart (Asbestos Coordinator) at (903) 567-4179.

**Americans with Disabilities Act**

General rule: No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. 42 U.S.C.A. 12121 (a).

**Section 504 of the Rehabilitation Act**

Section 504 of the Rehabilitation Act of 1973 is a broad base civil rights law administered by the Office of Civil Rights, which protects the rights of persons with disabilities. The purpose of the act and these procedures is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. Section 504 provides that: “No otherwise qualified individual with handicaps in the United States... shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...” (29 U.S.C. 794).

Students may be referred by parents, teachers, counselors, administrators, or any other district employee for evaluation to determine if they are disabled and in need of special instruction or services.

The district designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973 as amended: Stephanie Hanks-Wynne, Section 504 Coordinator, Canton Junior High School, 1115 S. Buffalo St., Canton, TX

(903-567-4329).

### **Equal Opportunity Employment**

Policy DAA, DIA

The Canton ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, 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.

Employees with questions or concerns about discrimination on the basis of disability or sexual harassment should contact the superintendent's office.

## **CANTON INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES**

*Policies BA, BB, BD and BE series*

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

The Board of Trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for district students. Board members are elected by position and serve 3-year terms. Trustees serve without compensation, must be registered voters, and must reside in the district.

Boards of Trustees for the 2018-19 school year are listed below.

Mr. Matt Dunn  
Mrs. Leslea Evans  
Mr. T. A. Hale, Secretary  
Mr. Clay Nicklas  
Mr. Kenneth Pruitt, President  
Mrs. Julie Stern  
Mr. Josh Wilkerson, Vice-President

The Board usually meets the third Monday of each month at 6:00 p.m., in the Canton ISD Administration Board Room. Other meetings may be called as necessary. A written notice of regular and special meetings will be posted on the district website and administration window at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. Special meetings may be called when necessary. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing attorney consultation, real property, prospective gifts, personnel matters including employee complaints, student discipline, personally identifiable student information, medical or psychiatric records, security, assessment instruments, energy management, or economic development negotiations.

**CANTON INDEPENDENT SCHOOL DISTRICT ADMINISTRATION**  
**1045 South Buffalo**  
**Canton, Texas 75103**  
**903-567-4179 Fax: 903-567-2370**

**Administration Office**

Mr. Jay Tullos, Superintendent.....903-567-4179  
Denise Stone, Business Director  
Brenda Sanford, Director of Curriculum and Assessment  
Stan Jontra, Technology Director  
Stacie Wilkerson, Secretary to the Superintendent  
Kari Webster, Human Resource/ Jeri Hook, Payroll  
Christi McCaffity, Accounts PEIMS  
Nan Bailey, Payroll  
Payable

Thomas Stewart, Maintenance Director.....903-567-5328  
Dawn Loftin, Transportation Director.....903-567-5328  
Sunday Elerson, School Nurse Director.....903-567-6561  
Latrisha Balles, Junior High Nurse.....903-567-4329  
John Norrell, Intermediate Nurse.....903-567-6418  
Jennifer Moore, Elementary Nurse.....903-567-6521

Canton High School  
(Grades 9-12)  
1110 W. Hwy 243  
Canton, Texas 75103  
903-567-6561  
Fax: 903-567-5222  
Dusty Spencer, Principal  
Ashlee Lawson, Assistant Principal  
Prissy Sweat, Counselor  
Susie Dorman, Counselor  
Robert Ivey, Athletic Director  
Attendance/Receptionist  
Mike Bartley, Fine Arts Director  
Leslie Corey, Principal Secretary  
Kim Burch, Counselor Secretary  
Susan Robbins, Receptionist  
Kamra Reid, Office Manager/Attendance

Canton Junior High School  
(Grades 6-8)  
1115 S. Buffalo  
Canton, Texas 75103  
903-567-4329  
Fax: 903-567-1298  
Wes Rhoten, Principal  
Dawn Boyd, Assistant Principal  
Stephanie Hanks-Wynne, Counselor  
Kay Howard, Secretary  
Tammy Dickerson,

Canton Intermediate School  
(Grades 3-5)  
1190 W. Hwy. 243  
Canton, Texas 75103  
903-567-6418  
Fax: 903-567-2956  
Angie McLeod, Principal  
Allison French, Assistant Principal  
Jennifer Gebert, Counselor  
Lorrie Culpepper, Secretary  
Holly Huson, Attendance Clerk

Canton Elementary School  
(Grades PK-2)  
1163 S. Buffalo  
Canton, Texas 75103  
903-567-6521  
Fax: 903-567-5373  
Kelly Lamar, Principal  
Meredith Wiley, Assistant Principal  
Cristie Guy, Counselor  
Waynette Barker, Secretary  
Trina Wilson, Receptionist

## **EMPLOYMENT**

### **Equal Employment Opportunity**

*Policies DAA, DIA*

Canton ISD does not discriminate against any employee or applicant for employment because of race, color, religion, gender, sex, national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the campus principal.

### **Job Vacancy Announcements**

*Policy DC*

Announcements of job vacancies by position and location are posted according to policy requirements at the central administration building, campus office and/or on the district's Web site. Postings may also be posted in other district locations, on regional and state websites, and other media as deemed appropriate.

### **Applications for Vacancies**

*Administrative Procedure*

At-will applications are not kept on file at Central Office. A person wishing to apply for an at-will position must complete a new application for each vacancy.

Applications may be accessed through the Canton ISD website, [www.cantonisd.net](http://www.cantonisd.net), under the Employment tab. Please follow the directions for submitting an electronic application.

### **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 1-800-223-8778 or 512-542-6400. Information is also available on the TRS Website [www.trs.texas.gov](http://www.trs.texas.gov).

### **Acute Teacher Shortage Areas**

#### *Administrative Procedure*

The Board of Trustees will determine annually whether acute areas of teacher shortage exist in the district. As required by Government Code, Subchapter G, §824.602, the district must consider the areas of acute shortage identified by the Texas Education Agency, develop procedures to outline how qualified teachers are recruited, and develop criteria that outline how preference will be given to certified applicants in the hiring process. These requirements are provided below.

### **Contract and Noncontract Employment**

#### *Policies DC, DCA, DCB, DCC, DCD, DCE*

State law requires the district to employ all full-time professional employees in positions requiring a certificate from 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 non-renewal 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 at least 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 a probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed in public education for at least five of the eight years preceding employment with the district may not exceed one school year. For those with less experience, the probationary period will be three school years, (i.e., three one-year contracts) with an optional fourth school year if the board determines it is doubtful whether a term contract should be given.

**Term.** 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 and have access to employment policies on the district website 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) may be employed by a one or two-year contract that is

not subject to the procedures for nonrenewal or termination under the Texas Education Code.

**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 Licenses**

*Policies DBA, DF*

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to the central office in a timely manner.

A certified employee's contract may be voided without 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 Kari Webster if you have any questions regarding certification or licensure requirements.

### **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 Kari Webster if you have any questions regarding reverification of employment authorization.

### **Searches and Alcohol and Drug Testing**

*Policy CO, DHE*

Noninvestigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, The District reserves the right to conduct searches when the District has reasonable suspicion to believe that a search will uncover evidence of work-related misconduct. Such an investigatory search may include drugs and alcohol testing if the suspected violation relates to drug or alcohol use. The District may search the employee, employee's personal items, work areas, lockers and

private vehicles parked on District premises or worksites or used in District business. Searches that reveal a violation of the District's standards of conduct may result in disciplinary action.

**Employees Required to Have a Commercial Drivers License.** Any employee who is required to have a commercial driver's license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements 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, pre-employment, post-accident, 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 when 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 who 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 policies and related educational material should contact the transportation director.

### **Health Safety Training**

*Policies DBA, DMA*

School Nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band directors, cheerleading coach, coaches, athletic trainers, or sponsors of an extracurricular athletic activity that is sponsored or sanctioned by the district or University Interscholastic League (UIL) must maintain and submit to the district proof of current certification in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, UIL, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the athletic director.

### **Reassignments and Transfers**

*Policy DK*

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent 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 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. 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 central office and must be approved by the receiving supervisor.

At-will employees may not request reassignment within the district. At-will employees desiring another district position must follow district application procedures for each position.

## **Workload and Work Schedules**

*Policies DEAB, DK, DL*

**Professional Employees.** Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Subject to Board adopted budget and compensation plans and in harmony with employment contract, the Superintendent shall determine the required work calendars for all employees. Daily time schedules for all employees shall be determined by the superintendent, designee, or principals. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation and conferences. The schedule for planning periods is set at the campus but must provide at least 450 minutes within each two-week period for instructional preparation including parent-teacher conferences, evaluating students' work, and planning. A planning and preparation period may not be 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 one day a week when no other personnel are available.

