

CANTON ISD PERSONNEL HANDBOOK



2021-22

If you have difficulty accessing the information in this document because of disability, please email stwilk@cantonisd.com.

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.

Personnel Handbook and Personnel Guidance Receipt 2021-22

Name _____

Campus/Department _____

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

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

To view the handbooks online, please visit the Canton ISD website at www.cantonisd.net. Click on the Department tab and in the drop down box you will select Staff Resources. The Personnel Handbook and Personnel Guidance will be located under Staff Resources.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the handbooks in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the handbooks and I may pick one up from the Campus Secretary.

The information in these handbooks are subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in these documents. 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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OFFICIAL NOTICES

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 of 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

Policy CKA

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: Jennifer Gebert, Section 504 Coordinator, Canton Junior High School, 1115 S. Buffalo St., Canton, TX (903-567-4329).

CANTON ISD 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 are 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 2021-22 school year are listed below.

Mr. Matt Dunn
Dr. Leslea Evans
Mr. Clay Nicklas
Mr. Kenneth Pruitt, President
Mrs. Julie Stern, Secretary
Mr. Jack Thelen
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, special and training meetings will be posted on the district website and the 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 ISD ADMINISTRATION

**1045 South Buffalo
Canton, Texas 75103
903-567-4179 Fax: 903-567-2370**

Administration Office

Dr. Brian Nichols, Superintendent.....903-567-4179

Denise Stone, Business Director

Dr. Angela Barton, Director of Curriculum and Assessment

Stan Jontra, Technology Director

Stacie Wilkerson, Secretary to the Superintendent

Kari Webster, PEIMS

Jeri Hook, Payroll

Christi McCaffity, Accounts Payable

Trina Wilson, Human Resource

Thomas Stewart, Maintenance Director.....903-567-5328

Dawn Loftin, Transportation Director.....903-567-5328

Kim Davis, School Nurse Director.....903-567-6521

John Norrell Intermediate Nurse.....903-567-6418

Marilyn Lance, Junior High Nurse.....903-567-4329

Sunday Elerson, High School 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

Lisa Parker, Assistant Principal

Prissy Sweat, Counselor

Susie Dorman, Counselor

Casey Hubble, Athletic Director

Mike Bartley, Fine Arts Director

Leslie Corey, Principal Secretary

Bri Landes, 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

Dawn Boyd, Principal

Paige Lloyd, Assistant Principal

Jennifer Gebert, Counselor

Tammy Dickerson, Secretary

Tresa Shiflet, Attendance

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

Candace Massey, Counselor

Lorrie Culpepper, Secretary

Nikki James, 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

Kristy Pride, Counselor

Linda Sharp, Secretary

Jenny Bird, 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 (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

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

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact the campus principal. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability Jennifer Gebert, 903-567-4329 or by email at jgebert@cantonisd.com.

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

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, 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.

Contract and Noncontract Employment

Policies DC series

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 Contract. 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 Canton ISD Admin Office in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify their supervisor/principal when there is action against, or revocation of, their license.

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 Trina Wilson 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 Trina Wilson if you have any questions regarding reverification of employment authorization.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

Noninvestigatory searches in the workplace including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, The District reserves the right to conduct searches when 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 including district owned technology resources, 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 Driver's 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), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to the athletic director.

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

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 the Canton ISD 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.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a

nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Texas Teacher Evaluation and Support System (T-TESS)

Board Approved Procedure

Canton ISD will utilize the T-TESS for classroom teachers. Teachers that are in varied positions not providing whole group instruction but more individualized and varied instruction as well as other duties, need a more defined appraisal tool relevant to their position. Teachers with specialized positions will be exempted from T-TESS and a local specialized alternative appraisal tool will be developed to better align with their duties and position. This exemption will allow local flexibility to evaluate performance measures for the particular job duties and expectations. The specialized positions exempted and will be able to utilize an alternative appraisal tool are as follows:

- Dyslexia Teacher
- ESL Pull-Out Teacher
- Interventionist, Title Teacher
- Life Skills Teacher
- Other Specialized Positions not providing whole group instruction

a. A minimum of 50% of a campus's teachers must be formally evaluated every year. All teachers must be formally evaluated at a minimum of every third school year. Every teacher will receive a minimum of six, informal walk-throughs per year.

b. All teachers will have an annual summative conference to discuss the year and to set classroom goals and a staff development plan.

c. Principals will continue to be evaluated annually on a locally developed plan. d. These locally developed plans should reflect the strengths, areas of concern, and goals for Canton ISD.

The T-TESS Teacher Handbook may be found at <https://teachfortexas.org>.

Appraisers for the 2021-22 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.

Campus	Supervisor
Canton High School	Dusty Spencer Lisa Parker
Canton Junior High	Dawn Boyd Paige Lloyd
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
Curriculum and Assessment Director

Dr. Brian Nichols
Dr. Angela Barton

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, district 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. (See *Overtime Compensation*, page 21)

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 the Canton ISD Admin Office 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 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.

Employees may have their paychecks electronically deposited into a designated account or printed as a check. During summer breaks, if the employee chooses to receive a check, they will be mailed to employees at the address on file with central administration.

2021-22 Pay Dates

Monthly	Bi-Monthly	
August 25	August 10	February 10
September 24	August 25	February 25
October 25	September 10	March 10

November 19	September 24	March 25
December 16	October 8	April 10
January 25	October 25	April 25
February 25	November 10	May 10
March 25	November 19	May 25
April 25	December 10	June 10
May 25	December 16	June 24
June 24	January 10	July 8
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 Canton ISD Admin Office, 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.

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 with an itinerary of the event and a map of mileage traveled. 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

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 in their insurance coverage during open enrollment each year or when they

experience a qualifying event (e.g. marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Canton ISD Admin Office 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)

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 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. See *Workers' Compensation Benefits*, page 32 for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer.

months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Canton ISD Admin 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).

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 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.

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

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

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

Medical Certification. 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 do not provide any genetic information in any medical certification. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or

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

Continuation of Health Insurance. Employees on an approved leave of absence other than family and medical leave may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the 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 available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts and generally transfers to 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 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 earn 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, 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 local leave taken, whether or not a substitute is employed.

Employees may choose the order in which leave is used.

Vacation

Policy DED

Upon completion of 12th months of continuous employment in the District, all permanent full time employees in positions requiring 12 months of service who work 261 days shall earn paid vacation at .833 days per month.

Vacation scheduling shall be subject to department requirements and approval. Employees new to the District shall not be permitted to schedule vacation time off until they have accumulated 12 months of continuous service.

Employees who are on approved leaves of absence or absent for any reason other than vacation, military leave up to 15 days, or holidays, more than half of any calendar month, shall not accrue days for the month.

Unused vacation time shall lapse without pay or any other form of compensation after September 30 of each year.

Employees who terminate shall be entitled to vacation pay for all unused earned vacation days. Employees who terminate without notice of two calendar weeks or who are terminated for cause shall forfeit all unused vacation days.

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 Bank (or 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 local 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.

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.

An employee who meets the requirements listed above shall receive a \$2,000 reimbursement check at the time of his or her last district payroll check. If the employee is re-employed with the district, days of which the employee received payment shall not be available to the employee.

The above rate, which has been 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 of 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 son or daughter, and to care for the newborn child;
- 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, child, or parent, who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;

- For qualifying exigencies related to foreign deployment of a military member who is the employee's spouse, child or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a 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. While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

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.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

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

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 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

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. Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement. An employee may file a complaint with the US Department of Labor, Wage and Hour Division 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.

For additional information:

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

Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured 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. If both spouses are employed by the district, the district shall limit FMLA leave for the birth, adoption, or a foster placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The district shall limit military caregivers leave to a combined total of 26 weeks.