**Paraprofessional and Auxiliary Employees.** Support employees are employed at will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. Paraprofessional and auxiliary employees are compensated for 8 hours a day (40 hours a week based on five days) however employees must work a

minimum of 7.5 hours a day (37.5 hours a week based on five days). Any paraprofessional or auxiliary employees not working the required hours will result in deduction in pay.

### **Breaks for Expression of Breast Milk**

*Policies DEAB, DG*

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

### **Teacher Workday**

*Administrative Procedure*

The teacher workday is designated from 7:45 a.m. until 3:45 p.m. each school day. The workday may be extended for campus meetings, district meetings and other activities as needed.

### **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 certifications status may contact central administration office.

### **Outside Employment and Tutoring**

*Policy DBD*

Employees are required to disclose in writing to their immediate supervisor any outside employment including private tutoring of District students 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 conflict of interest.

## **Performance Evaluation**

*Policies 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 and will be based on assigned duties and other job-related criteria. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance. All employees will receive a copy of their written evaluation, have a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

## **Texas Teacher Evaluation and Support System (T-TESS)**

*Board Approved Procedure*

Appraisal of professional teaching personnel of the district is a new state-recommended system that replaces the PDAS as the commissioners-approved teacher appraisal instrument that will be implemented in Canton ISD starting in the 2016-17 school year. The following formula will be used as the minimum number of formal evaluations per year.

1. Principals will evaluate teachers that are new to the District or in their 2nd year with the District.
2. All teachers will receive a formal T-TESS evaluation a minimum of every three years.

The campus principal will host the T-TESS training for all teachers during the week of in-service. The T-TESS Teacher Handbook may be found at <https://teachfortexas.org>.

## **Appraisers for the 2018-19 School Year**

The following administrators will serve as the supervising appraisers for the campuses indicated. Upon request, or as deemed advisable by the administration, a second appraisal may be assigned. All supervising appraisers are qualified to serve as second appraisers.

<u>Campus</u>	<u>Supervisor</u>
Canton High School	Dusty Spencer Ashlee Lawson
Canton Junior High	Wes Rhoten Dawn Boyd
Canton Intermediate	Angie McLeod Allison French
Canton Elementary	Kelly Lamar Meredith Wiley

Other qualified appraisers who may appraise a teacher in place of a teacher's supervisor:

Superintendent	Mr. Jay Tullos
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### **Employee Involvement**

*Policies BQA, BQB*

At both the campus and district levels, Canton 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 campus and district level advisory committees. Plans and detailed information about this process are available in each campus office.

### **Extra-curricular Involvement**

*Administrative Procedure*

Free passes to extra-curricular events are available on the employee's campus. All employees are encouraged to attend as many extra-curricular events as possible in order to interact with students, parents, staff, and community members.

### **Staff Development**

*Policy DMA*

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Individuals holding renewable SBEC

certificates are responsible for obtaining the required training hours and maintaining appropriate documentation. Staff development for non-instructional personnel is designed to meet specific licensing requirements (e.g. bus drivers) and continued employee skill development.

On an annual basis, the District shall designate a specific number of staff development days as mandatory in-service training. The remaining days of staff development may be taken at the discretion of the employee, provided that the training involves the Texas essential knowledge and skills, topics related to the specific job assignment of the teacher, or any areas of improvement identified by the principal.

Any professional development not provided by the District must have prior approval by the principal in order for the employee to receive credit.

The employee is responsible for providing documentation regarding the workshop topics and hours completed. An employee who fails to meet the professional development requirements prior to September 1 of each school year shall either have a day of leave deducted or be docked a day of pay.

An employee hired after July 1 may be granted additional time to complete staff development requirements for the current school year.

Teachers may attend conferences and workshops that will contribute to their professional growth and development. When attendance at these events is recommended or required by the administration, no salary deduction or loss of leave will result. Requests for release time with pay to attend meetings not recommended or required by administration will be considered on a case-by-case basis.

# **COMPENSATION AND BENEFITS**

## **Salaries, Wages, and Stipends**

*Policies DEA, DEAA, DEAB*

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The district's salary schedules 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 and administrative employees 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 based on hourly wages and receive compensatory time or overtime pay for each hour worked beyond 40 in a work week.

All employees will receive written notice of the pay and work schedules before the start of each school year. Classroom teachers, librarians, nurses, and 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 central administration for more information about the district's pay schedules or their own pay.

## **Paychecks**

*Administrative Procedures*

Canton ISD employee pay structure is approved annually by the Board and is not based on the state salary schedule for professional employees.

All professional and salaried employees are paid monthly. Bus drivers, food service workers, and maintenance employees may choose to be paid bi-monthly or monthly. Paychecks will not be released to any person other than the district employee named on the check without the employee's written authorization.

Paychecks are delivered to each campus during the school year, unless the employee has signed up for automatic payroll deposit. During summer breaks, paychecks will be mailed to employees at the address on file with central administration.

## **2018-19 Pay Dates**

### **Monthly**

August 24

September 25

October 25

### **Bi-Monthly**

August 10

August 24

September 10

February 8

February 25

March 8

November 16	September 25	March 25
December 20	October 10	April 10
January 25	October 25	April 25
February 25	November 9	May 10
March 25	November 16	May 24
April 25	December 10	June 10
May 25	December 20	June 25
June 25	January 10	July 10
July 25	January 25	July 25

### **Automatic Payroll Deposit**

#### *Administrative Procedure*

Employees can have their paychecks electronically deposited into a designated account. A notification period of 30 days is necessary to activate this service. With automatic deposit, an employee's pay is immediately available on the pay date. Contact central administration, 567-4179, for more information.

### **Payroll Deductions**

#### *Policy CFEA*

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

- Teacher Retirement System of Texas (TRS or Social Security employee contributions
- Federal income tax required for all full-time employees
- Medicare tax (applicable only to employees hired in the district after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Temporary and part-time employees who are not eligible for TRS membership will have an amount equal to a Social Security contribution deducted and sent to a 457 plan on their behalf.

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. Employees also may request payroll deduction for payment of membership dues to professional organizations or other institutions. Salary deductions are automatically

made for unauthorized or unpaid leave. Contact central administration, 567-4179, for more information.

## **Overtime Compensation**

### *Policy DEAB*

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly 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.

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. 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. For the purpose of calculating overtime, a workweek begins on Saturday at 12:01 a.m. and ends on Saturday at 12:00 a.m.

Employees may be compensated for overtime at 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 must be approved by the employee's supervisor, as workload permits, or at the supervisor's direction.
- An employee may be required to use comp time before using any other 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

## **Overtime Compensation**

### *Administrative Procedure*

When a non-exempt employee works 40 hours before the workweek ends, the employee's supervisor should be notified at once. The supervisor may then alter the employee's schedule within the workweek providing equivalent time off – one hour off for one hour worked - so that the total hours within the workweek do not exceed 40.

The daily schedule for non-exempt employees is officially designated to be normal posted work hours. In no case may actual hours worked vary from posted hours without prior written permission. Lunch periods are not considered a part of the workday.

Non-exempt employees are instructed not to work unauthorized hours (overtime) without prior written permission of their supervisor. Employees shall be compensated for approved overtime at a time and a half rate, first by direct pay and then with compensatory time as approved by the district.

## **Travel Expense Allotment and Reimbursement**

*Policy DEE*

Before any travel expenses are incurred by an employee, the employee's supervisor must give written approval. For approved overnight travel an employee may submit the Canton ISD Overnight Travel Form prior to the event to receive an allotment for lodging, meals, mileage, and other travel expenditures according to the current rate schedule established by the district and an itinerary of the event. For approved day travel events, employees shall submit a Canton ISD Mileage Reimbursement Form to receive funds for gas expenses. An online map of the actual mileage must be provided in order for reimbursement to be approved.

## **Health, Dental, and Life Insurance**

*Policy CRD/Procedure*

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

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are regularly scheduled to work at least ten hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare

The insurance plan year is from September 1 through August 31. Employees may make changes due to family status are permissible at any time. Prior proof of termination is required if the employee wishes to add a family member. An employee who declines TRS-ActiveCare health insurance coverage at the time of employment can enroll at any time of the year. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact central administration for more information.

## **Supplemental Insurance Benefits**

*Policy CRD*

The Superintendent shall approve supplemental insurance programs. District employees may enroll in these programs at their own expense through payroll deduction. Employees should contact central administration for more information.

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

*Administrative Procedure*

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. Cafeteria plan participation is offered annually during a specified enrollment period. All employees must accept or reject this benefit annually.

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 on the job. The district has workers compensation coverage from September 1, through August 31. 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 shall be reported immediately to the employee's supervisor. That supervisor shall report all work-related accidents or injuries to Mrs. Stacie Wilkerson. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code.

### **Unemployment Compensation Insurance**

*Policy CRF*

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

### **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 90 days a year are eligible to purchase a year of creditable service in TRS. A bus driver must work 15 hours per week to be eligible for TRS and is no longer based on driving a minimum of one route per day. 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 their supervisor as soon as possible. Information on the application procedures for TRS benefits is available at TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, Texas 78701-2698, or call 800-223-8778 or 512-542-6400. Information and registration for My TRS can also be obtained on the Web ([www.trs.texas.gov](http://www.trs.texas.gov)).

## LEAVES AND ABSENCES

### Leaves and Absences

*Policy 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 call Mrs. Jeri Hook for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district. Employees must follow district or campus procedures to report or request any leave of absence and complete the appropriate form or certification.

**Medical Certification.** An employee shall submit medical certification of the need for leave if the employee is absent more than five consecutive workdays because of a personal or immediate family illness; the district requires medical certification due to questionable pattern of absences or when deemed necessary by the supervisor or Superintendent; the employee requests FMLA leave for the employee's serious health condition or that of a spouse, parent, or child; or requests FMLA leave for military caregiver purposes. In each case, medical certification shall be made by a health-care provider as defined by FMLA confirming the existence and dates of the illness and the employee's fitness to return to work. This also applies to staff development days missed during the school year.

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 to not provide any genetic information in any medical certifications. "Genetic Information," as defined by GINA, includes an individual's genetic test, genetic test of the individual's family members, manifestation of disease or disorder in family members of the individual (family medical history), individual's request for or receipt of genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual, or genetic information of a fetus carried by an individual or an individual's family member or embryo lawfully held by an individual or family member receiving assistive reproductive technology.

**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 Family and Medical Leave Act will be paid by the district as they were prior to the leave. If the employee elects not to return to work, the District may require reimbursement of premiums paid by the District during 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.

## **Personal Leave**

State law entitles all employees to five days of paid state personal leave per year. Personal leave is earned at a rate of one-half personal leave day for each 18 workdays. A day of earned personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts and generally transfers to educational service centers. There are two types of personal leave: nondiscretionary and discretionary. Under authority of Education Code 22.003 and to preserve the employee's leave entitlement while minimizing disruption to the instructional program, the Canton ISD Board requires that employees differentiate between uses of personal leave as discretionary or non-discretionary.

**Nondiscretionary.** Leave is taken for personal or family illness, family emergency, a death in the family, or active military service. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as state sick leave.

**Discretionary.** Leave is taken at an employee's discretion and shall be scheduled in advance. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor at least one day in advance of the anticipated absence. The reasons for which personal leave may be used should not be limited by the district. In deciding to approve personal leave, the administrator may consider the effect of the absence(s) on the educational program, as well as availability of substitutes. Discretionary personal leave may not be taken the day before a school holiday, after a school holiday, days scheduled for semester or final exams, days scheduled for state assessments, or days scheduled for staff development. Certain circumstances would allow an employee to be granted leave on a day before a school holiday if the employee has appropriate leave days available. If approved, it will be a daily dock of pay unless there is a medical issue (non-routine), funeral, child involved in a CISD activity, and one day per year for a child involved in a non CISD activity. An employee wanting to use leave for the birth of a grandchild shall receive 5 days without a daily dock within the first two weeks of the birth of the child. Discretionary personal leave may not be taken for more than two consecutive days.

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

## **State Sick Leave**

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave is limited to not more than five (5) workdays for each occurrence except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

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

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

If 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. Sick leave will not be charged out in less than 1/2 day increments. If an employee leaves the district before the end of the work year, the cost of any unearned leave days shall be deducted from the employee's final paycheck.

### **Local Personal Leave**

Canton ISD employees receive five (5) local leave days per year (noncumulative). The first three days are at no cost to the employee. The other two days are docked from payroll for the amount of the certified substitute teacher's daily rate. For employees other than professionals, the daily rate of pay of a non-degreed substitute or 50 percent of the employee's daily rate (whichever is less) shall be deducted for each day of local leave taken, whether or not a substitute is employed.

Employees may choose the order in which leave is used.

### **Extended Sick Leave**

After all available state and local leave days have been exhausted, a full-time employee shall be granted in a school year, which shall be the first day of in-service, a maximum of 30 days of extended sick leave to be used for employee's personal catastrophic illness or injury (life-threatening condition or combination of conditions affecting mental or physical health), including pregnancy related illness or injury or for absences related to the catastrophic illness or injury of a member of the employee's immediate family. A non-professional employee shall be eligible after 24 months of employment.

An employee shall be granted 15 days of extended sick leave when pregnancy is uncomplicated and not related to catastrophic illness or injury as listed above.

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

For professional employees, the Board shall determine annually the daily rate of pay deducted by each day of extended sick leave taken, whether or not a substitute is employed. For employees other than professionals, the daily rate of pay of a non-degreed substitute or 50 percent of the employee's daily rate (whichever is less) shall be deducted for each day of extended sick leave taken, whether or not a substitute is employed.

## **Sick Leave Pool**

An employee who has exhausted all paid leave and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which the District employees may donate leave or state personal leave for use by the eligible employee.

If the employee is unable to submit the request, a member of the employee's family or the employee's supervisor may submit the request to establish a sick leave pool.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.

The Superintendent or designee shall develop regulations for the implementation of the sick leave pool that address the following:

- Procedures to request the establishment of a sick leave pool;
- The maximum number of days an employee may donate to a sick leave pool;
- An eligible employee may receive a maximum of 60 days per school year from a sick leave pool; and
- The return of unused days to donors. Unused days will be returned to donors if the employee is no longer in need of days.

**Reimbursement for Leave Upon Retirement.** The following leave provisions shall apply to state leave earned beginning on the original effective date of this program.

An employee who retires from the District shall be eligible for reimbursement for state leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or non-renewed.
2. The employee has at least five years of service with the District.
3. The employee has a minimum of 50 state leave days.

Unless retirement is a result of a disability as defined by Texas Teacher Retirement System (TRS), a professional contract employee who is retiring, other than an administrator, shall complete the academic school year in which he or she plans to retire.

If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

An employee that meets the above requirements will receive a \$2,000 reimbursement check at the time of their last check from the District.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

## **Family and Medical Leave (FMLA) General Provisions**

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

### **Leave Entitlement**

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job.

Eligible employees who is a covered servicemember's spouse, son, daughter, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

**Benefits and Protections.** During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

**Eligibility Requirements.** Employees who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employer must:

- Have worked for the employer for at least one year;
  - Have at least 1,250 hours over the previous 12 months before taking leave; and
  - Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.
- \*Special hours of service eligibility requirements apply to airline flight crew employees

**Substitution of Paid Leave for Unpaid Leave.** Canton ISD requires the use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

**Requesting Leave.** Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

**Employer Responsibilities.** Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employee's rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FML and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FML, the employer must notify the employee.

**Unlawful Acts by Employers.** FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right protected under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

**Enforcement.** An employee may file a complaint with the US Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C § 2619) requires FMLA covered employers to post the text of this notice Regulations 29 C.F.R. § 825.300 (a) may require additional disclosures.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627  
[www/wagehour.dol.gov](http://www/wagehour.dol.gov)

## **Local Family and Medical Leave Provisions**

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured backward from the date an employee uses FML.

**Use of Paid Leave.** Family and Medical Leave runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to 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 leave 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 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. If certification of the employee's ability to perform essential job function is required, 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.

**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.

**District contact.** Employees that require FML, or have questions should contact the administration office for details on eligibility, requirements, and limitations.

## **Temporary Disability**

**Certified Employees.** Any full-time employee whose position requires educator certification from the State Board for Educator Certification (SBEC) or by the District is eligible for temporary disability leave. The purpose of the temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of 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 the 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, the Superintendent and/or Principal should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a medical certification 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 a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

## **Workers' Compensation Benefits**

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**

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

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 non-responsible for purposes of criminal liability.

An employee who is physically assaulted at work has the right to take all the leave time necessary (up to two years) to recover from physical injuries he or she sustained. At the request of the 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 or counted against the employee's family and medical leave entitlement, 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.