Intermittent Leave. The district shall permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee.

Certification of Leave. If an employee requests leave, the employee shall provide certification, as required by FMLA regulations, of the need to leave.

Fitness for Duty. If an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty

certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address employee's ability to perform essential job functions, the district shall provide a list of essential job functions to the employee with FMLA designation notice. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following a birth, adoption, or foster care placement; or for qualifying exigency leave.

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

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employees group health insurance and reinstate the employee at the end of the leave according 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 reimbursement of premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

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

Temporary Disability

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

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

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

When an employee is ready to return to work, 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 absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

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

Assault Leave

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 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

Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty including services on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connect with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and 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 15 days of paid leave per fiscal year when engaged in authorized training or duty ordered by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave. Employees who leave the district to enter into the U.S. uniformed services or who are ordered to active state military force of any state (e.g. 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 Canton ISD Admin 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.

Leave for Peace Officers

HB 2073 effective 6/15/2021 and SB 1359 effective 9/1/2021 of the 87th Regular Session of the Texas Legislature, effective 9/1/2021, created two new types of leave for peace officers employed by districts. Districts that employ peace officers are required to provide paid mental health leave and quarantine leave to peace officers. The district is in the process of developing a policy that will include a description of the leave benefits, regulations, and applicable procedures.

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 and Support Employees of the Month, Campus and District Teacher of the Year and Years of Service Awards.

District Communications

Canton ISD uses the local radio station, local newspapers, SchoolMessenger, Twitter, and district website (www.cantonisd.net) to keep the community informed about school activities, achievements and inclement weather and emergencies.

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. For ease of reference, the district's policy link concerning the process of bringing concerns and complaints is as follows:

DIA(LOCAL) <https://pol.tasb.org/Policy/Code/1182?filter=DGBA>

EMPLOYEE CONDUCT AND WELFARE

Standards of Conduct

Policy DH

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

Employees are expected to observe the following standards of conduct:

Recognize and respect the rights of students, parents, other employees, and members of the community.

- Recognize and respect the rights of students, parents, other employees, and member of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All District employees 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. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident.

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.

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. This chapter shall apply to educators and candidates for certification (19 TAC 247.1(B))

Enforceable Standards

I. Professional Ethical Conduct, Practices and Performance

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

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

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

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

Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or 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 or a responsibility on the basis of professional qualifications.

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

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

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

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

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

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 or who provides information for a disciplinary investigation or proceeding under this chapter.

Standard 208. The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

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 intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health or safety of the student or minor.

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

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

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

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

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

Standard 3.8. The educator shall maintain appropriate professional educator-student 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 link that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is as follows:

DIA(LOCAL) <https://pol.tasb.org/Policy/Code/1182?filter=DIA>

Harassment of Students

Policies DH, DHB, FFG, FFH, FFI

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

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX

coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or 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 54 and Bullying, page 73 for additional information. The district's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

The District's policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

A link to Policy FFH(LOCAL):

[https://pol.tasb.org/Policy/Download/1182?filename=FFH\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/1182?filename=FFH(LOCAL).pdf)

Solicitation of a Romantic Relationship

Policy DHB

"Solicitation of a romantic relationship" means deliberate or repeated acts that can be reasonably interpreted as the solicitation by an educator of a relationship with a student that is romantic in nature. A romantic relationship is often characterized by a strong emotional or sexual attachment and/or patterns of exclusivity, but does not include appropriate educator-student relationships that arise out of legitimate contexts such as familial connections or longtime acquaintance. The following acts, considered in context, may constitute prima facie evidence of the solicitation by an educator of a romantic relationship with a student:

1. Behavior, gestures, expressions, or communications with a student that are unrelated to the educator's job duties and evidence a romantic intent or interest in the student, including statements of love, affection, or attraction. Factors that may be considered in determining the romantic intent of such communications or behavior include:
 - a. The nature of the communications;
 - b. The timing of the communications;
 - c. The extent of the communications;
 - d. Whether the communications were made openly or secretly;
 - e. The extent that the educator attempts to conceal the communications;
 - f. If the educator claims to be counseling a student, SBEC may consider whether the educator's job duties included counseling, whether the educator reported the subject of the counseling to the student's guardians or to the appropriate school personnel, or, in the case of alleged abuse or neglect, whether the educator reported the abuse or neglect to the appropriate authorities; and
 - g. Any other evidence tending to show the context of the communications between educator and student.