### **Jury Duty**

The district provides paid leave to employees who are summoned to jury duty. 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 will 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 paid leave. Absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). 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, or reserves component of the United States Armed Forces or a member of the state or federally authorized Urban Search and Rescue Team is entitled to paid leave for authorized training or duty orders. Paid military leave is limited to 15 days each fiscal year. 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 U.S. uniformed services or who are ordered to active state military duty (Texas National Guard or Texas 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 central administration office. In most cases, the length of federal military service cannot exceed five years.

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

## **Unauthorized Absences**

Unauthorized absences shall be charged as days not worked and the employee's paycheck shall be reduced by the daily pay rate for the employee for the number of days missed. An unauthorized absence is one not covered by CISD policies for vacation, sick leave, jury duty, maternity leave or other leave authorized by the administrator in charge.

Unauthorized absenteeism or abuses of the sick leave policy are grounds for termination. Five or more consecutive days of personal or non-personal illness will require a medical doctor's statement in order to count as valid sick days. The policy also applies to staff development days missed during the school year.

# **EMPLOYEE RELATIONS AND COMMUNICATIONS**

## **Employee Recognition and Appreciation**

Continuous efforts are made throughout the year to recognize employees whom make an extra effort to contribute to the success of the district. Employees are recognized at board meetings and through special events and activities. Recognition and appreciation activities include Campus Employee of the Month and Campus and District Teacher of the Year.

## **District Communications**

Canton ISD uses the local radio station, local newspapers, Twitter, and district website ([www.cantonisd.net](http://www.cantonisd.net)) to keep the community informed about school activities and achievements. SchoolMessenger is also used to inform students and staff of inclement weather and emergency situations.

# **COMPLAINTS AND GRIEVANCES**

## *Policy DGBA*

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

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees.

## **Policy DGBA(LOCAL)**

**Complaints.** In this policy, the terms "complaint" and "grievance" shall have the same meaning.

**Other Complaint Process.** Employee complaints shall be filed in accordance with this policy, except as provided below. Some of those policies require appeals to be submitted in accordance with DGBA after the relevant complaint process:

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

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

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

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

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

**Formal Process.** An employee may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, employees are encouraged to seek informal resolution of their concerns. 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.

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

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

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

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

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

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

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

**Representative.** "Representative" shall mean any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.

The employee may designate a representative through written notice to the District at any level of this process. The representative may participate in person or by telephone conference call. If the employee designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel. The District may be represented by counsel at any level of the process.

**Consolidating Complaints.** Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.

**Untimely Filings.** All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

**Cost Incurred.** Each party shall pay its own costs incurred in the course of the complaint.

**Complaint Forms and Appeal Forms.** Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the employee unless the employee did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed, but may be refiled with all the required information if the refiling is within the designated time for filing a complaint.

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

**Level One.** Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and times the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and hold a conference with the employee within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the employee a written response within days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

**Level Two.** If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

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

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The employee may request a copy of the Level One record.

The Level One record shall include:

- The original complaint form and any attachments.
- All other documents submitted by the employee at Level One.
- The written response issued at Level One and any attachments.

- All other documents relied upon by the Level One administrator in reaching the Level One decision.

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

The Superintendent or designee shall provide the employee a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Superintendent or designee may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Superintendent or designee believes will help resolve the complaint.

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

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

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

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Two appeal. The employee may request a copy of the Level Two record.

The Level Two record shall include:

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

The appeal shall be limited to the issues and documents considered at Level Two, except that if at the Level Three hearing the administration intends to rely on evidence not included in the Level Two record, the administration shall provide the employee notice of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

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

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

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

# **EMPLOYEE CONDUCT AND WELFARE**

## **Standards of Conduct**

*Policy DH*

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

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all district employees must adhere to, is printed below.

## **Texas Educators' Code of Ethics**

### **Purpose and Scope**

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

### **Enforceable Standards**

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

Standard 1.1. The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or education institution.

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

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

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

Standard 1.5. The educator shall neither accept nor offer gratuities, gifts or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, 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 applicable state and federal laws.

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

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

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

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

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

Standard 1.13. The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

## **II. Ethical Conduct Toward Professional Colleagues.**

Standard 2.1. The educator shall not reveal confidential health or personal 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 exercised 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, sex, disability, or family status.

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 under this chapter.

## **III. 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 knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health or safety.

Standard 3.3. The educator shall not deliberately or knowingly 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, sex, disability, national origin, religion, or family status.

Standard 3.5. The educator shall not engage in physical mistreatment of a student.

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

Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8. The educator shall maintain appropriate professional educator-student relationship and boundaries based on a reasonable 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 including, but are not limited to:

- i. the nature, purpose, timing, and amount of the communication;
- ii. the subject matter of 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 sexual history, activities, preferences, or fantasies of either the educator or the student.

## **Discrimination, Harassment, and Retaliation**

*Policies DH, DIA*

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

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

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

### **DIA(LOCAL)**

**Definitions.** Solely for purposes of this policy, the term "employees" includes former employees, applicants for employment, and unpaid interns.

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

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

**Harassment.** Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, 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.

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

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

1. 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
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

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

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

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

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

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

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

**Title IX Coordinator.** Reports of discrimination based on sex, including sexual harassment, may be directed to the designated Title IX coordinator. [See DIA(EXHIBIT)]

**ADA/Section 504 Coordinator.** Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator. [See DIA(EXHIBIT)]

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

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

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

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

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

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

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

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

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

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

**Appeal.** A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level.

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

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

### **Harassment of Students**

*Policies DH, DHB, FFB, FFH, FFI*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See Reporting Suspected Child Abuse, page \_\_\_ and Bullying, page \_\_\_ for additional information. The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

## Policy FFH(LOCAL)

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

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

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

Prohibited harassment includes dating violence as defined by this policy.

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

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

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

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

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

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.

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

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

**Gender-Based Harassment.** Gender-based harassment includes physical, verbal, or non-verbal conduct based on the student's gender, the student's expression of characteristics perceived as stereotypical for the student's gender, or the student's failure to conform to stereotypical notions of masculinity or femininity. For purposes of this policy, gender-based harassment is considered prohibited harassment if 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.

**Examples.** Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

**Dating Violence.** Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual

who is or was once in a marriage or dating relationship with the person committing the offense.

For purposes of this policy, dating violence is considered prohibited harassment if 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.

**Examples.** Examples of dating violence against a student may include physical or sexual assaults; name-calling; put-downs; or threats directed at the student, the student's family members, or members of the student's household. Additional examples may include destroying property belonging to the student, threatening to commit suicide or homicide if the student ends the relationship, attempting to isolate the student from friends and family, stalking, threatening a student's spouse or current dating partner, or encouraging others to engage in these behaviors.

**Retaliation.** The District prohibits retaliation by a student or District employee against a student alleged to have experienced discrimination or harassment, including dating violence, or another student who, in good faith, makes a report of harassment or discrimination, serves as a witness, or participates in an investigation.

**Examples.** Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

**False Claim.** A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding discrimination or harassment, including dating violence, shall be subject to appropriate disciplinary action.

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

**Reporting Procedures and Student Report.** Any student who believes that he or she has experienced prohibited conduct or believes that another student has experienced prohibited conduct should immediately report the alleged acts to a teacher, counselor, principal, other District employee, or the appropriate District official listed in this policy.

**Employee Report.** Any District employee who suspects or receives 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.

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

**Title IX Coordinator.** Reports of discrimination based on disability may be directed to the designated ADA/Section 504 coordinator for students [See FFH(EXIBIT)]

**ADA/Section 504 Coordinator.** Reports of discrimination based on disability may be directed to the ADA/Section 504 coordinator for students [See FFH(EXIBIT)].

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

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

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

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

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

[For parental notification requirements regarding an allegation of educator misconduct with a student, see FFF.]

**Investigation of the Report.** The District may request, but shall not require, a written report. If a report is made orally, the District official shall reduce the report to written form.

**Initial Assessment.** Upon receipt or notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District shall immediately undertake an investigation, except as provided below at CRIMINAL INVESTIGATION.

If the District official determines that the allegations, if proven, would not constitute prohibited conduct as defined by this policy, the District official shall refer the complaint for consideration under FFI.

**Interim Action.** If appropriate and regardless of whether a criminal or regulatory investigation regarding the alleged conduct is pending, the District shall promptly take interim action calculated to address prohibited conduct or bullying prior to the completion of the District's investigation.

**District Investigation.** The investigation may be conducted by the District official or a designee, such as the principal, or by a third party designated by the District, such as an attorney. When appropriate, the principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances

surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

**Criminal Investigation.** If a law enforcement or regulatory agency notifies the District that a criminal or regulatory investigation has been initiated, the District shall confer with the agency to determine if the District investigation would impede the criminal or regulatory investigation. The District shall proceed with its investigation only to the extent that it does not impede the ongoing criminal or regulatory investigation. After the law enforcement or regulatory agency has finished gathering its evidence, the District shall promptly resume its investigation.

**Concluding the Investigation.** Absent extenuating circumstances, such as a request by a law enforcement or regulatory agency for the District to delay its investigation, the investigation should be completed within ten District business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall include a determination of whether prohibited conduct or bullying occurred. The report shall be filed with the District official overseeing the investigation.

**Notification of Outcome.** Notification of the outcome of the investigation shall be provided to both parties in compliance with FERPA.

**District Action and Prohibited Conduct.** If the results of an investigation indicate that prohibited conduct occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

**Corrective Action.** Examples of corrective action may include a training program for those involved in the complaint, a comprehensive education program for the school community, counseling to the victim and the student who engaged in prohibited conduct, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where prohibited conduct has occurred, and reaffirming the District's policy against discrimination and harassment.

**Bullying.** If the results of an investigation indicate that bullying occurred, as defined by FFI, the District official shall refer to FFI for appropriate notice to parents and District action. The District official shall refer to FDB for transfer provisions.

**Improper Conduct.** If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take disciplinary action in accordance with the Student Code of Conduct or other corrective action reasonably calculated to address the conduct.

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

**Appeal.** A student or parent who is dissatisfied with the outcome of the investigation may appeal through FNG (LOCAL), beginning at the appropriate level. A student or parent shall

be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

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

**Access to Policy and Procedures.** Information regarding this policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and readily available at each campus and the District's administrative offices.

## **Alcohol and Drug Abuse Prevention**

*Policy DH*

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

### **DH(LOCAL)**

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. The District holds all employees accountable to the educators' Code of Ethics. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

**Violation of Standards of Conduct.** 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 may result in disciplinary action, including termination of employment. [See DCD and DF series]

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

**Exceptions.** No violation of this policy occurs when:

1. 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 the parking area provided by the District, provided the handgun or other firearm is not loaded and not in plain view; or

2. The use, possession display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

**Electronic Communication Use with Students.** A certified employee, licensed employee, or any other employee designated in writing by the Superintendent or a campus principal may use electronic communication, as this term is defined by law, with currently enrolled students only about matters within the scope of the employee's professional responsibilities.

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 who are 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; and
3. Other matters deemed appropriate by the Superintendent or designee.

In accordance with ethical standards applicable to all District employees [see DH(EX-HIBIT)], 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 requirements for records retention and destruction to the extent those requirements apply to electronic communication. [See CPC]

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

**Reporting Improper Communication.** In accordance with administrative regulations, an employee shall notify his or her supervisor when a student engages in improper electronic communication with the employee.

**Disclosing Personal Information.** An employee shall not be required to disclose his or her personal e-mail address or personal phone number to a student.

**Safety Requirements.** Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

**Harassment or Abuse.** An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]
2. Students. [See FFH; see FFG regarding child abuse and neglect.]

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

**Relationships with Students.** An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

As required by law, the District shall notify the parent of a student with whom an educator is alleged to have engaged in certain misconduct.

**Tobacco and E-Cigarettes.** An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school-related activities. [See also GKA]

**Alcohol and Drugs/Notice of Drug-Free Workplace.** 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 of 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.

**Exceptions.** 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.

**Sanctions.** An employee who violates these drug-free workplace provisions shall be subject to disciplinary sanctions. Sanctions may include:

1. Referral to drug and alcohol counseling or rehabilitation programs;
2. Referral to employee assistance programs;
3. Termination from employment with the District; and
4. Referral to appropriate law enforcement officials for prosecution.

**Notice.** Employee shall receive copy of this policy.

**Arrests, Indictments, Convictions, and other Adjudications.** 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 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; or
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); or
  - Acts constituting abuse or neglect under the Texas Family Code.

**Dress and Grooming.** An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

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

*Policies DH, FNCD, GKA*

State Law prohibits smoking, using tobacco products, or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from

smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

### **Reporting Suspected Child Abuse**

*Policies DG, DH, DHB, FFG, GRA*

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §26.001, to a law enforcement agency, Child Protective Services, or appropriate state agency within 48 hours of the event that led to the suspicion.

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

Reports to Child Protective Services can be made to 800-252-5400 or to Texas Abuse Hotline (800-252-5400) or on the website [www.txabusehotline.org](http://www.txabusehotline.org), or through a law enforcement agency: The Canton Police Department, at 903-567-4991. State law specifies that an employee may not delegate to or rely on another to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

### **Sexual Abuse and Maltreatment of Children**

The District has established a plan for addressing sexual abuse and other maltreatment of children, which may be found in the District Improvement Plan on the Canton ISD website at [www.cantonisd.net](http://www.cantonisd.net). As an employee, it is important for you to be aware of warning signs

that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under law for reporting the suspected abuse or neglect to Child Protective Services (800-252-5400) or on the website [www.txabusehotline.org](http://www.txabusehotline.org), or to the Canton Police Department, 903-567-4119.

Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse*.

## **Reporting Crime**

*Policy DG*

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

## **Fraud and Financial Impropriety**

*Policy CAA*

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to the district;
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document;
- Misappropriation of funds, securities, supplies, or other district assets including employee time;
- Impropriety in the handling of money or reporting of district financial transactions
- Profiteering as a result of insider knowledge of district information or activities;
- Unauthorized disclosure of confidential or proprietary information to outside parties;
- Unauthorized disclosure of investment activities engaged in or contemplated by the district;
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district;
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment;
- Failing to provide financial records required by state or local entities;
- Failure to disclose conflicts of interest as required by policy; and/or
- Any other dishonest act regarding the finances of the district.

- Failure to comply with requirements imposed by law, the awarding agency, or a pass through entity for state and federal awards.

### **Conflict of Interest**

*Policies BFAA, DBD*

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

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

### **Gifts and Favors**

*Policy DBD*

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

### **Charitable Contributions**

*Policy DG*

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fund-raiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fund raiser or attending a meeting called for the purpose of soliciting charitable contributions.

### **Associations and Political Activities**

*Policy DGA*

The Board or any district employee may not directly or indirectly require or coerce any teacher to refrain from participating in political affairs in his or her community, state, or nation or require any employee to join any group, club, committee, organization or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with

employers concerning grievances, labor disputes, wages, rate of pay, hours of employment, or conditions of work. Use of district resources, including work time, for political activities is prohibited.

## **Safety**

*Policy CK*

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

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

## **Criminal History Background Checks**

*Policy DBAA*

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

## **Employee Arrests and Convictions**

*Policy DH*

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

- crimes involving school property or funds,
- crimes involving attempts by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator,
- crimes that occur wholly or in part on school property or at a school-sponsored event, and
- crimes involving moral turpitude.

Moral turpitude includes, but is not limited to, the following:

- Dishonesty
- Fraud

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

If an educator is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of investigations at TEA.

### **Possession of Firearms and Weapons**

*Policies DH, FNCG, GKA/Administrative Procedure*

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the district's weapons policy should report it to their supervisor or the Canton Police Department.

### **Visitors in the Workplace**

*Policy GKC/Administrative Procedure*

All visitors with legitimate school business are expected to enter all district facilities through the main entrance and sign in or report to the building's main office. This shall apply to parents, Board members, volunteers, social services workers, invited speakers, maintenance and repair persons not employed by the district, vendors, representatives of the news media, former students, and any other visitors. Visitors 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 school environment. Employees who observe an unauthorized individual on the district premises shall immediately direct him or her to the building office and or contact the administrator in charge.

### **Copyrighted Materials**

*Policy CY*

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial, graphic and sculptural works, motion pictures and other audiovisual works, sound recordings, and architectural works are to be used in the classroom for instructional

purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

## **Technology Resources**

*Policy CQ*

The district's technology resources, including its internet, shall be made available to student and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of District technology resources shall be permitted if the use:

- Imposes no tangible cost to the district
- Does not unduly burden the district's technology resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions, phone calls placed outside the district, and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures.

Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the District Technology Director.