2. Making appropriate comments about a student's body, creating or transmitting sexual suggestive photographs or images, or encouraging the student to transmit sexually suggestive photographs or images.
3. Making sexually demeaning comments to a student.
4. Making comments about a student's potential sexual performance.
5. Requesting details of a student's sexual history.
6. Requesting a date, sexual contact, or any activity intended for sexual gratification of the educator.
7. Engaging in conversations regarding the sexual problems, preference, or fantasies of either party.
8. Inappropriate hugging, kissing, or excessive touching.
9. Providing the student with drugs or alcohol.
10. Violating written directives from school administrators regarding the educator's behavior toward a student.
11. Suggestions that a romantic relationship is desired after the student graduates, including post-graduation plans for dating or marriage.
12. Any other acts tending to show that the educator solicited a romantic relationship with the students.

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees are required by state law to report any suspected child abuse or neglect, as defined by Texas Family Code §261.001, to a law enforcement agency, Child Protective Services (CPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 48 hours of the event that led to the suspicion. Alleged abuse or neglect involving a person responsible for the care, custody, or welfare of the child (including a teacher) must be reported by CPS.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child and 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 or person with disability.

Reports to Child Protective Services can be made online at <http://www.txabusehotline.org/Login/Default.aspx>, the Texas Abuse Hotline (800-252-5400) or to 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 make the required report may result as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's

failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Texas 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 accessed in the District Improvement Plan located on the Canton ISD website at 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 has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under law for reporting the suspected abuse or neglect following the procedures described above in the 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.

Scope and Sequence

Policy DG

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

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This

documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policy CQ

The district's technology resources, including its networks, computer systems, e-mail accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instruction 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, and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the 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, 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)]

See Electronic Communications between Employees, Students, and Parents, below, for regulation on employee communication with student through electronic media.

Electronic Communications between Employees, Students, and Parents
Policy DH

A certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic communication, as the term is defined by law, with currently enrolled students in the district about matters within the scope and of the employee’s profession. The employee must comply with the provisions outlined below. Electronic communications between all other employees and students who are enrolled in the district are prohibited.

Employees are not required to provide students with their personal phone numbers or email addresses.

An employee is not subject to 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:

- *Electronic communications* means any communication facilitated by the use of any electronic devices, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The terms including e-mail, text messages, instant messages, and any communication made through an Internet website, including a social media website or social networking website.
- *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 blog) is not a *communication*; however, the employee may be subject to district regulation on personal electronic communications. See Personal Use of Electronic Media. Unsolicited contact from a student through electronic means is not a *communication*.
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, 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. The employee shall limit communication 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).

4. 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).
5. 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.
6. The employee shall not communicate directly with any student between the hours of 7:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
7. The employee does not have a right to privacy with respect to communications with students and parents.
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. 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.
10. Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.
11. 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. Identify the hours during which employees are restricted from communicating with students.
12. All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy. The use of school accounts is recommended to ensure the requirements of Texas Government Code §552.004 for the preservation of emails and text as public information is met.
13. An employee shall notify his or 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.
14. 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.

The employee does not have the right to privacy with respect to communications with students and parents.

Public Information on Private Devices

Policy DH

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

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

Criminal History Background Checks

Policy DBAA

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

Employee Arrests and Convictions

Policy DH

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 activity, 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.