## **Personal Use of Electronic Communications**

*Policies CQ, DH*

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

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

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

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

## **Electronic Communications between Employees and Students**

### *Policy DH*

A certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic communication with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic communication with students who are currently enrolled in the District.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social

relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

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

The following definitions apply for use of electronic media with students:

1. *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, Twitter, LinkedIn, Instagram). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.
2. *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*: however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.
3. *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

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

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

- media the employee uses to communicate with one or more currently-enrolled students.
4. Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.
  5. The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity)
  6. The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
  7. The employee shall not communicate directly with any student between the hours of 7 p.m. and 7 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
  8. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:
    - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]
    - Copyright law [See Policy CY]
    - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]
  9. An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.
  10. An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

### **Use of Electronics and Technology During Instructional Time**

#### *Board-Approved Administrative Policy*

Teachers and classroom paraprofessionals may make personal use of computers, cell phones, classroom telephones, and other electronic communication equipment during non-instructional time only. This includes before and after student dismissal from school,

during lunch, during conference periods, and while reporting class attendance. Activities including but not limited to personal or school-related Internet searches, email, instant messaging, and personal or school-related phone calls will be limited to non-instructional times. Teachers will use instructional time to actively monitor and engage students in learning or assessment activities.

## **Right and Responsibilities**

The following guidelines set out the employee's right and responsibilities.

### **1. Search and Seizure**

- a. Employees may expect only limited privacy in the content of their personal computer files, records of their on-line activities, and audio files of calls made on the District phone system. All files on the district network shall be considered District property and shall be subject to search.
- b. District employee's personal files may be discoverable under the state's public record law. [SEE GBA]
- c. Routine maintenance and monitoring of the District's computers by administrators may lead to discovery that an employee has violated the acceptable use policy or law.
- d. The District reserves the right to periodically purge data files, including employee directories. Employees shall be notified and given reasonable time to save their data to a disk.

### **2. Due Process**

- a. The District shall cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through a District computer or network.
- b. Violation of the employee acceptable use policy may constitute "good cause" for dismissal. In the event there is a claim that an employee has violated the acceptable use policy in the use of the District's computers and/or network equipment, the District shall give the employee notice and an opportunity to be heard.

## **Limitations of Liability**

The District makes no warranties of any kind, whether expressed or implied that the service that it is providing will be accessible, error-free, or without defect. The District shall not be responsible for any damages an employee may suffer while on the system. These damages include loss of data resulting from delay, non-deliveries, erroneous deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of the information obtained through or stored on the system. The District shall not be responsible for financial obligations arising through unauthorized use of the system.

The employee shall be responsible for the District's hardware and software he or she is using. The employee shall be accountable for his or her actions while on line. The District

shall be accountable for an employee's actions if the employee fails to follow the correct procedures listed in the acceptable use policy. The District shall cooperate fully with law enforcement or other legal authority's investigation of wrong doing and may impose disciplinary action in addition to any civil and/or criminal penalty.

### **Pest Control Treatment**

*Policies DI, CLB*

Employees are prohibited from applying any pesticide or herbicide without prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

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

### **Asbestos Management Plan**

*Policy CKA*

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each school. A copy of the district's management plan is kept in the Superintendent's office and is available for inspection during normal business hours. If you have any questions about the plan please contact Thomas Stewart (Asbestos Coordinator) at 903-567-4179.

# **GENERAL PROCEDURES**

## **Bad Weather Closing**

*Administrative Procedure*

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent or designee will make the official decision concerning closing of the district's facilities. When it becomes necessary to open late or release students early, or to cancel school, school employees and parents will receive a phone call from the District using SchooMessenger. District officials will also post a notice on the district's Web site [www.cantonisd.net](http://www.cantonisd.net), twitter account, and notify radio, and television stations.

## **Emergencies**

*Policy CKC, CKD*

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

## **Purchasing Procedures**

*Policy CH*

All requests for purchases must be submitted to the Business Office [electronically through the campus office] with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. The district will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact Denise Stone for additional information on purchasing procedures.

## **Name and Address Changes**

*Administrative Procedure*

It is important that employment records be kept up-to-date. Employees should notify the Payroll Office if there are any changes or corrections to their name, home address, telephone number, marital status, emergency contact or beneficiary.

## **Personnel Records**

*Policy DBA, GBA*

Most district records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Social Security number
- Information that reveals whether they have family members.

The choice to not allow public access to this information may be done anytime by submitting a written request to the Administration Office. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

### **School Bus/Van Usage**

*Policy CNB (LOCAL)*

School vehicles are available for school-sponsored activities that involve students and school employees. School vehicles must be checked out through the Transportation Director. Forms are available through campus principals to request usage of school vehicles. Vehicles must be requested two weeks prior to actual usage. School buses shall not be rented or loaned to any individual or organization not affiliated with the district.

### **Building Use**

*Policies DGE, GKD*

Employees who wish to use district facilities during after school hours must complete a Canton ISD Facility Request form that is available at the Administration Office. Approval from the campus principal and Superintendent are required for use of any District facilities.

# **TERMINATION OF EMPLOYMENT**

## **Resignations**

*Policy DFE*

**Contract Employees.** Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the campus principal. Contract employees may resign at any other time only with the approval of the Superintendent or the Board of Trustees. Resignation without consent may result in disciplinary action by the State Board of Educator Certification.

The campus principal is required to notify the superintendent of an educator's resignation following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency*. The Superintendent will notify SBEC when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed in *Reports to the State Board for Educator Certification*.

**Non-Contract Employees.** Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the campus principal at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in a letter of resignation but are not required to do so.

## **Dismissal or Non-renewal of Contract Employees**

*Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF, DFFA, DFFB, DFFC*

Employees on probationary, term, and continuing contracts can be dismissed during the school year or non-renewed at the end of the year according to the procedures outlined in district policies. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notification of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when certificate was revoked for misconduct. Information on the timelines and procedures can be found in the DF policies in the policy manual located in the superintendent's office or online at [www.cantonisd.net](http://www.cantonisd.net).

## **Dismissal of Non-contract Employees**

*Policy DCD*

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

## **Exit Interview and Procedures**

Exit interview forms will be completed, if possible, for employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number. All district keys, books, property including intellectual property, and equipment must be returned upon separation from employment.

## **Report to Texas Education Agency**

*Policy DF, DHB*

The dismissal or resignation of a certified employee will be reported to the Division of Investigations at TEA whenever the termination is based on a determination that the employee was involved in any of the following:

- A reported criminal history
- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- The possession, transfer, sale, or distribution of a controlled substance
- The illegal transfer, appropriation, or expenditure of school property or funds
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation
- Committing a crime on school property or at a school-sponsored event
- Violating assessment instrument security procedures

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

## **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**

Policies FB, FFH

Canton ISD does not discriminate on the basis of race, color, religion, national origin, sex, or disability in providing educational services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. Questions or concerns about discrimination of students on any of the basis listed above should be directed to the CISD Superintendent.

## **Student Records**

*Policy FL*

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

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

The student handbook provides parents and student with detailed information on student records. Parents or students who wish to review student records should be directed to the campus counselor or principal for assistance.

## **Student Directory Information**

*Administrative Procedure*

Canton ISD has designated the following types of student information to be "directory information": name, address, telephone number (if listed), photograph, date of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and rewards received, and the most recent educational agency or institution attended.

## **Parent and Student Complaints**

*Policy FNG*

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the board has adopted orderly processes for handling complaints on different issues. Any campus office or the superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the campus principal. The formal complaint process provides students and parents with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

### **Administering Medication to Students**

*Policy FFAC*

Only designated employees may administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. Exceptions apply to the self-administration of asthma medication, medication for anaphylaxis (e.g., EpiPen<sup>®</sup>), and medication for diabetes management, if the medication is self-administered in accordance with district policy and procedures. A student who must take any other medication during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

### **Dietary Supplements**

*Policies DH, FFAC*

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

### **Psychotropic Drugs**

*Policy FFAC*

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

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

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

### **Student Conduct and Discipline**

*Policies FN series and FO series*

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management

strategies that have been adopted by the district. Employees that have concerns about a particular student's conduct should contact the campus assistant principal or principal.

## **Student Attendance**

*Policy FEB*

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note from the doctor that the student was seen in their office or a note signed by the parent that describes the reason for the absence. Other requirements are addressed in the student handbook.

## **Bullying**

*Policy FFI*

Bullying is defined by TEC §37.0832. All employees are required to report student complaints of bullying to their principal or supervisor. Policy FFI includes definitions and procedures for reporting and investigating bullying of students.

### **Policy FFI(LOCAL)**

**Bullying Prohibited.** The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

**Examples.** Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

**Retaliation.** The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

**Examples.** Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

**False Claim.** A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

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

**Reporting Procedures Student Report.** To obtain assistance and intervention, 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. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.

**Employee Report.** 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.

**Report Format.** A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

**Notice of Report.** When an allegation of bullying is reported, the principal or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The principal or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.

**Prohibited Conduct.** The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

**Investigation of Report.** The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

**Concluding the Investigation.** Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

**Notice to Parents.** If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

**District Action Bullying.** If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

**Discipline.** A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

**Corrective Action.** Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation-

tion have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

**Transfers.** The principal or designee shall refer to FDB for transfer provisions.

**Counseling.** The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

**Improper Conduct.** If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

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

**Appeal.** A student who is dissatisfied with the outcome of the investigation may appeal through FNG (LOCAL), beginning at the appropriate level.

**Record Retention.** Retention of records shall be in accordance with CPC (LOCAL).

**Access to Policy and Procedures.** This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administration.

## **Hazing**

### *Policies FNCC*

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

# **SITE-BASED DECISION MAKING**

## **District and Campus Improvement Plans**

### *Policy BQ*

The Board shall ensure that a district improvement plan and improvement plans for each campus are developed, reviewed, and revised annually for the purpose of improving student performance. The Board shall approve these plans annually and ensure that the plans are mutually supportive to state goals and objectives under TEC § 4.

The District Improvement Plan shall be developed, evaluated and revised annually by the Superintendent with the assistance of the District-level committee. Each campus plan shall be developed, reviewed and revised by the principal of each campus with the assistance of the Campus-level committee. The plans shall include provisions for:

#### District only:

1. A comprehensive needs assessment addressing student performance on the academic excellence indicators and other appropriate measures of performance, disaggregated by all student groups served in the District/Campus including categories of ethnicity, socioeconomic status, sex, and populations served by special programs. .
2. Measurable District/Campus performance objectives for all appropriate academic excellence indicators for all student populations.
3. Strategies for improvement of student performance including instructional methods for addressing the needs of student groups not achieving their full potential, methods for addressing the needs for students in special programs, dropout reduction, technology integration, discipline management, staff development, career education, and accelerated education.
4. Strategies for providing to middle school, junior high school and high school students, those students' teachers and counselors, and those students' parents information about higher education admission and financial aid opportunities, the TEXAS grant program and the Teach for Texas grant program, the need for informed curriculum choices, sources of information on higher education admissions and financial aid.
5. Resources needed to implement identified strategies.
6. Staff responsible for ensuring the accomplishment of each strategy.
7. Timelines for ongoing monitoring of the implementation of each strategy.
8. Formative evaluation criteria for determining periodically whether strategies are resulting in intended improvement of student performance.
9. District only: A discipline management program providing for prevention of and education concerning unwanted physical and verbal aggression, sexual harassment, and other forms of bullying in schools, on school grounds, and in school vehicles.
10. District only: A dating violence policy that must a) include a definition of dating violence that includes the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship, as defined by Family Code 71, 00121, and; b) Address safety planning, enforcement of protective orders, school based alternative to protective

orders, training for teachers and administrators, counseling for affected students, and awareness education for students and parents.

11. A policy addressing sexual abuse and other maltreatment of children.

Campus only:

1. Assess the academic achievement for each student in the school using the student achievement indicator system.
2. Set the campus performance objectives based on the student achievement indicator system, including objectives for special needs populations, including students in special education programs under Education Code Chapter 29, Subchapter A.
3. Identify how the campus goals will be met for each student.
4. Determine the resources needed to implement the plan.
5. Identify staff needed to implement the plan.
6. Set time lines for reaching the goals.
7. Measure progress toward the performance objectives periodically to ensure that the plan is resulting in academic improvement.
8. Provide for a program to encourage parental involvement at the campus.
9. Include goals and methods for violence prevention and intervention on campus.
10. If the campus is an elementary, middle, or junior high school, set goals and objectives for the coordinated health program at the campus.

(a)

An evaluation of the effectiveness of the District's decision-making and planning policies, procedures, and staff development activities will be conducted at every year.

## **District and Campus Site-Based Committees**

*Policy BQA*

The board shall adopt a policy to establish a district and campus level planning and decision making process that will involve the professional staff of the district, parents, and community members in establishing and reviewing the district's and campuses' educational plans, goals, performance objectives, and major classroom instructional programs.

The District-Level Committee:

1. District policies and procedures must be established to ensure that systematic communication measures are in place to periodically obtain broad-based community, parent, and staff input to district and campus level committees.
2. The district level committee is responsible for providing assistance to the district superintendent in the development, evaluation, and annual revision of a district improvement plan.
3. Assists in determining the district's performance objectives (based on data analysis).
4. Provides input with respect to the six areas to improve student achievement
  - Planning
  - Budgeting
  - Curriculum
  - Staffing Patterns
  - Staff Development
  - School Organization

5. Advises the committee in regards to the adoption of the student code of conduct for the district.
6. Must meet periodically with the board, or the board's designee, to share their deliberations.
7. Shall hold at least one public meeting year, after receipt of the annual district performance report to discuss performance objectives.
8. The district level committee must address all pertinent federal planning requirements.
9. Must provide comments on district level waivers that are submitted to the board of trustees for approval prior to consideration by the commissioner.
10. Shall hold at least one public meeting every year, after receipt of the annual district performance report to discuss performance objectives.

Campus-Level Committees:

1. The principal, with the assistance of the campus planning and decision making committee, must annually develop, review, and revise the campus improvement plan.
2. The principal must regularly consult the campus-level committee in the planning, operation, supervision and evaluation of the campus educational program.
3. Ensure that each year, after receipt of the annual campus rating from the Agency; the campus level committee holds at least one public meeting.

## **Planning and Decision-Making**

### *Administrative Procedures*

A board shall adopt a policy to establish a district- and campus-level planning and decision-making process that will involve the professional staff of a district, parents of students enrolled in a district, business representatives, and community members in establishing and reviewing the district's and campuses' educational plans, goals, performance objectives, and major classroom instructional programs. *Education Code 11.251(b)*

**Federal Statutory Requirements:** District policies are required under TEC §11.251(f) to ensure that all pertinent federal planning requirements are addressed through the district- and campus-level planning process.

**State Statutory Requirements:** In accordance with TEC 11.252(d), the board shall ensure that an administrative procedure is provided to clearly define the respective roles and responsibilities of the superintendent, central office staff, principals, teachers, and district and campus committee members in the areas of planning, budgeting, curriculum, staffing patterns, staff development, and school organization.

## **Leadership Roles**

### **The Board of Education:**

- Ensures that district and campus improvement plans are developed, reviewed, and revised annually.
- Annually approves district and campus performance objectives.

- Ensures that district and campus plans are mutually supportive and that each plan supports state goals and objectives.
- Establishes policy to govern the decision-making process.
- Establishes administrative procedures to define member roles and responsibilities and ensure regular meetings of the committees.
- Publishes an annual performance report that includes campus performance objectives and progress made toward each one, the performance rating for the district and each campus, the district's special education compliance status, the number, rate, and type of violent or criminal incidents that occur on each campus, information concerning school violence prevention policies and procedures, and results from Safe and Drug-Free Schools evaluations. The report must also include comparisons of district and campus performance to previous performance and state standards, a statement of the amount of the district's unencumbered surplus fund balance, and the percentage of the preceding year's budget that surplus represents.
- Disseminates campus report cards to parents/guardians.
- Holds an annual hearing for public discussion of the annual performance report.
- Approves district or campus requests for waivers from state law or rule.

**The Superintendent:**

- Ensures that local administrative procedures are provided to establish the district and campus planning process
- Ensures that the district-level committee holds at least one public meeting per year after the receipt of the AEIS report.
- Provides leadership for the district planning process
- Ensures that district and campus plans operate effectively to cause improvement in student performance.
- As the Board designee, meeting periodically with the district-level committee to review the committee's deliberations and consult them in the planning, operation, supervision, and evaluation of the district's educational programs.
- Ensures that the district evaluates the effectiveness of the district's decision-making and planning policies, procedures and staff development activities every two years.

**The Principal:**

- Serves as chairman of the campus committee
- Sets specific education objectives for his/her campus
- Works with the campus committee to develop review, and revise the campus improvement plan
- Ensures that the campus committee holds at least one public meeting each year after receipt of the AEIS report.
- Consults the campus committee in the planning, operation, supervision, and evaluation of the campus instructional program.