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 link to the district's policy on drug use follows:

Link to DH(LOCAL): [https://pol.tasb.org/Policy/Download/1182?filename=DH\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/1182?filename=DH(LOCAL).pdf)

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.

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 except as otherwise permitted by law or district policy;

- Inappropriately 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 law or district policy;
- Any other dishonest act regarding the finances of the district.
- Failure to comply with requirements imposed by law, the awarding agency, or a pass through entity for state and federal awards.

Conflict of Interest

Policies CB, DBD

Employees are required to disclose in writing to the district 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

Employees should contact their supervisors or principals for additional information.

Gifts and Favors

Policy DBD

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

Copyrighted Materials

Policy CY

Employees are expected to comply with 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.). Electronic media, including motion pictures and other audiovisual 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.

Associations and Political Activities

Policy DGA

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

association. Employees may join or refuse to join any professional association or organization.

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

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on Election Day must communicate with their supervisor or principal prior to the absence.

Charitable Contributions

Policy DG

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

Safety

Policy CK series

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.

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

Employees with questions or concerns relating to safety programs and issues can contact the Canton ISD Admin Office.

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

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

Visitors in the Workplace

Policy GKC

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.

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.

GENERAL PROCEDURES

EMERGENCY SCHOOL CLOSINGS

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 SchoolMessenger. District officials will also post a notice on the district's Web site www.cantonisd.net, Twitter account, and notify radio, and television stations.

EMERGENCIES

Policy CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work area and be familiar with shelter in place, lockout, and lockdown procedures. 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 and procedures for their use.

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 Human Resource Department 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 or change an existing choice may be done anytime by submitting a written request to the Canton ISD 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 until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

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 via the Help Desk System. 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.

Facility Use

Policies DGA, GKD

Employees who wish to use district facilities during or 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, DHB

Contract Employees. Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted 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 (SBEC).

The campus principal is required to notify the superintendent of an educator's resignation within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on page 60. The Superintendent will notify SBEC when an employee resigns and there is evidence to indicate that the employee has engaged in such misconduct.

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.

The campus principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal, or knew about an employee's resignation or termination following an alleged incident of misconduct described above

Dismissal or Non-renewal of Contract Employees

Policies DF Series, DHB

Employees on probationary, term, and continuing contracts can be dismissed during the school year to the procedures outlined in district policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive 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.

The campus principal is required to notify the superintendent of an educator's termination within seven business days following an alleged incident of misconduct for any of the acts listed in *Reports to Texas Education Agency* on Page 60. The superintendent will notify SBEC when an employee has engaged in such misconduct.

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.

Dismissal of Non-contract Employees

Policy DCD, DP

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, age, sex, national origin, disability, military status, genetic information, or any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee, when pursuing the grievance, must follow the district process outlined in this handbook when pursuing the grievance. See *Complaints and Grievances*, page 38.

The campus principal is required to notify the superintendent of a noncertified employee's resignation or termination within seven business days following an alleged incident of misconduct of abuse of a student or was involved in a romantic relationship with or solicited or engaged in sexual conduct with a student or minor. The superintendent will notify TEA within seven business days of receiving a report from a principal or knew about an employee's resignation or termination following an alleged incident of misconduct described above.

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of or placed on deferred adjudication community supervision for an offense requiring the registration as a sex offender or convicted of a felony under Title 5 Penal Code if the victim was a minor.

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

Exit Interview and Procedures

Exit interview forms will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number. 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, DHC

CERTIFIED

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

- Any form of sexual or physical abuse of a minor or any other 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 for the purpose of promotion or additional compensation
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event

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

Noncertified

The voluntary or involuntary separation of a noncertified employee from the District must be reported to the Division of Investigations at TEA by the superintendent if there is evidence the employee abused or otherwise committed an unlawful act with a student or minor, was involved in a romantic relationship with a student or minor, or solicited or engaged in sexual contact with a student or minor.

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

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

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.