**The District Committee:**

- Participates in establishing administrative procedures for district and campus planning

- Assists the superintendent in the development, evaluation, and annual review of the district improvement plan.
- Provides comment on district-level waivers
- Meets periodically with the superintendent to share their deliberations
- Assists in the development of a student code of conduct for the district.
- Assists in the development of and approve district-wide staff development.
- Meets at least four times annually.
- Holds at least one public meeting per year after receipt of the AEIS report.

### **The Campus Committee:**

- Assists the principal in the development, evaluation, and annual review of the campus improvement plan
- Assists the principal in decisions regarding planning, budgeting, curriculum, staffing patterns, staff development, and school organization.
- Approves the portion of the campus plan addressing campus staff development.
- Meets at least twice annually.
- Holds at least one public meeting per year after receipt of the AEIS report.
- Assists in establishing campus procedures to ensure that systematic communication measures are in place to obtain community, parent and staff input and to provide information to those persons regarding the recommendations of the campus level committees.
- Provides comments on campus-level waivers
- Determines the use of fund awarded to a school under the Texas Successful schools Award System.

### **Committee Membership**

#### **District Committee Membership:**

- Shall include district-level professional staff elected in the fall by a simple majority of the campus they represent for the coming school year. District-level is defined to include any professional staff members who serve multiple campuses.
- Shall include campus based professionals elected in the fall by a simple majority of the campus they represent for the coming school year. Two-thirds of the elected professional staff must be teachers. Each campus will be represented by teachers/professional staff.
- If no elected professionals represent special programs, then a representative for special programs will be appointed by the committee chairman.
- Shall include representatives of parents (at least 3), community members (at least 2), and business members (at least 2) selected in a manner that will represent the community's diversity.
- Shall include student representatives from secondary campuses.
- District-level professional staff and campus-based professionals shall be elected by a simple majority of all professional staff on campus. Elected members will serve a two-year term on the committee (staggered).

- Campus principals shall serve as ex-official members. Other non-committee members may be invited to offer input to the committee by the committee chairman.
- The superintendent shall meet periodically with the district-wide committee.
- The superintendent shall appoint the chairman of the district-wide committee.

### **Campus Committee Membership:**

- Shall include elected district-level professional staff elected in the fall by a simple majority of the campus they represent for the next school year. District-level is defined to include any professional staff members who serve multiple campuses.
- Shall include campus-based professionals elected in the fall by a simple majority of the campus they represent for the next school year. Two-thirds of the professionals must be teachers.
- Shall include representatives of parents, community members, and one business member selected in a manner that will represent the community's diversity.
- Elections shall be held each fall to elect members for the next school year. District-level professional staff and campus-based professionals shall be elected by a simple majority of all professional staff on campus. Elected members will serve a two-year term (staggered).
- The principal shall serve as chairman of the campus committee.
- The principal may invite non-committee members to offer input to the committee.

### **Committee Input**

Campus and District committees exist in an advisory capacity only. Campus committees may make recommendations to the campus principal to aid him/her in the decision-making process. The District committee may make recommendations to the superintendent to aid him/her in the decision-making process. No campus or district committee may make recommendations to the Board of Education.

Input or recommendations may be made in the following areas:

### **Planning**

The superintendent, principal(s), central office staff, teachers, and district and campus committee members shall be involved in annually preparing, reviewing and revising district and campus improvement plans for plan content and purpose. The superintendent shall report periodically to the board on the status of the planning process, including a review of the related administrative procedures, any revisions to improve the process, and progress on implementation of identified strategies. Principals shall set educational objectives for the campus through the planning process. Committees shall be involved in establishing and reviewing the district and/or campus educational plans, goals, performance objectives, and major classroom instructional programs.

## **Budgeting**

The superintendent shall prepare or cause to be prepared a proposed budget covering all estimated revenue and proposed expenditures of the district for the following fiscal year. Principals shall assimilate the recommendations of the campus committee into a recommended budget for the campus and submit it to the superintendent. Teachers and committee members shall make recommendations to the district and/or campus decision-making committees for the proposed budget, based on a comprehensive needs assessment for the district and/or campus.

## **Curriculum**

The superintendent shall assume administrative responsibility and leadership for educational programs and services. Central office staff shall ensure that budgetary appropriations and expenditures are directly aligned with identified curricular and instructional needs of the district and/or campuses. Principals shall assume administrative responsibility and instructional leadership for the implementation of the district-approved curriculum and the instructional programs. Teachers will assist in the development and implementation of district-approved curriculum and the instructional programs. Committee members shall provide input to the needs and development of the district and/or campus curriculum. District and/or campus committees will annually review and evaluate the effectiveness of all curricular and instructional programs during the district and campus planning process.

## **Staffing Patterns**

The superintendent shall assume administrative authority for the assignment and evaluation of all personnel in the district. Central office staff shall assign and evaluate nonprofessional staff as delegated by the superintendent. With the approval of the superintendent, principals shall assign, evaluate, and promote personnel assigned to the campus. Teachers may make recommendations regarding staffing needs and may assist the principal in the selection of campus personnel. Committee members shall provide input into staffing needs.

## **Staff Development**

The superintendent shall ensure that all required elements of staff development such as technology training, conflict resolution, and discipline strategies are provided. In addition, the superintendent will enable campus committees to determine staff development needs and conduct training to support the identified needs. Central office staff shall include appropriations in the budget to provide for identified staff development training needs. Principals shall assume administrative responsibility for implementation of staff development training. Teachers shall recommend staff development training that aligns with the comprehensive needs assessment. Committee members shall assist in providing input to the needs assessment as it pertains to staff development. The district committee will participate in the development of and approve the portions of the district improvement plan addressing districtwide staff development. Likewise, the campus committees will

participate in the development of and approve the portions of campus improvement plans addressing campus staff development needs.

### **School Organization**

The superintendent shall supervise and approve matters of school organization such as restructuring, scheduling, personnel assignment, discipline management, and student services of the district. Central office staff may assist the superintendent in supervision of school organizational matters. With approval of the superintendent, principals shall supervise and approve matters of campus organization such as restructuring, scheduling, personnel assignments, discipline management, and student services of the campus. Teachers and committee members will provide input for school organizational issues.

## **FACULTY/STAFF DRESS CODE**

Professional and paraprofessional personnel will dress in professional attire. As leaders and representatives of the district, employees should set a high standard of dress. The following are some guidelines to be used during school hours and while supervising any school activity.

1. Male hair will follow the student dress code. Employees may wear well-groomed facial hair.
  - **Student Grooming Policy:** Students are to wear their hair clean and groomed. Boys' hair must not extend below the top of the collar of a dress shirt on the back. Hair must not extend below the eyebrow in front or below the earlobe on the sides. Unusual or distracting haircuts are not permitted, including but not limited to disproportionate hair length, mohawks, and letters/symbols cut in hair. Hair is considered disproportionate in length when there is more than a one-inch difference in lengths. Boys may not wear ponytails. Sideburns may not extend below the ear. If a student dyes or bleaches his or her hair, only natural colors will be permitted and should be predominately one color.
2. Males may not have visible piercings/earrings on any part of their body.
3. Female employees are allowed piercings in their ears. No other visible piercings/earrings on any part of their body.
4. Blouses should be modest and should not expose bare shoulders, cleavage, or midriffs in the front or back when standing or seated.
5. Blouses must be approximately 3 inches in width across the top of the shoulder.
6. Dresses and skirts should be no higher than three inches above the kneecap. If leggings or hosiery are worn, the blouse/shirt must also be at least three inches above the kneecap.
7. Visible tattoos are not allowed.
8. Blue jeans are allowed on the last day of the school week. For instance, if the last school day of the week falls on a Thursday, jeans would be allowed. Vocational teachers are allowed to wear denim jeans.
9. Faculty and staff will not be allowed to wear blue jeans that have frayed spots or holes.
10. Special Education teachers that teach in a Life Skill setting for the majority of their day in which their job duties require lifting, carrying, etc., may wear Principal approved dress that is still professional in nature.
11. Female staff may wear capri pants that are mid-calf in length.
12. Open toed sandals are allowed. Basic flip-flops or Crocs that can be worn in the shower are not considered professional and are not allowed.

13. While supervising activities that allow shorts, employees should wear shorts that are no higher than three inches above the knee.
14. Shorts of any kind shall not be worn in the classroom by staff, with the exception of a "Field Day" type event. Principal approval required.
15. Physical Education teachers may wear shorts in the gym that are no higher than three inches above the knee.
16. Staff members that are supervising activities and wearing a baseball style cap, shall wear it with the bill facing forward.

**All decisions on employee dress standards will be at the discretion of the campus principal or supervisor.**