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), 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 effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

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

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

Student Conduct and Discipline

Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. 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 provide 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. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information

Bullying

Policy FFI

Bullying is defined by TEC §37.0832. All employees are required to report student complaints of bullying, including cyberbullying to the campus principal or supervisor. The district's policy includes definitions and procedures for reporting and investigating bullying of students.

The link FFI(LOCAL):

[https://pol.tasb.org/Policy/Download/1182?filename=FFI\(LOCAL\).pdf](https://pol.tasb.org/Policy/Download/1182?filename=FFI(LOCAL).pdf)

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 who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing or has engaged in hazing must report that fact or suspicion to the 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 achievement indicators, and other appropriate measures of performance, disaggregated by all student groups served in the District, including categories of ethnicity, socioeconomic status, sex, and populations served by special programs.
2. Measurable District performance objectives for all appropriate achievement indicators for all student populations, including students in special education programs under Education Code Chapter 29, Subchapter A, and other measures of student performance that may be identified through the comprehensive needs assessment.
3. Strategies for improvement of student performance that including:
 - a. Instructional methods for addressing the needs of student groups not achieving their full potential
 - b. Methods for addressing the needs for students in special programs, dropout reduction, technology integration, discipline management, staff development, career education, and accelerated education.
 - i. Suicide prevention program, in accordance with Health and Safety Code Chapter 161, Subchapter O-1, which includes a parental or guardian notification procedure;
 - ii. Conflict resolution program;
 - iii. Violence prevention programs; and
 - iv. Dyslexia treatment programs.
 - c. Dropout reduction.
 - d. Integration of technology in instructional and administrative programs.
 - e. Discipline management.
 - f. Staff Development for professional staff of a district.
 - g. Career education to assist students in developing the knowledge, skills, and competencies necessary for a broad range of career opportunities.
 - h. 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:
 - a. Higher education admission and financial aid opportunities

- b. The TEXAS grant program and the Teach for Texas grant program
 - c. The need for informed curriculum choices to be prepared for success beyond high school.
 - d. 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. The trauma-informed care policy required under Education Code 38.036.

Education Code 11.252(a)

5. The law enforcement duties of peace officers, school resource officers, and security personnel. Education Code 37.081(d)(1)
6. 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.
7. 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.
13. A policy addressing sexual abuse, sex trafficking, and other maltreatment of children that must include:
 - a. Methods for increasing staff, student, and parent awareness of issues regarding sexual abuse, sex trafficking, and other maltreatment of children, including prevention techniques and knowledge of likely warning signs indicating that a child may be a victim of sexual abuse, sex trafficking, or other maltreatment, using resources developed by the Texas Education Agency (TEA) or the commissioner regarding those issues, including resources developed by TEA under Education Code 38.004 (regarding child abuse reporting and programs). These methods must include the staff training described at Education Code 38.004©.
 - b. Actions that a child who is a victim of sexual abuse, sex trafficking, or other maltreatment should take to obtain assistance and intervention; and
 - c. Available counseling options for students affected by sexual abuse, sex trafficking, or other maltreatment.

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. Student fitness data, including any data from research-based assessment such as the school health index assessment and planning tool created by the federal Centers of Disease Control and Prevention;
 - b. Student academic performance data;
 - c. Student attendance rates;
 - d. The percentage of students who are educationally disadvantaged;
 - e. The use and success of any method to ensure that students participate in moderate to vigorous physical activity; and
 - f. Any other indicator recommended by the local school health advisory council.

Education Code 11.253(d)

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 guidelines to be used during school hours and while supervising any school activity.

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.

Males may not have visible piercings/earrings on any part of their body.

Female employees are allowed piercings in their ears. No other visible piercings/earrings on any part of their body.

Blouses should be modest and should not expose bare shoulders, cleavage, or midriffs in the front or back when standing or seated.

Blouses must be approximately 3 inches in width across the top of the shoulder.

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.

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.